SECTION 7:

A - HEALTH & SAFETY SPECIFICATION
FOREWORD

This health & safety specification has been compiled under the guidelines of the Occupational Health & Safety Act no. 85 of 1993 as amended (the Act).

It must be clear that this document is a management tool and should be used at work in order to comply with the aforementioned Act.

Should there be any contradiction between this document and the Act, the Act must take preference except where explicitly stated.

Similarly where this document is silent on a specific health & safety requirement, the Act must be used as the minimum requirement.

Should you be unclear about anything set out in this document, please contact this office.

Ensuring you of our best intentions and service at all times.

Andrew Morrison
Health & safety planner
TABLE OF CONTENTS

Foreword

1. Introduction and Background
   1.1 Background to the Health and Safety Specification
   1.2 Purpose of the Health and Safety Specification
   1.3 Implementation of the Health and Safety Specification

2. Health and Safety Specification
   2.1 Scope
   2.2 Interpretation
      2.2.1 Application
      2.2.2 Definitions
   2.3 Minimum Administrative Requirements
      2.3.1 Notification of Intention to Commence Construction Work
      2.3.2 Assignment of Principal Contractor’s Responsible Person to Supervise Health and Safety on Site
      2.3.3 Competence of Principal Contractor’s Responsible Persons
      2.3.4 Compensation of Occupational injuries and Diseases Act (COIDA) Act 130 or 1993
      2.3.5 Occupational Health and Safety Policy
      2.3.6 Health and Safety Organogram
      2.3.7 Preliminary Hazard Identification and Risk Assessment and Progress Hazard Identification and Risk Assessment
      2.3.8 Health and Safety Representative(s)
      2.3.9 Health and Safety Committee(s)
      2.3.10 Health and Safety Training
         2.3.10.1 Induction
         2.3.10.2 Awareness
         2.3.10.3 Competence

ANNEXURE A:
2.3.11 General Record Keeping
2.3.12 Health & Safety Audits, Monitoring and Reporting
2.3.13 Emergency Procedures
2.3.14 First Aid Boxes and First Aid Equipment
2.3.15 Incident / Injury Reporting and Investigation
2.3.16 Hazards and Potentially Hazardous Situations
2.3.17 Personal Protective Equipment (PPE) and Clothing
2.3.18 Occupational Health and Safety (OHS) Signage
2.3.19 Permits
2.3.20 Contractors and Sub-contractors
2.3.21 Public and Site Visitor Health & Safety
2.3.22 Night Work (Before and After Hours)
2.3.23 Transport of Workers
2.3.24 Construction Health & Safety Officer
2.3.25 Penalties

2.4 Physical Requirements
2.4.1 Site Set-up
2.4.2 Excavations / Trenching / Foundational Works
2.4.3 Existing Structures
2.4.4 Edge Protection and Penetrations
2.4.5 Fall Protection / Scaffolding / Working in elevated positions
2.4.6 Roof work
2.4.7 Formwork and Support Work
2.4.8 Stacking of Materials
2.4.9 Electrical Supply (Temporary), Distribution and Installations
2.4.10 Hazardous Chemical Substances (HCS)
2.5 Plant and Machinery

2.5.1 Construction Plant

2.5.2 Vessels under Pressure (VuP) and Gas Bottles

2.5.3 Fire Extinguishers and Fire Fighting Equipment

2.5.4 Hired Plant and Machinery

2.5.5 Ladders and Ladder work

2.5.6 General Machinery and lifting machines

2.5.7 Electrical Installations and Portable Electrical Tools

2.5.8 Explosive Powered Tools

2.5.9 Cranes

2.5.10 Cantilever Loading Platforms

2.5.11 Materials Hoists

2.6 Occupational Health

2.6.1 Occupational Hygiene

2.6.2 Welfare Facilities

2.6.3 Alcohol and Other Drugs

3. Annexure A

Pre-construction Administrative Requirements

4. Annexure B

Principal Contractor’s and Contractors’ Assignment of Responsibilities

5. Annexure C

On-going Administrative Compliance Records

6. Annexure D

Initial Hazard Identification and Risk Assessment

7. Annexure E

Acknowledgement of Receipt of the Health & Safety Specification document
1. INTRODUCTION AND BACKGROUND

1.1 Background to the Health and Safety Specification (also termed This Specification)

The Construction Regulations (July 2003) place the onus on the Client to prepare a pre-construction health & safety specification, highlighting the risks not successfully eliminated during design.

1.2 Purpose of the Health and Safety Specification

To assist in achieving compliance with the Occupational Health & Safety Act 85/1993 (OHS Act) and the now promulgated Construction Regulations (July 2003) in order to prevent or as far as possible, reduce incidents and injuries. This specification shall act as the basis for the drafting of the Principal Contractor’s and Contractors’ construction phase health & safety plans.

The health & safety specification sets out the requirements to be followed by the Principal Contractor and other Contractors so that the health & safety of all persons (including the public) potentially at risk may receive the same priority as other facets of the project e.g. cost, programme, environment, etc. The entire document is to be considered.

1.3 Implementation of the Health and Safety Specification

This health & safety specification forms an integral part of the contract, and the Principal Contractor is required to use it when drawing up its project-specific construction phase health & safety plan. The Principal Contractor must forward a copy of this specification to all Contractors at their bidding stage so that they can in turn prepare health & safety plans relating to their operations.

2. HEALTH AND SAFETY SPECIFICATION

2.1 Scope

This Specification covers the requirements for eliminating and mitigating incidents and injuries on Shoprite Checkers Khayelitsha – Site C.

The scope also addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture amongst those working on the project. The health & safety specification also makes provision for the protection of those persons other than employees.

This Specification aims to address the duties laid upon the Client in terms of the Construction regulations. The initial risk assessment attached to this document is just the known pre-construction hazards identified and should be used as a starting point for the Principal Contractor and all other Contractors to elaborate on their own risk assessments in terms of Section 8 and General Safety Regulations 2(1).

Section 2.3 of the specification considers all the administrative requirements as well as administrative processes which the Principal Contractor must adhere to or implement prior to and during the construction period. The aspects covered under this section do not introduce any unusual requirements but clearly communicate the standard administrative requirements as described in the Occupation Health & Safety Act, no.85 of 1993.

Section 2.4 of the specification describes several anticipated requirements in terms of the physical activities to be undertaken during the construction period. The Principal Contractor is responsible for all construction related processes as well as the potential impact such process may have on the surrounds including members of the public whereas section 2.5 covers the requirements in terms of plant and equipment.

This specification attempts to address all the anticipated concerns and requirements however where an issue, process or plant usage is not covered the Principal Contractor must ensure all legal requirements are met regardless.
2.2 **Interpretations**

2.2.1 **Application**

This specification is a compliance document drawn up in terms of the Occupational Health & Safety Act no 85 of 1993 (OHSA) and is therefore binding. It must be read in conjunction with all other relevant legislation as noted previously.

2.2.2 **Definitions**

The definitions as listed in the Occupational Health & Safety Act 85/1993 and Construction Regulations (July 2003) shall apply.

2.3 **Minimum Administrative Requirements**

2.3.1 **Notification of Intention to Commence Construction Work**

The Principal Contractor shall notify the Provincial Director of the Department of Labour in writing before construction work commences. A copy of this notification must be held in the Principal Contractor’s health & safety file on site. Contractors not included on the initial notification letter must report their construction work as employers in their own right. Copies of these notifications must be kept in the Principal Contractor’s health & safety file.

2.3.2 **Assignment of the Principal Contractor’s / Contractor’s Responsible Persons to Supervise Health and Safety on Site**

The Principal Contractor and all Contractors shall make supervisory appointments as well as other relevant appointments in writing (as stipulated by the OHSA and Construction Regulations 2003), prior to commencement of work.

2.3.3 **Competence of the Principal Contractor’s / Contractor’s Appointed Competent Persons**

The Principal Contractor’s and all Contractor’s competent persons for the various risk management portfolios must fulfil the criteria as stipulated under the definition of ‘Competent’ in accordance with the Construction Regulations (July 2003). (Proof of competence must be attached to their appointment letters).

The Principal Contractor must note that the Construction Site Supervisor – CR 6(1); being the most senior company representative on site is ultimately responsible to implement the company’s health & safety plan and all related procedural documents and therefore he/she must be competent in terms of safety management.

2.3.4 **Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)**

The Principal Contractor shall have in its possession a letter of good standing with its Compensation assuror as proof of registration. Contractors shall hold proof of workman’s compensation assurance registration in the form of a letter of good standing and forward a copy to the Principal Contractor before they begin work on site.

2.3.5 **Occupational Health and Safety Policy**

The Principal Contractor and all Contractors shall submit a Health and Safety Policy signed by its Chief Executive Officer. The Policy should outline the Employer’s objectives as well as how they will be achieved and implemented by the Employer.

2.3.6 **Health and Safety Organogram**

The Principal Contractor and all Contractors shall prepare an organogram, outlining the site management health & safety structure including the relevant appointments/competent persons. In cases where
appointments have not been made, the organogram shall reflect the intended positions. The organogram must be updated when there are any changes in the Site Management Structure.

2.3.7 Preliminary Hazard Identification and Risk Assessment and Progress Hazard Identification and Risk Assessment

The Principal Contractor shall cause a hazard identification to be performed by a competent person before commencement of construction work. Existing services that might be exposed and cause a hazard to workers or the public must be identified from the as-built engineering drawings. This may include, but not be limited to underground water mains, sewerage, electrical, gas lines, etc. The assessed risks shall form part of the construction phase health and safety plan submitted for approval by the Client. The risk assessment must include:

a) A list of hazards identified as well as potentially hazardous tasks;
b) A documented risk assessment based on the list of hazards and tasks;
c) A set of safe work procedures (method statements) to eliminate, reduce and/or control the risks assessed;
d) A monitoring and review procedure of the risk assessments as the risks change.

The Principal Contractor shall ensure that all Contractors inform, instruct and train their workers regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop. This training should be carried out in the form of toolbox health & safety talks. Contractors must conduct their own toolbox talks and submit proof of these talks to the Principal Contractor at least weekly.

The Principal Contractor shall be responsible for ensuring that all persons who could be negatively affected by its operations are informed and trained according to the hazards and risks and are conversant with the safe work procedures, control measures and other related rules (tool box talk strategy to be implemented).

All Contractors must conduct risk assessments specific to their operations and forward a copy to the Principal Contractor. The Principal Contractor when required must report on the status of these risk assessments.

2.3.8 Health and Safety Representative(s)

The Principal Contractor and all Contractors shall ensure that Health and Safety Representative(s) are appointed under consultation with the employees and trained to carry out their functions. The appointments must be in writing. The Health and Safety Representatives shall carry out regular inspections, keep records and report all findings to the Responsible Person forthwith and at health & safety meetings. Health & safety representatives are required as soon as an Employer has 20 employees on site (one for the first 20 employees, another for the next 30 and one more for every 50 employees thereafter). The Health & Safety Representative must represent the labour and may therefore not hold a management position on the site.

2.3.9 Health and Safety Committees

The Principal Contractor shall ensure that a project health and safety committee meeting is held monthly and minutes are kept on record. Meetings must be organised and chaired by the Principal Contractor’s Responsible Person (Section 16(2) person or CR 6(1) person). All Contractors’ construction work supervisors and Health & Safety Representatives shall attend the Principal Contractor’s monthly health & safety meeting. Contractors shall also have their own internal health & safety committees and meetings in accordance with the OHS Act 85/1993 and minutes of their meetings shall be forwarded to the Principal Contractor on a monthly basis (as soon as an Employer has 50 employees on site, internal health & safety meetings are mandatory).

2.3.10 Health and Safety Training

2.3.10.1 Induction

The Principal Contractor shall ensure that all site personnel undergo a site-specific health & safety induction training session before any worker starts work. A record of attendance shall be kept in the health & safety file. A suitable venue must be available to house this training.
2.3.10.2 Awareness

The Principal Contractor shall ensure that, on site, periodic toolbox health & safety talks take place at least once every week. These talks should deal with risks relevant to the construction work at hand, conveying safe work procedures to the employees involved. A record of attendance shall be kept in the health & safety file. All Contractors have to comply with this minimum requirement and submit proof to the Principal Contractor. The system is intended to educate employees in terms of hazards, hazardous situations and the correct procedures to be followed to ensure the safety of all and should be presented as and when deemed necessary or where certain aspects need to be readdressed as opposed to a weekly ritual.

2.3.10.3 Competence

All competent persons must have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out. This will have to be assessed on a regular basis e.g. training, evaluation, periodic audits by the Client, progress meetings, etc. The Principal Contractor is responsible to ensure that competent Contractors are appointed to carry out construction work.

2.3.11 General Record Keeping

The Principal Contractor and all Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993, and with the Construction Regulations (July 2003). The Principal Contractor shall ensure that all records of incidents/accidents, emergency procedures training, inspections, audits, etc. are kept in a health & safety file held in the site office. The Principal Contractor must ensure that every Contractor keeps its own health & safety file, maintains the file and makes it available on request (the file must include the Contractor's health & safety plan). These records are crucial for inclusion in the Principal Contractor's consolidated health & safety file for handover to the Client on completion of construction work.

2.3.12 Health & Safety Audits, Monitoring and Reporting

The Client shall conduct monthly health & safety audits of the work operations including a full audit of physical site activities as well as an audit of the administration of health & safety. The Principal Contractor is obligated to conduct similar audits at least monthly on all Contractors appointed by it and keep audit reports in its health & safety file. Contractors have to audit their sub-contractors and keep records of these audits in their health & safety files, made available on request.

2.3.13 Emergency Procedures

The Principal Contractor must prepare a detailed Emergency Procedure prior to commencement on site. The procedure shall detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies;
- Information on any hazardous material/situations.

Emergency procedure(s) shall include, but shall not be limited to: fire; chemical spills; injury to employees; damage to material/equipment/plant; use of hazardous substances; bomb threats; major incidents/accidents; etc. The Principal Contractor shall advise the Client in writing forthwith, of any emergencies, together with a record of action taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc) must be maintained and available to site personnel. Emergency procedures must consider the site location, exit points and emergency services accessibility.

All media and other interested parties must be directed to the Client's media liaison officer. No person may comment on any incident on site without prior approval from the Client.
2.3.14 First Aid Boxes and First Aid Equipment

The Principal Contractor and all Contractors shall appoint First Aider(s) in writing. The appointed person(s) must be permanent members of the on site team. The appointed First Aider(s) must be certificated. Copies of valid certificates are to be kept on site. The Principal Contractor must provide an on-site First Aid Station with first aid facilities, including at least 1 (one) first aid box adequately stocked at all times. All Contractors with more than 5 employees shall supply their own first aid box. Contractors with more than 10 employees shall have their own trained, certified first aider on site at all times.

2.3.15 Incident / Injury Reporting and Investigation

Injuries are to be categorised into first aid; medical; disabling; and fatal. The Principal Contractor must stipulate in its health & safety plan how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. All Contractors must investigate and report on the 4 categories of injuries to the Principal Contractor at least monthly. Contractors must investigate injuries and incidents involving their employees within seven days of the incident in the form of Annexure 1 (General Administrative Regulations) and forward a copy of the investigation report to the Principal Contractor forthwith. All incidents reportable in terms of the provisions of Section 24 of the OHS Act, 1993 must be reported to the local Dept. of Labour in the prescribed manner.

The Principal Contractor must report all injuries and incidents to the Client in the form of a spreadsheet, which includes all contractor injuries/incidents and man-hours worked for the month as well as the cumulative total. This report must be done on a monthly basis and must form part of the Principal Contractor's progress report.

2.3.16 Hazards and Potentially Hazardous Situations

The Contractor shall immediately notify the Principal Contractor of any hazardous or potentially hazardous situations that may arise during the performance of construction activities.

2.3.17 Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall ensure that all site workers are issued with and wear hard hats and safe footwear. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times according to the risk assessments. The Principal Contractor shall clearly outline procedures to be taken when PPE or Clothing is:
  • Lost or stolen;
  • Worn out or damaged.

The above procedure applies to Contractors and their Sub-contractors, as they are all Employers in their own right and must therefore carry their own PPE. Every Contractor is responsible for supplying the necessary PPE to its own employees however; the responsibility to enforce compliance in this regard remains that of the Principal Contractor's. Labour Only Contractors appointed by the Principal Contractor become the responsibility of the Principal Contractor.

2.3.18 Occupational Health and Safety (OHS) Signage

The Principal Contractor must provide adequate on-site OHS signage. Including but not limited to: ‘no unauthorised entry’, ‘report to site office’, ‘site office’, ‘beware of overhead work’, ‘hard hat area’. Signage must be posted up at all entrances to site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations. Health & safety signage must be well maintained including weekly inspections, cleaning, replacement and repair.

2.3.19 Permits

Permits may include the following:
  • Closure of public parking bays, public walkways, roadways;
2.3.20 Contractors and Sub-contractors

All Contractors and Subcontractors must be appointed by the Principal Contractor in writing and copies of these appointments must be kept on file. The Principal Contractor shall ensure that all Contractors appointed by it comply with this Specification, the OHS Act 85/1993, Construction Regulations (July 2003), and all other relevant legislation that may relate to the activities directly or indirectly. The Contractor, when appointing other Contractors as ‘Sub-contractors’, shall mutatis mutandis ensure compliance as if it was the Principal Contractor.

The Principal Contractor may only appoint a contractor after approving the contractor’s health & safety plan. The Principal Contractor must audit each of its contractors on a monthly basis, with audit reports filed in the health & safety file on site. The audit must include an administrative assessment as well as a physical inspection of the contractor’s health & safety system.

The Principal contractor must stop any Contractor from carrying out construction work that is not in accordance with the Principal Contractor’s or Contractor’s health & safety plan or if there is an immediate threat to the health and safety of persons.

The principal contractor shall take all reasonable steps necessary to ensure co-operation between all contractors to enable each of those contractors to comply with the provisions of these regulations;

The Principal Contractor shall take all reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed upon between the Principal Contractor and Contractors, but at least once every month;

The Principal contractor must ensure that where changes are brought about to the design and construction, that sufficient health and safety information and appropriate resources are made available to Contractors so as to allow them to execute the work safely;

The Principal Contractor must ensure that every contractor is registered and in good standing with a recognised compensation fund or with a licensed compensation insurer prior to work commencing on site;

The Principal Contractor must ensure that potential Contractors submitting tenders have made provision for the cost of health and safety measures during the construction process;

The Principal Contractor shall discuss and negotiate with the Contractor the contents of the health and safety plan and shall finally approve that plan for implementation;

The Principal Contractor shall hand over a consolidated health and safety file to the client upon completion of the construction work and shall include a record of all drawings, designs, materials used and other similar information concerning the completed structure;

The Principal Contractor shall not appoint a Contractor to perform construction work unless the Principal Contractor is reasonably satisfied that the Contractor he or she intends to appoint has the necessary competencies and resources to perform the construction work safely.

2.3.21 Public and Site Visitor Health & Safety

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers/hazards likely to arise from site activities, including the precautionary measures to be taken to avoid or minimise those risk associated to those dangers/hazards. Appropriate health and safety notices and signs shall be posted up, but shall not be the only health & safety measures taken.

Due to the location of the site, the Principal Contractor must ensure that hoarding is instated around the perimeter of the site to prevent local residents, job seekers and specifically children from walking onto the site. Access must be controlled at all times and access points must be kept close while not in use. The Principal Contractor must implement a weekly inspection register which monitors the effectiveness of the hoarding as well as the safety signage so as to ensure it remains intact.
Both the Client and the Principal Contractor have a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

Site visitors must be briefed on the hazards they may be exposed to as well as what measures are in place or should be taken to control these hazards. As per the Construction Regulations, a record of these ‘inductions’ must be kept on site (attendance register or visitors book with site rules leaflet).

Where construction work takes place adjacent to or over public walkways, roadways and other public access routes, the public must be diverted or protected by means of a pavement gantry with a sufficiently strong overhead structure. The overhead structure should be constructed of steel scaffold boards or 45mm timber boards. Where scaffolding is erected adjacent to or over public areas, see scaffold requirements 2.5.5.

Where pedestrians have to be diverted, ready fence panels and signs must be used. Where traffic has to be diverted, flagmen must be used.

2.3.22 Night Work (Before and After Hours)

The Principal Contractor must ensure that adequate lighting is provided to allow for work to be carried out safely.

2.3.23 Transport of Workers

The Principal Contractor and other Contractors shall not:

- Transport persons together with goods or tools unless there is an appropriate area or section to store the tools or equipment;
- Transport persons in a non-enclosed vehicle, e.g. truck; there must be a proper canopy (properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle.
- Transport workers in bakkies unless they are closed / covered and have the correct number of seats for the passengers.

2.3.24 Construction Health & Safety Officer

A part time construction health & safety officer will be required to conduct the following duties:

a) Health & safety audits and inspections including administrative and physical audits of all Contractors’ health & safety plans, files and activities, and record findings in the form of audit reports to be kept in the health & safety file;

b) Maintain the Principal Contractor’s health & safety plan and file;

c) Assist with investigating near misses, incidents and injuries;

d) Co-ordinate the function of reviewing the hazard identifications and risk assessments;

e) Assisting with method statements (safe work procedures) and checking whether the responsible persons follow these procedures.

The Principal Contractor’s appointed Safety Officer must be on site at least 16 working hours per week.

2.3.25 Penalties

Penalties may be imposed for ongoing non-compliance with the provisions of the Client’s health & safety specification, the Principal Contractor’s and Contractor’s health & safety plans. The penalty procedure shall consist of a written warning with a compliance time frame. Failure to comply within the time frame stipulated would result in a R1000 penalty per non-compliance item per day that the non-compliance persists.
2.4 Physical Requirements

2.4.1 Site Set-up

Both Principal Contractors appointed for the civil & construction phase will be responsible to set-up a suitable site-office and storage area or yard. The location of such an office must be planned and discussed in advance with the Client. It is of vital importance that the Principal Contractor considers all environmental issues or concerns during the planning and implementation process. The site set-up must consider and include all the requirements in terms of accessibility, facilities, security and public safety; thereby ensuring that the site is practically laid-out, well organised and accessible at all times.

The perimeter must be secured to effectively control access, thereby preventing members of the public from entering the site without permission. The site facilities are discussed under various subsections of section 2.3 above as well as 2.6.2 below and should include:

- One toilet per 30 persons on site;
- A first aid box fully stocked;
- Two fully charged 4.5kg or 9kg Fire Extinguishers;
- All relevant symbolic and descriptive signage;
- All anticipated Personal Protective Equipment requirements including at least four (4) full-body harnesses;
- A notice board for the displaying of safety related information;
- A flammable store (where necessary);
- Ladders;
- Temporary walkways or stairways constructed as required;
- Cement Mixing / Batching area;
- As well as any other facilities which would contribute to an effective safety management system.

2.4.2 Excavations / Trenching / Foundational Works

All bulk excavations must be performed under strict supervision prior to the commencement of construction activity. All plant operators must be competent and all plant must be in a safe-for-use condition. Plant must be inspected on a daily basis. These inspections must be recorded on a ‘Pre-ignition Plant Checklist’.

The Principal Contractor and any relevant Contractors shall make provision in their tender for shoring of any excavations / trenches as per this specification. Excavations and trenches must either be shored or battered back to a safe angle unless a competent person deems the excavation or trench to be safe (permission must be given in writing). Where any uncertainty exists, the decision of a professional engineer or professional technologist competent in excavation work will be decisive.

The Principal Contractor shall ensure that:

a) Excavations/trenches are inspected before every shift and a record of these inspections is kept;
b) Safe work procedures have been communicated to the workers;
c) The safe work procedures are enforced and maintained by the Principal Contractor’s and Contractors’ Responsible Persons at all times;
d) Safe access is provided;
e) No load, material, plant or equipment is placed or moved near the edge of any excavation or trench. A safe distance of no less than 1.5 meters from the edge of the excavation must be maintained;
f) The requirements as per section 11 of the Construction Regulations are adhered to.

2.4.3 Existing Structures

Every effort must be made to protect all existing services and roadways around the site that may be affected by construction work.

These structures as well as existing curb-lines, man-holes and rainwater drains must be checked for any signs of damage prior to commencement and monitored thereafter. Should any damage be caused to the existing services, roadways or nearby structures, the client in consultation with the design team will instruct the Principal Contractor on how to proceed.

No Contractor is allowed to enter any of the adjacent properties without the permission of the client. No materials may be stored on any of the adjacent properties or in any public area.

2.4.4 Edge Protection and Penetrations

The Principal Contractor must ensure that all exposed edges and openings are guarded and demarcated at all times until permanent protection has been erected. These guards must be constructed of scaffold tubing or a material offering similar protection. Guardrails must be placed at 1m above the platform / floor. Guard rails should be distinguishable from the rest of the structure,
scaffold or formwork and painted if necessary to minimise the chance of them being used for purposes other than edge protection. The Principal Contractor’s risk assessment must include the following areas:
Protection of decking edges during the erection of formwork as well as during casting of concrete;
Finished floor slab edges and drop-offs;
Stairways; floor penetrations;
Lift shafts;
All other openings and areas from where a person may fall.

During the construction of formwork and support work, edge protection may be wavered in lieu of fall arrest equipment. The Principal Contractor and Contractors’ fall protection plans must include the management of edge protection, penetrations and fall prevention.

2.4.5 Fall Protection / Scaffolding / Working in elevated positions

Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall protection plan in accordance with the Construction Regulations (July 2003) before this work is undertaken. The Fall Protection Plan must consider all;
Scaffold work,
Form & Support work
Ladder work
Roof work including truss work, structural steel work, cladding etc,
External façade finishes including plastering, painting /effects, glass panels, louvers etc,
Working in lift shafts,
Facade, eve and gutter work
Deep excavations,
Rope access work.

All scaffolding must comply with the requirements of SANS 085-2000.

All scaffolding platforms above 2m from the ground must be complete with guardrails and toe boards and must be fully boarded at the level from which the work will be undertaken as per the requirements of general-purpose scaffold platforms (5-board platforms). Mobile or Tower scaffolds may not exceed 3 X their minimum base width in height and must be adequately boarded as per their loading requirement (no less than 3-board wide). Mobile scaffolds and static frame towers must be erected as per the manufacturers requirements (copies of these erection specifications/data sheets must be available on site).
Each scaffolding structure must be declared safe for use by a competent scaffold inspector who must complete the scaffold hand-over certificate. Inspections must thereafter be carried out weekly, after bad weather, after any alterations, after an incident, and before dismantling. The Principal Contractor must keep all scaffold inspection registers on site.

All persons working in elevated positions must be assessed / evaluated for physical and psychological fitness. Proof of these assessments / evaluations must be contained within the site safety file. All persons working in elevated positions must be trained and records of this training must be kept on site. Work from elevated positions may only be conducted as if it were being conducted from a safe ladder or safe scaffold.

Where fall prevention or fall arrest devices are being used, the correct devices must be used for the purpose and they must be properly maintained. Workers must be trained into the use and maintenance of the fall prevention and arrest equipment/devices.

Where work is taking place in an elevated position, the area below must be adequately demarcated, preventing persons from walking or working directly below. Where scaffolding is erected adjacent to or over public areas and roadways, adequate public protection measures must be put in place. Pavement gantries, fans/aprons, scaffold sheeting and/or closure/diversion of the public the area are considered the accepted measures.
No materials may be thrown down from platforms, roof areas, decks or any other elevated position unless a demarcated area has been established on ground level to prevent other employees or persons from walking out into the area to which the materials is being thrown.

2.4.6 Roof work

All roof work must be conducted in accordance with construction regulation 8. An initial fall protection plan must be prepared by a competent person who should evaluate, revise and amend the plan when necessary. The plan must include the following:

- How the roof work was planned;
- That the roof workers are competent (trained, experienced, knowledgeable);
- That no work is carried during inclement weather or where conditions are hazardous to workers;
- That fragile material/areas are demarcated and sign posted;
- That suitable platforms are provided where fragile materials exist;
- That there are suitable and sufficient guardrails or barriers and toe boards or other similar means of protection to prevent the fall of any person, material or equipment.

2.4.7 Formwork and Support Work

The Principal Contractor shall ensure that the provisions of section 10 of the Construction Regulations (July 2003) are adhered to. These provisions must include but not be limited to ensuring that all formwork and support work equipment used is examined for suitability before use; that all formwork and support work is inspected by a competent person immediately before, during and after placement of concrete or any other imposed load and thereafter on a daily basis until the formwork and support work has been removed. Records of all inspections must be kept in a register on site held by the Principal Contractor.

Where formwork and support work operations may negatively affect the public and where there is the potential of falling objects and equipment, a fan/apron must be erected below the potentially problematic area. The public must be protected from any and all risks and alternative pedestrian and vehicle movement will be required when this risk prevails. Signs and notices posted up, advising of danger and use of opposite pavement is not sufficient and must be used together with other safety measures. A pavement gantry with a suitably strong overhead covering is the accepted option.

2.4.8 Stacking of Materials

The Principal Contractor and other relevant Contractors shall ensure that there is an appointed stacking supervisor and all materials, formwork and all equipment is stacked and stored safely, on level, compacted ground, out of access ways and no more than three times the minimum base width in height. Pallets of bricks may not be stacked more than two above each other. Walkways must be clear of all materials.

No materials may be stacked for storage on scaffold platforms, No materials may be stacked on the edge of any deck, slab, penetration, balcony, loading platform or drop-off. A safe clearance of 1.5 meters from any such edge must be maintained and where materials have been deposited near such an edge they must be immediately worked away.

2.4.9 Electrical Supply(Temporary), Distribution and Installations

The Principal Contractor must comply with the Electrical Installation Regulations

All electrical connections and installations must be performed under the supervision of a Qualified Electrician who has been appointed in writing. The installation must be designed by the Electrical Engineer. The appointed Electrical Contractor must work according to the design detail provided at all times.

All Temporary Supplies may only be connected once the necessary permissions have been obtained and as in the case of the Electrical Installation, must be performed under the supervision of a qualified electrician. The Temporary Supply must be inspected periodically but at least once per month and the inspections must be recorded in writing.

The Temporary distribution boards or sub-distribution boards must be fitted with a cover which is to be labelled and lockable to prevent tampering of any form.

A copy of the final certificate of compliance must be incorporated into the final health & safety file.
2.4.10 Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant Contractors must provide the necessary training and information as far as the use, transport, and storage of HCS. The Principal Contractor shall ensure that the use, transport, and storage of HCS are carried out as prescribed in the HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have Material Safety Data Sheets (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The risk assessment must address the following items:

- The HCS’s that employees may be exposed to;
- The effects that the HCS can have on the employee;
- Where the HCS may be present and in what physical form;
- The route of intake;
- The nature of the work and process involved.

The First Aiders must be made aware of the MSDS and how to treat HCS incidents accordingly. Flammable substances must be stored in a separate area, away from other materials.

2.5 Plant and Machinery

2.5.1 Construction Plant

“Construction Plant” includes all types of plant including but not limited to, cranes, piling rigs, excavators, road vehicles, dumpers and all lifting equipment.

The Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act 85/1993 and Construction Regulations (July 2003). The Principal Contractor and all relevant Contractors shall inspect and keep records of inspections and load tests of the construction plant used on site. Only authorised/competent persons may use machinery and the proper supervision must be provided. Appropriate PPE and clothing must be provided and maintained in good condition at all times. No employees may travel as passengers on any mobile plant or construction vehicle unless they are seated in the cab. Speed limits on site must not exceed 25km/h.

2.5.2 Vessels under Pressure (VuP) and Gas Bottles

The Principal Contractor and all relevant Contractors shall comply with the Vessels under Pressure Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate fire fighting equipment (Fire Extinguishers) on hand;
- Oxygen and acetylene bottles must be secured in an upright position and must not show signs of corrosion or damage.

2.5.3 Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor and relevant Contractors shall provide adequate, regularly serviced fire fighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. A minimum of four 9kg dry chemical powder or CO2 fire extinguishers must be available in and around the site office establishment and stores. Wherever hot work is taking place, additional fire extinguishers must be on hand. Contractors are responsible for ensuring compliance with hot work procedures and must be in possession of method statements detailing the safe working procedures.

2.5.4 Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use and complies with the minimum legislated requirements. The necessary requirements as stipulated by the OHS Act
85/1993 and Construction Regulations (July 2003) shall apply. The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health & safety file. Any load test requirements and inspections in terms of legislation must be complied with and copies of load test certificates and inspections must be kept in the health & safety file. All relevant Contractors must ensure the same.

2.5.5 Ladders and Ladder Work

The Principal Contractor shall ensure that all ladders are inspected monthly, are in good safe working order, are the correct height for the task, extend at least 1m above the landing, fastened and secured, and at a safe angle. Stepladders must be safe for use, must be the correct height for the task and the top two rungs may not be used. Records of inspections must be kept in a register on site. Contractors using their own ladders must ensure the same.

2.5.6 General Machinery and Lifting Machines

The Principal Contractor and relevant Contractors must ensure compliance with the Driven Machinery Regulations, which includes inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE and relevant clothing, and training those who use machinery.

Tower cranes must be load tested on erection with a copy of the test certificate kept in the health & safety file. The tower crane erection, alterations, maintenance and dismantling must be conducted by a competent person. Intermediate safety inspections must be conducted at least every 6 months. Records of all maintenance and inspections must be kept in the health & safety file. Only trained operators who have been certified physically and psychologically fit may operate tower cranes and construction machinery. A competent banks man who should coordinate all lifting and rigging operations must assist the tower crane operator.

2.5.7 Electrical Installations and Portable Electrical Tools

The Principal Contractor must ensure that all Contractors are made aware of the positions of electrical power lines (overhead as well as underground). The minimum safety distances as per the table to Electrical Machinery Regulation 15 must be complied with. The Principal Contractor must comply with the Electrical Installation Regulations, the Electrical Machinery Regulations and the Construction Regulations (CR 22).

The Principal Contractor shall carry a copy of the Certificate of Compliance for its electrical power supply. All temporary electrical installations must be inspected at least weekly. Portable electrical tools and equipment must be visually inspected daily with inspection records kept monthly. Records of these inspections must be kept on site.

2.5.8 Explosive Powered Tools

The following shall apply:

- A competent person undertakes routine daily inspections and records are kept;
- Only authorised trained persons use the explosive powered tools;
- The safe work procedures apply;
- Awareness training is carried out and compliance is enforced at all times;
- The necessary PPE is used and maintained (hearing protection and eye protection).
- A register indicating the issue and return of all explosive rounds is kept;
- Signs are posted up in the areas where explosive powered tools are being used.

2.5.9 Cranes

Prior to the commencement of any crane work; whether mobile of tower, the principal contractor must ensure that all documentation is in place and available on file. The documentation must include; Load Test or Hand-over certificate

Operator Certificate
The Operators Medical Fitness certificate

© Solid State Safety (all copyrights reserved) March 2012
Lifting Tackle Load Test Certificates
A Crane operating / lifting procedure – specific to the site.

2.5.10 Cantilever Loading Platforms

Should these platforms be used, they must carry a design drawing issued by a competent person indicating the maximum safe workload and the erection and maintenance procedures. The platform must be complete with guardrails and toe boards and must carry a notice indicating the maximum safe workload. Access routes under the loading platforms must be diverted and persons must be protected from the potential material and objects falling.

2.5.11 Materials Hoists

Every materials hoist must comply with the requirements of Construction Regulation 17 including the following:

- The materials hoist structure must be secured from displacement and handed over ‘safe for use’, a hand over certificate must be issued by the erector and kept in the health & safety file;
- The hoist must be enclosed at ground level with fences that are at least 2.1 m high;
- Every landing must be provided with a gate at least 2.1 m high which must be closed at all times except when the hoist platform is at rest at such platform;
- The hoist platform must include side panels to contain the loads being transported;
- The maximum safe working load must be indicated on the platform and may not be exceeded at any time;
- Only a designated, competent operator may control the hoist operations and this person must be present at all times during hoist operations. A lock out system must be incorporated to ensure that no unauthorised persons operate the hoist;
- Daily inspections must take place and must be carried out by a competent person appointed in writing for the purpose;
- Inspection results must be recorded in a register kept in the health & safety file on site;
- No persons may ride on the hoist platform. A notice indicating this must be posted up on the hoist platform;
- All maintenance records must be recorded in the hoist register and kept on site.

2.6 Occupational Health

2.6.1 Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, absorption, and noise induction.

2.6.2 Welfare Facilities

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers), changing facilities, hand washing facilities, soap, toilet paper, and hand drying material must be provided. Waste bins must be strategically placed and emptied regularly. Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment. Workers should not be exposed to hazardous materials/substances while eating and must be provided with adequate, sheltered eating areas.

2.6.3 Alcohol and other Drugs

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. The
Contractor concerned must follow a full disciplinary procedure and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

This Health & Safety Specification was developed by Solid State Safety
Prepared by A. Morrison, construction health & safety planner.

Project name: Shoprite Checkers Khayelitsha – Site C

Date: **01.03.2012**
## PRE-CONSTRUCTION ADMINISTRATIVE REQUIREMENTS

### ANNEXURE A

The Principal Contractor and Contractors must submit compliance with Annexure A within two weeks (10 working days) of receiving the Health & Safety Specification. **Thereafter a 48hr final notice is applicable**

<table>
<thead>
<tr>
<th>HSS Item No</th>
<th>Requirement</th>
<th>Legal Reference</th>
<th>Compliance Date</th>
<th>Accepted by auditor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Health &amp; Safety Plan</td>
<td>Constructions Regulations.</td>
<td>Within two weeks</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>Notification of Intention to Commence Construction / Building Work</td>
<td>Complete Schedule 1 (Construction Regulations)</td>
<td>Prior to commencement on site</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>Assignment of Responsible Persons to Supervise Construction Work</td>
<td>OHS Act (section 16.2) &amp; Construction Regulation 6</td>
<td>Prior to commencement on site</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>Competence of Responsible Persons</td>
<td>OHS Act Section 16.2 &amp; Construction Regulation 6</td>
<td>Together with H&amp;S plan</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>Compensation for Occupational Injuries and Diseases – proof of registration</td>
<td>COIDA</td>
<td>Together with H&amp;S plan</td>
<td></td>
</tr>
<tr>
<td>A6</td>
<td>Occupational Health and Safety Policy</td>
<td>OHS Act</td>
<td>Together with H&amp;S plan</td>
<td></td>
</tr>
<tr>
<td>A7</td>
<td>Health and Safety Organogram</td>
<td>Client Requirement</td>
<td>Together with H&amp;S plan</td>
<td></td>
</tr>
<tr>
<td>A8</td>
<td>Initial Hazard Identification and Risk Assessments</td>
<td>Construction Regulations.</td>
<td>Together with H&amp;S plan</td>
<td></td>
</tr>
<tr>
<td>A9</td>
<td>Principal Contractor appointed in writing</td>
<td>Construction Regulations.</td>
<td>Prior to commencement</td>
<td></td>
</tr>
<tr>
<td>A10</td>
<td>Health &amp; Safety Specification Annexure E signed by contractor</td>
<td>Client Requirements.</td>
<td>Together with H&amp;S plan</td>
<td></td>
</tr>
</tbody>
</table>
# ASSIGNMENT OF PRINCIPAL CONTRACTOR'S AND CONTRACTORS' RESPONSIBLE PERSONS

## ANNEXURE B

The Principal Contractor and Contractors shall make the following appointments: (Further appointments could become necessary as the project progresses).

<table>
<thead>
<tr>
<th>Item</th>
<th>Appointment</th>
<th>Legal Reference</th>
<th>Requirement</th>
<th>Accepted by Auditor</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>CEO Assignee</td>
<td>Section 16(2)</td>
<td>A competent person to assist with the on-site H&amp;S overall responsibility – Contractor's Responsible Person</td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>Construction Work Supervisor</td>
<td>CR 6.1</td>
<td>A competent person to supervise and be responsible of Health &amp; Safety related issues on site. The person is appointed to assist the CEO with his/her overall duties.</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>Subordinate Construction Work Supervisors</td>
<td>CR 6.2</td>
<td>A competent person to assist with daily supervision of construction/building work. The person assists the Construction Work Supervisor.</td>
<td></td>
</tr>
<tr>
<td>B4</td>
<td>Health &amp; Safety Representative(s)</td>
<td>Section 17</td>
<td>A competent person(s) to inspect H&amp;S in reference to plant, machinery and Health &amp; Safety of persons in the workplace.</td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>Health &amp; Safety Committee Member(s)</td>
<td>Section 19</td>
<td>A competent person(s) representing the employer to assist with the on site Health &amp; Safety matters.</td>
<td></td>
</tr>
</tbody>
</table>
| B6   | Incident Investigator | GAR 9 | A competent person to investigate incidents/accidents on site and could be:  
• The employer  
• H&S Representative  
• Designated person  
• Member of the H&S Committee |                      |
<p>| B7   | Risk assessment coordinator | CR 7 | A competent person to co-ordinate all risk assessments on behalf of the Principal Contractor. The same applies to Contractors. |                      |
| B8   | Fall protection plan co-ordinator | CR 8 | A competent person to prepare &amp; amend the fall protection plan. |                      |
| B9   | Emergency plan co-ordinator | A competent person to co-ordinate all emergency procedures and situations. |                      |
| B10  | First Aider(s) | GSR 3 | A qualified person to address all on site first aid cases. |                      |
| B11  | Scaffolding Inspector/supervisor | SABS 085 | A competent person to inspect scaffolding before use and every time after bad weather, etc. |                      |
| B12  | Scaffolding erector | GSR 13D | A competent person to erect scaffolding. |                      |
| B13  | Formwork &amp; support work inspector | CR 10 | A competent person to inspect formwork &amp; support work. |                      |
| B14  | Excavation Inspector | CR 11 | A competent person to inspect excavation work and ensure that approved safe working procedures are followed at all times. |                      |
| B15  | Ladder Inspector | GSR 13A | A competent person to inspect ladders daily and ensure they are safe for use, keeping monthly record. |                      |
| B16  | Stacking Supervisor | CR 26 | A competent person to supervise all stacking and storage operations |                      |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B17</td>
<td>Explosive powered tools inspector/supervisor</td>
<td>CR 19</td>
<td>A competent person to inspect &amp; clean the tool daily and controlling all operations thereof.</td>
</tr>
<tr>
<td>B18</td>
<td>Temporary electrical installations inspector</td>
<td>CR 22</td>
<td>A competent person to control all temporary electrical installations.</td>
</tr>
<tr>
<td>B19</td>
<td>Portable Electrical Tool Inspector</td>
<td>CR 22</td>
<td>A competent person to inspect portable electrical tools, leads and plugs.</td>
</tr>
<tr>
<td>B20</td>
<td>Fire-fighting equipment inspector</td>
<td>CR 27</td>
<td>A competent person to inspect fire-fighting equipment.</td>
</tr>
<tr>
<td>B21</td>
<td>Construction Safety Officer</td>
<td>CR 6 (6)</td>
<td>A competent person to fulfil the functions as set out in 2.3.24 of the HSS</td>
</tr>
<tr>
<td>B22</td>
<td>Hazardous Chemical Substance Assessor</td>
<td>HSCR 5(1)</td>
<td>A competent person to identify the hazards associated to specific chemicals</td>
</tr>
<tr>
<td>B23</td>
<td>Construction Vehicle &amp; Mobile Plant Inspector</td>
<td>CR 21 (j)</td>
<td>A competent person to ensure that all inspections on the various plant and vehicles on site are conducted as required.</td>
</tr>
<tr>
<td>B24</td>
<td>Construction Vehicle &amp; Mobile Plant Operator</td>
<td>CR 21</td>
<td>A competent operator must be appointed for each specific Plant or Vehicle in use on site.</td>
</tr>
<tr>
<td>B25</td>
<td>Lifting machine &amp; equipment inspector</td>
<td>DMR 18</td>
<td>A competent person to inspect lifting machines, equipment &amp; tackle.</td>
</tr>
<tr>
<td>B26</td>
<td>Lifting Tackle Inspector</td>
<td>DMR 18(6)</td>
<td>A competent person appointed to conduct the necessary inspections on lifting tackle</td>
</tr>
<tr>
<td>B27</td>
<td>Crane Operator</td>
<td>DMR 18(11)</td>
<td>A competent person to operate the crane – certificate of training and fitness required</td>
</tr>
<tr>
<td>B28</td>
<td>Crane Banksman</td>
<td>DMR 18(11)</td>
<td>A competent person to assist the crane operator during all lifting operations. At least one Banksman per crane must be appointed in writing.</td>
</tr>
<tr>
<td>B29</td>
<td>Demolition Supervisor</td>
<td>CR12</td>
<td>A competent person to supervise all aspects of demolition works</td>
</tr>
<tr>
<td>B30</td>
<td>Batch Plant Operator</td>
<td></td>
<td>A competent person to operate the batch plant and conduct the required inspections periodically</td>
</tr>
</tbody>
</table>
## ON-GOING ADMINISTRATIVE COMPLIANCE RECORDS

### ANNEXURE C

The Principal Contractor and Contractors shall comply with but not be limited to the requirements tabled below: Report in writing on these requirements to the Client and Principal Contractor respectively at least monthly.

<table>
<thead>
<tr>
<th>Item</th>
<th>What</th>
<th>When</th>
<th>Output</th>
<th>Accepted by Client &amp; date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Construction-phase Health &amp; Safety Plan</td>
<td>Monthly review</td>
<td>Principal Contractor to report on status of Contractors’ health &amp; safety plans – monthly</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Health &amp; Safety File</td>
<td>Open file when construction begins and maintain throughout.</td>
<td>File on site at all times. Contractors to report on their file at monthly H &amp; S meetings with the Principal Contractor.</td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td>OHS Act and relevant Regulations</td>
<td>Monthly review</td>
<td>To be kept in the health &amp; safety file on site</td>
<td></td>
</tr>
<tr>
<td>C4</td>
<td>Induction training</td>
<td>Every worker before he/she starts work.</td>
<td>Attendance registers to be kept.</td>
<td>Date of last Induction:</td>
</tr>
<tr>
<td>C5</td>
<td>Awareness Training (Tool Box Talks)</td>
<td>At least weekly</td>
<td>Attendance registers to be kept.</td>
<td>Date of last toolbox talk:</td>
</tr>
<tr>
<td>C6</td>
<td>Health &amp; Safety Meetings</td>
<td>Monthly</td>
<td>Meeting minutes to be kept</td>
<td>Date of last meeting:</td>
</tr>
</tbody>
</table>
| C7   | Health & Safety Reports | Monthly | Report covering:  
- Incidents / injuries and investigations  
- Non conformances by employees & Contractors  
- Internal H&S audit reports  
- H&S Rep Monthly Checklist | |
| C8   | Appointment of Subcontractors | As required | All subcontractors working directly under the Principal Contractor, whether selected, nominated or preferred must be appointed in writing. | |
| C9   | Audits on contractors | Monthly | Report covering the compliance status in terms of:  
- H&S File/Plan  
- FEM status  
- Appointment letters  
- Section 37(2) agreements  
- Risk assessment and method statements  
- Inspection Registers | |
<p>| C10  | List of Contractors | List to be updated weekly | Table list, number of workers and Company tel. numbers | |
| C11  | Workman's Compensation | Ongoing | Copies of the subcontractors’ proof of registration with workman’s compensation or FEM on file. | |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Section/Item</th>
<th>Frequency</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>C12</td>
<td>Construction site rules &amp; Section 37.2 Mandatory Agreements</td>
<td>Ongoing</td>
<td>Proof of agreement documents to be kept in H&amp;S file.</td>
</tr>
</tbody>
</table>
| C13 | Emergency procedures | Monthly evaluation of procedure | - Table procedure in writing as well as tel. numbers  
- Proof that the emergency procedures are being conveyed to the employees |
| C14 | H&S Notice Board | On-going | A notice board in the site office posted with the following:  
- Signed Policy  
- Emergency Procedure  
- Emergency contact Nos.  
- First Aid person’s certificate  
- Basic Site Rules  
- Copy of FEM/WCA letter  
- Toolbox Talk topic |
| C15 | Risk assessments | Updated and signed off at least monthly | Documented risk assessments |
| C16 | Method Statements (Safe work procedures) | Drawn up and distributed before workers are exposed to the risks | Documented set of safe work procedures (method statements) reviewed and signed off. |
| C17 | Method Statements | Communicated to affected employees | Confirmation of communication to employees in the form of a training awareness attendance register. |
| C18 | Medicals (fitness certificates) | Assessment of the Psychological and Physical condition of employees | Certificates on filing relating to the psychological and medical fitness of:  
- Employees working at height  
- Scaffold Erectors  
- Plant operators  
- Crane operator |
| C19 | General Inspections | Daily and weekly | Report OHS Act compliance:  
- Scaffolding  
- Excavations  
- Portable electrical tools  
- Formwork & support work  
- Explosive powered tools  
- Temporary electrical installations  
- Materials hoists  
- Lifting tackle (visual)  
- Pre-Ignition Plant check  
- Pre-Ignition Mini-plant check  
- Crane Daily Check  
- Hand Tools – daily issue register |
| C20 | General Inspections | Monthly |  
- Fire fighting equipment  
- Ladders  
- First Aid Box contents |
| C21 | General | 3-monthly |  
- Lifting tackle |
| Inspections            | • Oxy-acetylene cutting & welding sets  
|                       | • Fall prevention and arrest equipment |
| C22 General Inspections | 6-monthly                      |
|                       | • Lifting machines             |
| C23 Load tests / performance tests | Annually / once erected, before use |
|                       | • Lifting machines             |
## ANNEXURE D: RISK ASSESSMENT
Project: SHOPRITE CHECKERS KHAYELITSHA SITE C

### TASK ORIENTATED RISKS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Task / situation</th>
<th>Personal protective equipment</th>
<th>Risk to safety</th>
<th>Risk to health</th>
<th>Preventative action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium to High</td>
<td>Site Establishment</td>
<td>Gloves, high visibility bibs or marked overalls, safety shoes, eye protection.</td>
<td>The risks vary from risk to personal safety due to socio-economic elements as well as task related elements</td>
<td>-</td>
<td>The team must be able to make contact with emergency services as well as head office at any time. No individual must be left on site alone. The site yard area must be secured by way of fencing and gated access before other stock, material or facilities are delivered to site. All truck mounted cranes must be operated by a competent person and the work must be supervised at all times.</td>
</tr>
<tr>
<td>High</td>
<td>Work in trenches and excavations</td>
<td>Safe footwear</td>
<td>Trench collapses, engulfment, sprains</td>
<td>-</td>
<td>Trench walls to be safely battered to natural angle of repose or properly shored.</td>
</tr>
<tr>
<td>High</td>
<td>Fixing re-bar (elevated)</td>
<td>Overalls, hard hats, safety shoes, gloves, goggles, fall prevention where necessary</td>
<td>Injuries, cuts and bruises, eye injuries</td>
<td>-</td>
<td>Excavated material to be disposed of in accordance with approved method.</td>
</tr>
</tbody>
</table>

© Solid State Safety (all copyrights reserved) March 2012
<table>
<thead>
<tr>
<th>Level</th>
<th>Activity</th>
<th>PPE Requirements</th>
<th>Hazards</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Concrete Work (foundations)</td>
<td>Overalls, hard hats, safety shoes, aprons, goggles</td>
<td>Caving in of unshored sides Personnel &amp; equipment falling in</td>
<td>Chemical reaction in wet cement causes Dermatitis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td>Concrete Work (staircases and decks)</td>
<td>Overalls, hard hats, safety shoes, aprons, goggles</td>
<td>Personnel &amp; equipment falling in</td>
<td>Chemical reaction in wet cement causes Dermatitis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Structural Steel Work</td>
<td>Overalls, hard hats, safety shoes, gloves, fall prevention equip.</td>
<td>Fall from heights, head injury and bruises resulting from structural steel blows.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Welding and gas cutting at height</td>
<td>Welding shield, Respirator, Apron, Gloves, hard hats, safety boots, fall prevention equip.</td>
<td>Burns, fall related injury, eyes and lungs.</td>
<td>Industrial Asthma, arc eyes, burns</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Formwork</td>
<td>Overalls, hard hats, safety shoes, apron</td>
<td>Falls, injuries, fractures, death</td>
<td>-</td>
</tr>
<tr>
<td>High</td>
<td>Stripping of Formwork</td>
<td>Overalls, hard hats, safety shoes</td>
<td>Falling shutter boards Timber on the ground Falls from stripping edgework</td>
<td>Dermatitis from coming into contact with degreasers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>Brick work (General)</td>
<td>Overalls, hard hats, safety shoes, gloves</td>
<td>Twisting and straining of back muscles while lifting blocks</td>
<td>-</td>
</tr>
<tr>
<td>High</td>
<td>Brick work (Gables)</td>
<td>Overalls, hard hats, safety shoes, gloves</td>
<td>Gables collapsing on windy days Fractures, death</td>
<td>-</td>
</tr>
<tr>
<td>Medium</td>
<td>Plastering</td>
<td>Overalls, hard hats, safety shoes, gloves</td>
<td>-</td>
<td>Chemical reaction in wet cement causes Dermatitis</td>
</tr>
</tbody>
</table>

© Solid State Safety (all copyrights reserved) | March 2012
<table>
<thead>
<tr>
<th>Medium</th>
<th>Activity</th>
<th>Hazards</th>
<th>PPE</th>
<th>Prevention Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td>Cement and Concrete Mixing</td>
<td>Ingestion, inhalation of cement, Contact with skin may cause Dermatitis</td>
<td>Overalls, hard hats, safety shoes, gloves, ear muffs</td>
<td>Training, correct use of PPE, Barrier creams</td>
</tr>
<tr>
<td>High</td>
<td>Roof work</td>
<td>Falls from roof height, Materials falling from heights</td>
<td>Overalls, hard hats, safe shoes, gloves, harnesses and lifelines</td>
<td>Training, fall arrest equipment, Lower waste material from roof</td>
</tr>
<tr>
<td>High</td>
<td>Roof Sheeting at Heights</td>
<td>Falling off, Wet weather work, Windy conditions, Angle grinder use, Cuts/laceration, Objects falling, Electrical shocks</td>
<td>Overalls, hard hats, safe shoes, gloves, harnesses and lifelines</td>
<td>Training, safety belts, life lines, Pre-inspection, guard in place, Barricade/demarcate areas below</td>
</tr>
<tr>
<td>High</td>
<td>Scaffolding Erection and Dismantling</td>
<td>Falls – death, fractures, Falling objects, Collapsing of scaffold</td>
<td>Overalls hard hats, safety shoes, gloves, harnesses and lifelines</td>
<td>Training, qualified erectors only, level &amp; plumb, tie scaffolding, scaffold material in good order</td>
</tr>
<tr>
<td>High</td>
<td>Work in Elevated Positions (Scaffolds)</td>
<td>Falls from heights, Falling objects</td>
<td>Overalls hard hats, safety shoes, gloves, harnesses and lifelines</td>
<td>Training, safety belts, life lines</td>
</tr>
<tr>
<td>High</td>
<td>Work in elevated positions (Decks, Staircases, etc)</td>
<td>Falls from heights, Materials falling from heights</td>
<td>Overalls hard hats, safety shoes, gloves, harnesses and lifelines</td>
<td>Training, safety belts, life lines, Barricade all sides adequately</td>
</tr>
<tr>
<td>High</td>
<td>Ladder Usage</td>
<td>Falls</td>
<td>Hard hats, safety shoes</td>
<td>Training, pre-use checks, monthly inspections, correct length for task, secure at top and bottom, skid pads on ladder, use both hands to climb</td>
</tr>
<tr>
<td>High</td>
<td>Falls (on the ground)</td>
<td>Injuries and bruises</td>
<td>Hard hats, safety shoes</td>
<td>Training, good house keeping</td>
</tr>
</tbody>
</table>

ANNEXURE A:
<table>
<thead>
<tr>
<th>Rating</th>
<th>Activity / Situation</th>
<th>Personal Protective Equipment</th>
<th>Risk to Safety</th>
<th>Risk to Health</th>
<th>Preventative Action</th>
<th>Risk to Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Electrical Installations (Temporary)</td>
<td>Overalls, hard hats, safety shoes, gloves, etc</td>
<td>Exposed switches and wires&lt;br&gt;Cables lying in pools of water&lt;br&gt;Un-insulated cables and wires</td>
<td>-</td>
<td>Tidy up all wires and cover&lt;br&gt;Suspend all cable above ground&lt;br&gt;Regular inspections and maintenance</td>
<td>-</td>
</tr>
<tr>
<td>Medium</td>
<td>Load &amp; Unload by Hand</td>
<td>Gloves</td>
<td>Back and hand injuries</td>
<td>-</td>
<td>Training, clear task communication</td>
<td>-</td>
</tr>
</tbody>
</table>

### EQUIPMENT RISKS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Activity / Situation</th>
<th>Personal Protective Equipment</th>
<th>Risk to Safety</th>
<th>Risk to Health</th>
<th>Preventative Action</th>
<th>Risk to Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td>Electric Drill</td>
<td>Overalls, hard hats, safety shoes</td>
<td>Eye injuries, general injuries, electrical shocks</td>
<td>-</td>
<td>Training, only competent user, pre-use check, monthly inspections, work piece secure</td>
<td>-</td>
</tr>
<tr>
<td>High</td>
<td>Angle Grinder</td>
<td>Overalls, hard hats, safety shoes, goggles</td>
<td>Electrical shocks, severe injuries</td>
<td>-</td>
<td>Training, only competent user, pre-use check, monthly inspections, work piece secure</td>
<td>-</td>
</tr>
<tr>
<td>Medium</td>
<td>Skill Saw</td>
<td>Overalls, hard hats, safety shoes, goggles</td>
<td>Electrical shocks, severe injuries, guard malfunction</td>
<td>-</td>
<td>Training, only competent user, pre-use check, monthly inspections, work piece secure</td>
<td>-</td>
</tr>
<tr>
<td>Medium</td>
<td>Extension Leads</td>
<td>Hard hats, safe shoes, goggles</td>
<td>Electrical shocks, trips and falls</td>
<td>-</td>
<td>Training, pre-use inspection, maintain</td>
<td>-</td>
</tr>
<tr>
<td>High</td>
<td>Hand Tools</td>
<td>Overalls, hard hats, safety shoes, goggles, aprons</td>
<td>Cuts, bruises</td>
<td>-</td>
<td>Training, use correct tool for the task, sharpen tools, inspections</td>
<td>-</td>
</tr>
<tr>
<td>High</td>
<td>Compressed Air Tools</td>
<td>Overalls, hard hats, safety shoes, goggles</td>
<td>Injuries, ruptured eardrums, eye injuries</td>
<td>-</td>
<td>Training, pre-use inspections</td>
<td>-</td>
</tr>
<tr>
<td>Rating</td>
<td>Situation</td>
<td>Personal Protective Equipment</td>
<td>Risk to Safety</td>
<td>Risk to Health</td>
<td>Preventative Action</td>
<td>Risk to Environment</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Medium</td>
<td>Noise (General Machinery)</td>
<td>Ear plugs, ear muffs</td>
<td>-</td>
<td>Noise induced hearing loss</td>
<td>Training of personnel</td>
<td>Noise pollution</td>
</tr>
<tr>
<td>Medium</td>
<td>Vibration (General Machinery)</td>
<td>Ear plugs, ear muffs, gloves</td>
<td>-</td>
<td>May result in kidney complications</td>
<td>Training, rest breaks</td>
<td>-</td>
</tr>
<tr>
<td>Medium</td>
<td>Bad Lighting</td>
<td></td>
<td>Injuries, falls, death</td>
<td></td>
<td>Adequate lighting</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Fire Prevention</td>
<td>Overalls, hard hats, safety shoes, aprons</td>
<td></td>
<td>Combustible refuse: paper &amp; plastics Flammable liquids: petrol, diesel, etc Electrical equipment</td>
<td>Training, housekeeping, segregated storage of materials</td>
<td>-</td>
</tr>
</tbody>
</table>
## ERGONOMIC RISKS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Situation</th>
<th>Risk to Safety</th>
<th>Risk to Health</th>
<th>Preventative Action</th>
<th>Risk to Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td>Visual Workplace</td>
<td>Falls from heights, Materials falling from heights, Tripping over materials</td>
<td>-</td>
<td>Housekeeping</td>
<td>-</td>
</tr>
<tr>
<td>Medium</td>
<td>Awkward Postures</td>
<td>Back injuries, etc</td>
<td>Health complication from unnatural postures</td>
<td>Sufficient access to areas</td>
<td>-</td>
</tr>
<tr>
<td>High</td>
<td>Heavy Manual Lifting</td>
<td>Back injuries, etc</td>
<td>-</td>
<td>Training in SWP’s Use of lifting equipment</td>
<td>-</td>
</tr>
</tbody>
</table>
**ANNEXURE E**

**SHOPRITE CHECKERS KHAYELITSHA SITE C**

**Acknowledgement of receipt:**

I, ___________________________ representing ___________________________

Principal Contractor / Contractor / Employer

have received the Health and Safety Specification in good order and shall ensure that the Principal Contractor / Contractor / Employer and its personnel comply with all obligations / requirements / specifications in respect thereof. This document is legally binding in terms of Regulation 4(1)(a) of the Construction Regulations (2003).

<table>
<thead>
<tr>
<th>Signature of Principal Contractor / Contractor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Client / Client’s Agent</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**