

Annexure B
Health and Safety Specifications for South African
National Parks

REVIEWED AS PER COVID-19 REGULATIONS



**HEALTH & SAFETY
SPECIFICATIONS
FOR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND
INSTALLATION OF A ALLVIEW GALVANIZED FENCE AT THE
VETERINARY WILDLIFE SERVICES, KIMBERLEY**

CONTRACT NO: SANParks - 0061-11-20

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1. PURPOSE OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification has been prepared to comply with the requirements of the Construction Regulations 2014.

The purpose of this site specific Health and Safety Specification is to comply with legal requirements and to provide health and safety information about specific project risks known by the Client, Designer and Client Agent to be applicable to this project. This document also provides minimum health and safety requirements, standards and expectations that the principal contractor and contractors must adhere to.

The Contractor must take into account all information in this specification and ensure that their tenders include adequate resource and competence to deal with the matters detailed herein so that all relevant contents are dealt with in a way which is in compliance with legislation and the ethical concerns for the safeguarding of employees, contractors and other persons affected by the construction activities.

The Health and Safety Specification will be implemented during construction of the works and any construction activity that the Client has control over.

This will also assist in ensuring that all the costs related to the compliance with Occupational Health Act 85 of 1993 and the Construction Regulations 2014, as well as this Health and Safety Specification, are taken into consideration at Tender stage.

No advice, approval of any document required by the Health and Safety Specification such as hazard identification and risk assessment action plans or any other form shall be construed as an acceptance by the Client of any obligation that absolves the Contractor from achieving the required level of performance and compliance with legal requirements.

Further, there is no acceptance of liability by the Client which may result from the Contractor failing to comply with the Health and Safety Specification unless the Client has issued an instruction to any requirement, i.e. the Contractor remains responsible for achieving the required performance levels.

2. IMPLEMENTATION OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification forms an integral part of the Contract, and Contractors shall make it an integral part of their Contracts with Sub Contractors and Suppliers. Contractors employed by the Client are to ensure that the provisions of the Health and Safety Specification are applied both on the site and in respect of all off site activities relating to the project, in particular in transport activities and project dedicated off site fabrication works.

The Contractor shall enforce the provisions of the Health and Safety Specification amongst all sub-contractors and suppliers for the project.

The Contractor shall sign the acknowledgment on the last page of this safety specification that he/she has familiarized him/herself with the content of the Health and Safety Specification and shall comply with all obligations in respect thereof.

The successful Contractor will be required to compile a Health and Safety Plan based on the requirements of the Occupational Health Act 85 of 1993 and these Specifications, which will need to be approved by Client prior to commencement with construction work.

3. APPLICATION AND INTERPRETATION

This document is to be read and understood in Conjunction with the following inter alia:

- Occupational Health and Safety Act (Act 85 of 1993)
- SABS codes and standards referred to by the Occupational Health and Safety Act
- Regulations as per the Occupational Health and Safety Act (Act 85 of 1993) with specific reference but not limited to:
 - General Safety Regulations (GN 928, 25 June 2003)
 - General Machinery Regulations (GN R1521, 5 August 1988)
 - Electrical Machinery Regulations (GN R250, 25 March 2011)
 - Electrical Installation Regulations (GN R242, 6 March 2009)
 - Driven Machinery Regulations (GN R1010, 18 July 2003)
 - Hazardous Chemical Substance Regulations (GN R930, 25 June 2003)
 - Hazardous Biological Agents Regulations(GN R 1390, 27 December 2001)
- Basic Conditions of Employment Act (Act 75 of 1997)
- SANParks Environmental Management Plan
- SANParks Code of Conduct of working in a National Park

4. DEFINITIONS

ALL REFERENCES TO CLIENT IN THIS HEALTH AND SAFETY SPECIFICATION ALSO REFER TO CLIENT AGENT, WHERE SO APPOINTED.

Definitions (as per the Construction Regulations 2014) applicable to this Health and Safety Specification:

"agent" means a competent person who acts as a representative for a client;

"angle of repose" means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant" means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client" means any person for whom construction work is being performed;

"competent person" means a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site" means a work place where construction work is being performed;

"construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work" means any work in connection with-

- the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work ;

"construction work permit" means a document issued in terms of regulation 3;

"contractor" means an employer who performs construction work;

"demolition work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design" in relation to any structure, includes drawings, calculations, design details and specifications ;

"designer" means a competent person who-

- prepares a design;
- checks and approves a design;

- arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
- designs temporary work, including its components;
- an architect or engineer contributing to, or having overall responsibility for a design;
- a building services engineer designing details for fixed plant;
- a surveyor specifying articles or drawing up specifications;
- a contractor carrying out design work as part of a design and building project; or
- an interior designer, shop-fitter or landscape architect;

"excavation work" means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"explosive actuated fastening device" means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guard-rails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for -

- all risks relating to working from a fall risk position, considering the nature of work undertaken;
- the procedures and methods to be applied in order to eliminate the risk of falling; and
- a rescue plan and procedures;

"fall risk" means any potential exposure to falling either from, off or into;

"health and safety file " means a file, or other record containing the information in writing required by these Regulations;

"health and safety plan" means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"health and safety specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"material hoist" means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" means a certificate contemplated in regulation 7(8);

"mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"person day" means one normal working shift of carrying out construction work by a person on a construction site;

"principal contractor" means an employer appointed by the client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;

"provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure" means-

- any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support ;

"temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"the Act" means the Occupational Health and Safety Act , 1993 (Act No. 85 of 1993);

"tunneling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

5. GENERAL REQUIREMENTS

5.1 Duties of Principal Contractor / Contractor in terms of Construction Regulations 2014

A Principal Contractor must:

- provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
- on appointing any other contractor, in order to ensure compliance with the provisions of the Act –
 - provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications pertaining to the construction work which has to be performed;
 - ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
 - ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
 - ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
 - appoint each contractor in writing for the part of the project on the construction site
 - take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
 - ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
 - stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;

- where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely;
- discuss and negotiate with the contractor the contents of their health and safety plan and finally approve that plan for implementation;
- ensure that a copy of both the principal contractor and contractor's health and safety plan is available on request to an employee, an inspector, a contractor, the client or the client's agent;
- hand over a consolidated health and safety file to the client upon completion of the construction work, to include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- in addition to the documentation required in the health and safety file include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done;
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

A contractor must prior to performing any construction work-

- provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification and provided by the principal contractor, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act;
- as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

Where a contractor appoints another contractor to perform construction work, the duties that apply to the principal contractor will apply to the contractor as if he or she were the principal contractor.

A principal contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.

No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

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

A contractor must at all times keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.

A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 (a template of which can be found in the Construction Regulations, 2014).

5.2 Management and Supervision of Construction Work

A principal contractor must, in writing, appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.

Where the construction manager has not appointed assistant construction managers, or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed.

No construction manager appointed in terms of the Regulations may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.

A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to

assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.

No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor

A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor, and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties.

Where the contractor has not appointed such an employee, or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector.

No construction supervisor appointed may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

5.3 Notification of Intention to Commence Construction Work

The Contractor shall notify the Provincial Director of the Department of Labour of the intention to commence construction work at least 7 days prior to the works commencing if the intended construction work will:

- include excavation work
- Include work at height where there is a risk of falling
- Include the demolition of a structure, or
- Include the use of explosives to perform construction work.

If the construction work involves construction of a single storey dwelling for a client, and such client will be residing in such dwelling upon completion, the contractor must also notify the Provincial Director of the Department of Labour at least 7 days before the works commence.

This must be done on a form similar to an Annexure 2 (template of which can be found in the Construction Regulations, 2014). A copy of the notification letter to the Provincial Director shall be forwarded to the Client for record purposes.

5.4 Construction Work Permit

It must be noted that from August 2015 all projects that meet the following criteria will require a construction work permit to be applied for at least 30 days prior to the work being carried out:

- Exceeds 180 days
- Will involve more than 1800 person days of construction work
- Works contract is of a value equal to or exceeding thirteen million rand, or Construction Industry Grading Board (CIDB) grading level 6

It is the client's responsibility to apply for this permit from the Provincial Director and construction work may not commence until the permit has been issued by the Provincial Director.

A copy of this permit will be required to be kept in the principal contractors safety file, and the site specific number issued by the Provincial Director must be displayed at the site entrance.

5.5 Assignment of Contractor's Responsible Persons to Manage Health and Safety on Site

The Contractor shall submit management and supervisory appointments as well as any relevant appointments in writing (as stipulated by the Construction Regulations 2014 and the Occupational Safety and Health Act 1993), prior to commencement of work (refer to **Annexure B** at the end of this Health and Safety Specification).

5.6 Competency for Contractor's Responsible Persons

The Contractor's responsible persons shall be competent in health and safety and be familiar with the Occupational Health and Safety Act 1993, and applicable regulations. Valid proof of pertinent health and safety courses attended by such persons will be required to be presented to the Client.

5.7 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The successful Contractor shall submit to the Client a valid letter of good standing with the Compensation Insurer prior to appointment.

5.8 Occupational Health and Safety Policy

The Contractor shall submit their Health and Safety Policy, prior to construction commencement, signed by the Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented within the operations.

5.9 Health and Safety Organogram

The Contractor shall submit an organogram, prior to construction commencement, outlining the Health and Safety Site Team that will be assigned to the project, if successful with the tender. In cases where appointments have not been made, the organogram shall reflect the position. The organogram shall be updated, when there is a change in the site team.

5.10 Risk Assessments

Baseline Risk Assessment

The Client shall cause a baseline risk assessment to be conducted by a competent person before the design process and tender process commence, and the assessed risks shall form part of the health and safety specifications.

The Contractor must, before commencement of any construction work, and during construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site and must include:

- The identification of the risks and hazards to which persons may be exposed to;
- An analysis and evaluation of the risks and hazards identified; based on a documented method
- A documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
- A monitoring plan; and
- A review plan

The Contractor must ensure that, as far as is reasonably practicable, ergonomic related hazards are analysed, evaluated and addressed in a risk assessment.

The Contractor must ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and/or control measures **before any work commences** and thereafter **at the times determined in the risk assessment monitoring and review plan of the relevant site.**

The Principal Contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment **before any work commences** and thereafter **at the times determined in the risk assessment monitoring and review plan of the relevant site.**

The Contractor must consult with the health and safety committee or with a representative trade union or representative group of employees if no health and safety committee exists, on the monitoring and review of the risk assessments for the site.

The Contractor must ensure that copies of risk assessment for this site are available on site for inspection purposes by interested parties (inspector, the client, client's agent, any contractor, any employee, a representative trade union, a health and safety representative or safety committee member.

A Contractor must review the relevant risk assessment where changes are effected to the design and/or construction that result in a change to the risk profile, or when an incident has occurred.

Preventative measures must first address the elimination of the hazard or risk. Should PPE be required to reduce risk, the equipment or clothing to be used must be SABS approved

In general the Contractor must ensure that the Risk Assessment involves identifying the hazards present in a work activity on site. This is followed by an evaluation of the extent of the risk involved taking into account those precautions already being taken.

The following general principle should be followed when conducting a risk assessment:

- All relevant risks and/or hazards should be systematically addressed;
- The risk assessment should address what actually happens in the workplace during the work activity;
- All employees and those who may be affected must be considered, including maintenance staff, security guards, visitors and subcontractors;
- The risk assessment should highlight those groups and individuals who may be required to work alone or who have disabilities;
- The risk assessment process should take into account the existing safety measures and controls.
- The level of detail on a risk assessment should be appropriate to the level of risk.

5.11 Safe Work Procedures

Safe Work Procedures are to form part of the H&S Plan and **must be compiled for all the identified activities.**

The safe work procedures must address the following elements:

- The work method to be followed to conduct work safely
- Mitigation of identified risks
- Reducing and controlling risks and hazards that have been identified
- Responsibilities of competent persons
- Required personal protective equipment
- Correct equipment/tools/machinery to be used
- Reference to relevant registers to be completed
- Reference to applicable risk assessment

5.12 Health and Safety Representative(s)

The Contractor shall ensure that Health and Safety Representative(s) is/are elected and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative shall carry out regular inspections, keep records and report to the supervisor to take appropriate action. He / she shall attend Health and Safety Committee

Meetings. The Health and Safety Representative shall be part of the team that will investigate incidents, accidents and non-conformances.

5.13 Health and Safety Committee

Where two or more health and safety representatives have been appointed on site, the Contractor shall ensure that monthly health and safety meetings are held with such representatives and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Health and Safety Committee Chairperson. Minutes of these meetings must be available for the employees of the contractor to refer to.

5.14 Medical Certificate of Fitness

The contractor must ensure that their employees on site have a valid medical certificate of fitness, specific to the construction work being performed, issued by an occupational health practitioner in the form of an Annexure 3 template (refer to the Construction Regulations 2014 on the Department of Labour website for a sample of this form).

5.15 Health and Safety Training

The Contractor shall quarterly conduct a training needs analysis to ascertain what health and safety training is required. A plan of action should be devised and forwarded to the Client for records. Once the identified people have attended the training, the Contractor must provide the Client with copies of certificates obtained.

5.15.1 Induction

No Contractor may allow or permit any employee or person to enter site unless they have undergone health and safety induction training pertaining to the hazards prevalent on site at the time of entry. This includes visitors to site. The Contractor must ensure that visitors to site have the necessary protective equipment (PPE). A copy of attendance registers of all employees who attend inductions shall be kept.

5.15.2 Awareness

The Contractor shall conduct periodic toolbox talks on site, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be signed by all attendees. This record of who attended and the content of the topic will be kept on the site health and safety file as evidence of training.

5.16 Competency

After the Contractor has identified the training to be conducted as part of the competency requirement, and based on Risk Assessment, he shall send the relevant persons on

appropriate courses and keep certificates of training for reference. Familiarity with the Health and Safety Act and Regulations is an integral part of the definition of competence.

5.17 General Record Keeping

The Contractor shall keep and maintain Health and Safety records to demonstrate compliance with the Health and Safety Specification and the Occupational Health and Safety Act. The contractor shall ensure that all records of incidents, spot fines, training etc. are kept on site. All documents shall be available for inspection by the Client, or the Department of Labour's Inspectors.

5.18 General Inspection, Monitoring and Reporting

The Contractor shall carry out inspections as required by **Annexure C** in this Health and Safety Specification, as well as by health and safety legislation.

5.19 Emergency Procedures

The Contractor shall submit a detailed Emergency Procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan including the following:

- List of key personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

Emergency procedure(s) shall include, but shall not be limited to, fire, spills, accidents to employees, use of hazardous substances, dangers as a result of riot / service deliver protests / intimidation, etc. The Contractor shall advise the Client in writing of any on-site emergencies, together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

5.20 First Aid Box and First Aid Equipment

The Contractor shall provide first aid box/es and appoint, in writing, First Aider(s) for this project in line with the results of the Contractor's risk assessment for the project, this health and safety specification as well as the provisions of the General Safety Regulations. The appointed First Aider(s) are to be sent for accredited first aid training before starting on site. Valid certificates are to be kept on site.

First Aid box/es must be adequately stocked at all time, accessible and be controlled by a qualified First Aider. If required by the Client, the Contractor shall have a stretcher on site to be used in case of a serious incident.

5.21 Accident / Incident Reporting and Investigation

The Contractor shall, in addition to the prescribed requirements of the Occupational Health and Safety Act and General Safety Regulations, investigate, record and report all Section 24 reportable incidents to the Client within 24 hours of the incident occurring. Incident investigations shall be conducted by the Contractor's appointed Accident Investigator – this Investigator must be a competent person or persons who have sufficient knowledge to carry out an investigation.

In the event of a fatality or a permanent disabling injury the Contractor must submit proof of reporting of incident to Department of Labour as well as proof of preventative measures to the Client. The Client reserves the right to conduct investigations into any incidents that they deem fit and the Contractor is required to provide full co-operation in this regard.

5.22 Hazards and Potential Situations

The Contractor shall immediately notify other Contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

5.23 Occupational Health and Safety Signage

The Contractor shall ascertain and provide adequate on site health and safety signage. This signage shall include, but shall not be limited to, Hard Hat / Helmet Area; Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be noise exposure over 85; Gloves; Safety Goggles; Safety Harness, Workers in Excavation, traffic management, etc. The Contractor shall be responsible to maintain the quality and replacement of signage.

5.24 Management of Contractors by Principal Contractor

The Principal Contractor shall ensure that all contractors under his control are complying with the respective Health and Safety Plans, as well as Health and Safety Legislation.

5.25 Stacking of Materials

In addition to the provisions for the stacking of articles in the General Safety Regulations, 2003, the contractor must ensure that –

- a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
- adequate storage areas are provided;
- there are demarcated storage areas; and
- storage areas are kept neat and under control.

5.26 Housekeeping and General Safeguarding on Construction Sites

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

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

5.27 Construction Vehicles and Mobile Plant

A contractor must ensure that all construction vehicles and mobile plant-

- are of an acceptable design and construction;
- are maintained in a good working order;
- are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
- are operated by a person who-
- has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
- has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner in the form of Annexure 3.
- have safe and suitable means of access and egress;
- are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
- are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guard-rails and crash barriers;
- are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- are equipped with an acoustic warning device which can be activated by the operator;
- are equipped with an automatic acoustic reversing alarm; and
- are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.

A contractor must ensure that-

- no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
- every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
- the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
- every traffic route is, where necessary, indicated by suitable signs;
- all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
- all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set and ignition secured;
- whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
- tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;
- vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
- all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

5.28 Electrical Installations and Machinery on Construction Sites

A contractor must, in addition to compliance with the Electrical Installation Regulations and the Electrical Machinery Regulations, ensure that –

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

5.29 Use and Temporary Storage of Flammable Liquids on Construction Sites

A contractor must, in addition to compliance with the provisions for the use and storage of flammable liquids in the General Safety Regulations, 2003, ensure that –

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

5.30 Water environments

Not applicable on this project..

5.31 Fire precautions on Construction Sites

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

- all appropriate measures are taken to avoid the risk of fire;
- sufficient and suitable storage is provided for flammable liquids, solids and gases;
- smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
- in confined spaces and other places in which flammable gases, vapours or dust can cause danger-
 - only suitably protected electrical installations and equipment, including portable lights, are used;
 - there are no flames or similar means of ignition;
 - there are conspicuous notices prohibiting smoking;
 - oily rags, waste and other substances liable to ignite are without delay removed to a safe place; and
 - adequate ventilation is provided;
- combustible materials do not accumulate on the construction site;
- welding, flame cutting and other hot work are done only after appropriate precautions have been taken to reduce the risk of fire;
- suitable and sufficient fire-extinguishing equipment is placed at strategic locations or as may be recommended by the Fire Chief or local authority concerned, and that such equipment is maintained in a good working order;

- the fire equipment contemplated above is inspected by a competent person, who has been appointed in writing for that purpose, in the manner indicated by the manufacturer thereof;
- a sufficient number of workers are trained in the use of fire- extinguishing equipment;
- where appropriate, suitable visual signs are provided to clearly indicate the escape routes in the case of a fire;
- the means of escape is kept clear at all times;
- there is an effective evacuation plan providing for all -
 - persons to be evacuated speedily without panic;
 - persons to be accounted for; and
 - plant and processes to be shut down; and
 - a siren is installed and sounded in the event of a fire.

5.32 Construction Employees' Facilities

A contractor must, in terms of the Construction Regulations 2014, provide:

- Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 15 persons;
- at least one sanitary facility for each sex and for every 30 workers;
- changing facilities for each sex;
- and sheltered eating area.

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

5.33 Fall protection

The Contractor must:

- designate a competent person to be responsible for the preparation of a fall protection plan
- ensure that the fall protection plan contemplated above is implemented, amended where and when necessary and maintained as required; and
- take steps to ensure continued adherence to the fall protection plan.

A fall protection plan contemplated above must include-

- a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
- the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
- a programme for the training of employees working from a fall risk position and the records thereof;
- the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and

- a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

A contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.

A contractor must ensure that all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;

Also that no person is required to work in a fall risk position, unless such work is performed safely as contemplated in above and fall prevention and fall arrest equipment are approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and securely attached to a structure or plant, and the structure of plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and person who could fall, and fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

5.34 Temporary works

A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.

A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.

A contractor must ensure that-

- all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
- all temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;
- detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
- all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
- all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
- all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;

- no person may cast concrete, until authorization in writing has been given by the competent person contemplated above;
- if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;
- adequate precautionary measures are taken in order to-
- secure any deck panels against displacement; and
- prevent any person from slipping on temporary works due to the application of release agents;
- as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
- upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person
- the foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;
- a temporary works drawing or any other relevant document includes construction sequences and methods statement;
- the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
- the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

No contractor may use a temporary works design and drawing for any work other than its intended purpose.

5.35 Excavation

A contractor must-

- ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose; and
- Evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.

A contractor who performs excavation work-

- must take reasonable and sufficient steps in order to prevent, as far as is reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation;

- may not require or permit any person to work in an excavation which has not been adequately shored or braced: Provided that shoring and bracing may not be necessary where-
 - the sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane; or
 - such an excavation is in stable material: Provided that-
 - permission has been given in writing by the appointed competent person contemplated above upon evaluation by him or her of the site conditions; and
 - where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations is decisive and such a decision must be noted in writing and signed by both the competent person and the professional engineer or technologist, as the case may be;
 - must take steps to ensure that the shoring or bracing contemplated above is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question;
 - must ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it may cause its collapse and consequently endangers the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
 - must ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken to ensure the stability of such building, structure or road and the safety of persons;
 - must cause convenient and safe means of access to be provided to every excavation in which persons are required to work, and such access may not be further than six meters from the point where any worker within the excavation is working;
 - must ascertain, as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of excavation work that may affect any such service, take the steps that are necessary to render the circumstances safe for all persons involved;
 - must ensure that every excavation, including all bracing and shoring, is inspected-
 - daily, prior to the commencement of each shift;
 - after every blasting operation;
 - after an unexpected fall of ground;
 - after damage to supports; and
 - after rain,
- by the competent person, in order to ensure the safety of the excavation and of persons, and those results must be recorded in a register kept on site and made available on request to an inspector, the client, the client's agent, any other contractor or any employee;
- must cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be –
 - adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and

- provided with warning illuminates or any other clearly visible boundary indicators at night or when visibility is poor, or have resort to any other suitable and sufficient precautionary measure where this is not practicable;
- must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with by any person entering any excavation;
- must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a method statement is developed by that person in accordance with the applicable explosives legislation; and
- must cause warning signs to be positioned next to an excavation within which or where persons are working or carrying out inspections or tests.

5.36 Demolition Work

Not applicable on this project.

5.37 Tunnelling

Not applicable on this project.

5.38 Scaffolding

A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.

A contractor using access scaffolding must ensure that such scaffolding, when in use, complies with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act.

5.39 Bulk mixing plant

A contractor must ensure that the operation of a bulk mixing plant is supervised by a competent person who has been appointed in writing and is –

- aware of all the dangers involved in the operation thereof; and
- conversant with the precautionary measures to be taken in the interest of health and safety.

No person supervising or operating a bulk mixing plant may authorize any other person to operate the plant, unless that person is competent to operate a bulk mixing plant.

A contractor must ensure that the placement and erection of a bulk mixing plant complies with the requirements set out by the manufacturer and that such plant is erected as designed.

A contractor must ensure that all devices to start and stop a bulk mixing plant are provided and that those devices are placed in an easily accessible position and constructed in a manner to prevent accidental starting.

A contractor must ensure that the machinery and plant selected is suitable for the mixing task and that all dangerous moving parts of a mixer are placed beyond the reach of persons by means of doors, covers or other similar means.

No person may remove or modify any guard or safety equipment relating to a bulk mixing plant, unless authorized to do so by the appointed person.

A contractor must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with when entering any silo.

A contractor must ensure that a record is kept of all repairs or maintenance to a bulk mixing plant and that the record is available on site to an inspector, the client, the client's agent or any employee.

5.40 Rope Access Work

Not applicable on this project.

5.41 Hazardous Chemical Substances (HCS)

In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:

- Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. All MSDS's shall be available for inspection by the agent at all times.
- Risk assessments are done at least once every 6 months.
- Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
- How the relevant HCS's are being/going to be controlled by referring to:
 - Limiting the amount of HCS
 - Limiting the number of employees
 - Limiting the period of exposure
 - Substituting the HCS
 - Using engineering controls
 - Using appropriate written work procedures
- The correct PPE is being used.
- HCS are stored and transported according to SABS 072 and 0228.
- Training with regards to these regulations was given.

The Health and Safety plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

The First Aider must be made aware of the MSDS and trained in how to treat HCS incidents appropriately.

5.42 Hazardous Biological Substances (HBS)

Because of the possible exposure of workers to raw sewage the H&S Plan shall include details of the following:

- The conducting of Risk Assessment specifically aimed at exposure to HBA which shall include the following
 - Nature and dose of HBA
 - Where HBA may be present and in what physical form
 - The nature of work or process
 - Steps in the event of failure of control measures
 - The effect of the HBA
 - The period of exposure
 - Control measures to be implemented
- Monitoring of exposure of workers shall be conducted to establish whether any worker is infected with an HBA associated with working or being exposed to raw sewage, in terms of the following:
 - By an occupational medical practitioner
 - Before entering the site to establish the workers baseline
 - During the period of the contract the risk assessment indicate possible exposure
 - After completion of the contract
- Medical surveillance should such be required after the above-mentioned by an occupational health practitioner.
- Indication on how all records of assessment, monitoring, etc. will be kept, taking into account that records have to be kept for a period of 40 years.
- How exposure to HBA is to be controlled
- The provision of personal protective equipment
- What information and training is to be provided to employees regarding the following:
 - The contents of these regulations
 - Potential risks to health
 - Control measures to be implemented
 - The correct use and maintenance of personal protective equipment
 - The results of the risk assessment.

5.43 Noise Induced Hearing Loss

Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan:

- Proof of training with regards to these regulations.
- Risk assessment done within 1 month of commencement of work.
- That monitoring carried out by an AIA and done according to SABS 083.
- Medical surveillance programme established and maintained for the necessary employees.
- Control of noise by referring to:
 - Engineering methods considered

- Admin control (number of employees exposed) considered
- Personal protective equipment considered/decided on
- Describe how records are going to be kept for 40 years.

5.44 Explosives and Blasting

Not applicable on this project.

5.45 Personal Protective Equipment (PPE)

The Contractor shall carry out PPE or clothing needs analysis in accordance with his risk assessment, to determine the necessary PPE or clothing to be used during construction. The Contractor shall make provision and keep adequate quantities of SABS approved PPE or clothing on site at all times.

The Contractor must ensure that personnel are trained in the correct use of PPE to be used.

The Contractor must ensure that lost, stolen, worn out or damaged PPE is replaced as required and receipt signed for by employees on site.

5.46 Asbestos

Not applicable on this project.

Should asbestos be identified as a hazard whilst work is carried out, the following must be included in the health and safety plan:

- Notification to the Provincial Director in writing, prior to commencement of asbestos work.
- Proof of a structured medical surveillance programme, drawn up by an occupational medicine practitioner.
- Proof that an occupational health practitioner carried out an initial health evaluation within 14 days after commencement of work.
- Copies of the results of all assessments, exposure monitoring and the written inventory of the location of the asbestos at the workplace.
- Only proof that medical surveillance has been conducted and not the actual records itself since these areas of a confidential nature.
- How records are going to be kept safe for the stipulated period of 40 years.
- Proof that asbestos demolition (if applicable) is going to be done by a registered asbestos contractor and provide proof that a plan of work for such demolition is submitted to an Approved Asbestos Inspection Authority 30 days prior to commencement of the demolition.
- Provide proof that the plan of work was approved by the asbestos AIA and submitted to the provincial director 14 days prior to commencement of demolition work together with the approved standardised procedures for demolition work

5.47 Lead

Not applicable on this project.

Should lead be identified as a hazard whilst work is carried out, the following must be included in the health and safety plan:

- Proof that an occupational health practitioner carried out an initial health evaluation within 14 days after commencement of work.
- Copies of the results of all assessments, exposure monitoring and the written inventory of the location of the lead at the workplace.
- Only proof that medical surveillance has been conducted and not the actual records since these are of a confidential nature.
- How records are going to be kept safe for the stipulated period of 40 years.

5.48 Pressure Vessels (Including Gas Bottles)

Not applicable on this project.

5.49 Fire Extinguishers and Fire Fighting Equipment

The Contractor shall provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor shall keep spare serviced portable fire extinguishers. The Contractor shall have adequate persons trained or competent to use the Fire Fighting Equipment.

Safety signage shall be posted up in all areas where fire extinguishers are located.

5.50 Lifting Machinery and Tackle

Not applicable on this project.

5.51 Ladders and Ladder work

The Contractor shall ensure that all ladders are numbered and inspected regularly keeping record of inspections. It should be noted that Aluminium ladders are preferred to wooden ladders.

5.52 General Machinery

The Contractor shall comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

5.53 Portable Electrical Tools

The Contractor shall ensure that use and storage of all explosive actuating fastening devices and portable electrical tools are in compliance with relevant legislation.

The Contractor shall consider that:

- A competent person undertakes routine inspections;
- Only authorised persons use the tools;
- There are safe working procedures applied;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing is provided and maintained.

5.54 High Voltage Electrical Equipment

The Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Installation Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with. Such equipment includes:

- Eskom and the Local Authority equipment
- The Contractor's own power supply; and
- Electrical equipment being installed but not yet taken over from a Contractor by The Client.

5.55 Public Health and Safety

The Contractor shall ensure that each person working on or visiting a site, and the surrounding community, shall be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage shall be posted at all times.

5.56 Night Work

Not applicable on this project.

5.57 Lighting

Where poor or lack of illumination is identified as a hazard the lighting regulations must be complied with and the following must be included in the H&S Plan:

- How lighting will be ensured/ provided where daylight is not sufficient and /or after hours are worked.
- Planned maintenance programme for replacing luminaries.
- Proof of illumination levels of artificial illumination equipment.

5.58 Environmental Conditions and Flora and Fauna

The Contractor must be mindful of adverse weather conditions upon the health and safety of the workforce. This includes inclement weather, strong wind, heat stress, extreme cold, etc. The Contractor's risk assessment process must take into account the risks associated with such weather conditions. The same is true when working in an environment where there is

a risk to employees' health and safety from presence of poisonous flora, or wildlife (including bees, snakes, etc.). The Contractor's risk assessment process must take these risks into account.

5.59 Occupational Health

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

The occupational hazards and risks may enter the body in three ways:

- Inhalation through breathing e.g. cement dust;
- Ingestion through swallowing maybe through food intake;
- Absorption through the skin (pores) e.g. painting or use of thinners.

The contractor is required to ensure that all his personnel are medically fit prior to being allowed onto the work site.

All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees are not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

5.60 Suspended Platforms

Not applicable on this project.

5.61 Material Hoists

Not applicable on this project.

5.62 Explosive Actuated Fastening Device

Not applicable on this project

6. TRAINING, INSPECTIONS AND RECORDS

The Contractor must be aware of the following additional requirements:

What	When	Output
Awareness training (Toolbox Talks)	At least fortnightly and before hazardous work is carried out	Attendance Register
Health and Safety Committee Meetings	Monthly	Minutes signed by employer
Health and Safety Reports	Monthly	Report covering: <ul style="list-style-type: none"> a) Incidents / Accidents and investigation b) Non conformance c) Health and Safety Training d) HIRA Updates e) Internal & External Audits
General Inspections	As per Health and Safety Specifications & OHSA	Report of Health and Safety Specifications and OHSA compliance: <ul style="list-style-type: none"> a) Scaffolding b) Lifting Machinery c) Excavations d) Construction vehicle
General Inspections	Monthly	Covering: <ul style="list-style-type: none"> a) Fire Fighting Equipment b) Portable Electrical Equipment c) Hand Tools d) Ladders
Record Keeping	On-going	Covering: <ul style="list-style-type: none"> a) General Complaints b) Fines c) General Incidents d) MSDS e) Surveillance Medicals f) Inspection Registers g) Department of Labour Notices

ANNEXURE A

The contractor shall submit the info below in an Annexure 2 prior to construction commencement.

Item No.	Health and Safety Specification Requirement	OHSA Requirement	Submission date
1	Notification of Intention to Commence Construction	Construction Regulation 2014	At least 7 days before commencement on site
2	Construction Work Permit	Construction Regulation 2014	At least 30 days prior to project commencement
3	Assignment of Responsible Person to Manage Building Work Via Health and Safety Organogram	Construction Regulation 2014	Before commencement on site
4	Competency for Health and Safety Positions	Client / Client Agent requirement	Before commencement on site
5	Letter of Good Standing	Compensation of Occupational Injuries & Disease Act (COIDA) 130 of 1993	Before commencement on site
6	Occupational Health and Safety Policy	Client / Client Agent requirement	Before commencement on site
7	Risk Assessment, Safety Plan, Demolition Method Statement	Client / Client Agent requirement	Before commencement on site

ANNEXURE B: APPOINTMENTS

The Contractor shall make the following appointments:

No	Description	No	Description
1	Chief Executive Officer (OSHACT 16(1))	17	Material Hoist Inspector (CR19(8)(a))
2	Contract Director/Manager (OSHACT 16(2))	18	Material Hoist Operator (CR19(6))
3	Construction Manager (CR 8(1))	19	Bulk Mixing Plant Supervisor (CR20(1))
4	Construction Supervisor (CR 8(7))	20	Bulk Mixing Plant Operator (CR20(2))
5	Assistant Construction Supervisor (CR 8(8))	21	Controller of Explosive Actuated Fastening Devices (CR21(2)(g)(1))
6	Construction Safety Officer (CR 8(5))	22	Construction Vehicle and Mobile Plant Operator (CR23(1)(d)(i))
7	Construction risk assessor (CR 9(1))	23	Controller of Temporary Electrical Installations (CR24('c))
8	Fall Protection Competent Person (CR 10(1))	24	Stacking Supervisor (CR28(a))
9	Traffic Safety Officer	25	Fire Extinguishing Equipment Inspector (CR29(h))
10	Safety Representative (where > 20 employees on site)	26	Fire Fighters (CR29(i))
11	Temporary work Designer (CR 12(1))	27	First Aider (GSR 3)
12	Temporary work Supervisor (CR12(2))	28	Fall Protection Plan Developer (CR 10(1)(a))
13	Excavation Supervisor (CR13(1)(a))	29	Incident Investigator (OSHACT 9(2))
14	Demolition Supervisor (CR14(1))	30	Competent Person – Confined Spaces (GAR 5(1))
15	Scaffold Supervisor (CR16(1))	31	Health and Safety technical Committee (CR 31)
16	Suspended Platform Supervisor (CR17(1))	32	General Machinery Competent Person (GMR 2)

7. PROJECT DETAILS															
PROJECT DIRECTORY:															
Client	<p>SANParks 643 Leyds Street Muckleneuk Pretoria 0001</p> <p>Contact: Ms Antionet van Wyk</p> <p>Tel: 012- 426 5126 email: antionet.vanwyk@sanparks.org</p>														
Client Agent	<p>Veterinary Wildlife Services</p> <p>Kimberley Offices</p> <p>Contact: Rudi Williams</p> <p>Tel: (053) 803 1900 Cell: 082 887 4058 email: rudi.williams@sanparks.org</p>														
PROJECT DETAILS:															
<p>Description of Works Supply and installation of galvanized clear view fence and sliding gates at the Veterinary Wildlife Services Offices in Kimberley. Project is once off</p> <ul style="list-style-type: none"> • Earthworks • Concrete • Fence construction and sliding gate installation. <p>Contract form part of the infrastructure upgrade project of the Kimberley office.</p>															
<p>Anticipated Construction Duration Once Off Contract</p>															
<p>Provisional Start Date 9 August 2021</p>															
<p>Completion Date 3 September 2021</p>															
EXISTING ENVIRONMENT:															
<p>Hazards particular to this project by virtue of location: Wild Animals: The site is located in a residential area. The fence is the boundary at animals holding facility which keeps wild animals</p> <p>Members of SANParks staff, public and children: All necessary steps to be taken to protect them from any dangers associated with the construction works being undertaken.</p> <p>Public Roads: Driving inside the office premises strict according to rules and regulations. It should be noted that other contractors are on sight!</p>															
<p>Overhead, Above Ground and Underground Services crossing the site:</p> <table border="0"> <tr> <td>Overhead:</td> <td>Applicable</td> </tr> <tr> <td>Underground:</td> <td>Not Applicable</td> </tr> <tr> <td>Ground Level:</td> <td>Not Applicable</td> </tr> <tr> <td>Services Drawings available</td> <td>Not Applicable</td> </tr> <tr> <td>Way leaves required:</td> <td>Not Applicable</td> </tr> <tr> <td>Permits required:</td> <td>Applicable</td> </tr> <tr> <td>Isolation required:</td> <td>Not Applicable</td> </tr> </table>		Overhead:	Applicable	Underground:	Not Applicable	Ground Level:	Not Applicable	Services Drawings available	Not Applicable	Way leaves required:	Not Applicable	Permits required:	Applicable	Isolation required:	Not Applicable
Overhead:	Applicable														
Underground:	Not Applicable														
Ground Level:	Not Applicable														
Services Drawings available	Not Applicable														
Way leaves required:	Not Applicable														
Permits required:	Applicable														
Isolation required:	Not Applicable														
<p>Existing structures and surrounding land use (with a significant impact on Health and Safety): A portion of the site is adjacent and on to a very busy road.</p>															
<p>Existing ground conditions and ground survey report:</p>															

There is no Geo Tech report available.

Existing Traffic Systems:

Conditions: Gravel/Tar Roads
Restrictions to access: Applicable
Speed restrictions: Normal road restrictions: 40km/h

PROJECT HEALTH AND SAFETY REQUIREMENTS:

Significant health and safety hazards identified by Designer and Client Agent:

Accommodation of Traffic (Management Plan): N/A

Members of the Public: The works is in a very busy area. The Principal Contractor is responsible for the safety of the workers as well as the public. The Principal Contractor will have to have sufficient warning & information signage to assist with the information to the public. The Principal Contractor will be responsible to have sufficient directional signage and to have proper road traffic management in place.

Wild animals: There are baboons and probably snakes roaming the area and the principal Contractor will have to ensure that they or the workers do not get killed or hurt during the construction phase.

Normal construction hazards expected are as follow:

Compacting and filling / Compactors Operations
 Confined Spaces
 Excavations
 Hand Tools
 Members of public
 Plant / Vehicle and Equipment Operations
 Road Construction
 Site Establishment
 Snakes
 Temporary Works
 Traffic Management
 Transportation of workers

NOTE: Please refer to the end of this Health and Safety Specification for the baseline risk assessment of these risks.

ACTIVITIES REQUIRING APPROVED METHOD STATEMENTS

Protection of existing works
 Protection of SANParks staff

ACTIVITIES REQUIRING PERMITS

Permit to Dig / Permit to Enter Excavations: Not applicable on this project
Permit to Work with Electricity: Not applicable on this project
Confined Space Permit: Not applicable on this project
Hot Works Permit: Not applicable on this project
Permit to work under Power Lines: Not applicable on this project
Blasting: Not applicable on this project
Temporary Works: Yes - Authorization in writing by competent person

GENERAL ARRANGEMENTS	
Restrictions on times:	Monday - Friday 08:00 to 17:00 Saturday 08:00-13:00
Access to site by Construction Vehicles:	Yes, principal contractor to manage
Access to site by Construction workers & Visitors:	Visitors and personnel to report to site office
Site camp location and set up:	Restrictions/requirements, storage areas and security to be advised in consultation with principal agent
Ablution and Welfare:	Contractor to provide as per regulations
Environmental Conditions:	Contractor must take into account that the SANParks Kimberley Offices is an echo sensitive conservation area and implement control measures to mitigate risk
Induction Training:	All workers to receive induction training prior to commencement on site. Special reference to SANParks EMP and Code of Conduct

PROTECTION OF SITE AGAINST UNAUTHORIZED ACCESS BY PUBLIC	
Excavation Fencing: Note that excavations accessible to public, through fares, must have (1) barrier / fence of at least 1m in height, and (2) warning illuminates at night or when visibility is poor, or have other suitable precautionary measures if both of these are not practicable. The entire site with particular reference to the fence constructions to be fenced off with ready fencing.	
Warning Notices: Construction site, Visitors to report to the site office. Pedestrian arrow signage towards the other side of the road, Fire Extinguisher, First Aid, Emergency Assembly area and Emergency telephone numbers. Reflective vests, safety boots and dust masks signage to be displayed.	
PERSONAL PROTECTIVE EQUIPMENT (PPE)	
The Client requires the Contractor to ensure that employees (and other under his/her control) wear the following minimum PPE:	
Overalls:	Yes, required
Safety Harnesses:	May be required
Hard Hats:	Yes, required
Safety Footwear:	Yes, required
Reflective Vests:	Yes, required
Goggles / Gloves / ear and respiratory protection	As per job function
Specialist equipment:	As per job function

HAZARDOUS SUBSTANCES	
The following materials and substances have, or may have, to be used in the works and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:	
Petrol	Cement
Diesel	Silicone
Bitumen	Other
Paint	

8. COVID-19 REGULATIONS AND PROCEDURES

This regulation has been categorised as Disaster Management Regulations which will be continuously be reviewed as described below:

COVID – 19

**OCCUPATIONAL HEALTH AND SAFETY
REGULATIONS AND PROCEDURES**

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 - 8. 5.1. RISK ASSESSMENT
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 - 8. 5.3. ADMINISTRATIVE CONTROLS
 - 8. 5.4. HEALTHY AND SAFE WORK PRACTICES
 - 8. 5.5. PPE
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- 8. 6. RELATED SYSTEMS DOCUMENTS**

8.1. PURPOSE

To provide guidelines and stipulate measures to be taken in order to protect the health safety of all persons and members of the public entering our work sites or are exposed to our work activities from COVID – 19 risk. These measures includes infection transmission prevention, maintaining a minimum distance between participants at all times, the provision of protective equipment and the implementation of hygiene procedures. These measures are supported by awareness campaigns such as the creation of awareness - raising posters for all participants, as well as training on additional OHS measures and fully Integrating these preventive measures the workplace.

8.2. APPLICATION

This procedure applies to Environmental Programmes (EP), including all subsidiary programmes, contractor teams, operational staff and visitors to the work site. It exclude facilities.

8.3. LEGISLATIVE REFERENCES

Occupational Health and Safety Act, 1993 (Act 85 of 1993)

Occupational Health and Safety Act, 1993 (Act 85 of 1993): General Administrative Regulations

Occupational Health and Safety Act, 1993 (Act 85 of 1993): Hazardous Biological Agents Regulations

Government Gazette, 2020 (Gazette No. 43257 – Vol. 658): COVID - 19 Occupational Health And Safety Measures In Workplaces – COVID -19 (C19 OHS), 2020

International Labour Organisation: Employment – Intensive Investment Programme (EIIP)

ISO 45001:2018: Operational Control and Planning Component (Clause 8.1)

ISO 9001:2008 (Clause 8.1)

ISO 14001:2004 (Clause 8.1)

8.4. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

“**COVID - 19**” means the Novel Coronavirus (2019 - nCov) which is an infectious disease caused by a virus, which emerged during 2019 and was declared a global pandemic by the WHO during the year 2020 that has previously not been scientifically identified in humans;

“**Corrective Action**” means a reactive process used to address problems after they have occurred. Corrective action may be triggered by a variety of events, e.g. non-conformance to documented procedures and work instructions, unacceptable monitoring and measurement results, internal or external OHS complaints, etc.

“**HIRA**” means Hazard Identification & Risk Assessment Team;

“**Isolation**” means separating a sick individual with a contagious disease from healthy individuals without contagious disease in such a manner as to prevent the spread of infection or contamination;

“**Medical screening**” means to detect early signs of work - related illness by administering tests to apparently healthy persons. Testing may include such tools as questionnaires, physical examinations, and medical investigations;

“**Non-conformance**” means any deviation from policies, procedures, work instructions, regulations, management system performance requirement etc. that could either directly or indirectly lead to injury, illness, disease, property damage, damage to the workplace environment, environment, or a combination of these;

“**PPE**” means personal protective equipment;

“**Quarantine**” means separating asymptomatic individuals potentially exposed to a disease from non-exposed individuals in such a manner as to prevent the possible spread of infection or contamination;

“**Risk**” means the chance or likelihood of the hazard causing harm or damage to an individual, property and/or the environment;

“**Red card offence**” means a warning action issued to individuals or operations / activity, and to alert all in the vicinity to a REAL HAZARD or danger to persons and environment;

“**Work Site/s**” shall mean any location where work is performed or a service is rendered for and have equipment or infrastructure installed, on behalf of the Department;

“**SOP**” means Standard Operating Procedure;

“**WHO**” means the World Health Organization.

8.5. STANDARD PROVISION

8.5.1. Risk assessment

8.5.1.1. Identification of exposure levels

8.5.1.2. Develop, review and update current risk assessments in respect of COVID - 19 and adapt measures required by this standard operating procedure (SOP) to your specific working condition/s and environment/s (see SHEQ/PROC 8.5.1.Risk Assessment Plan for Implementation & COVID – 19 Walk through Risk Assessment – as per Department of Health);

8.5.1.3. A systematic approach is to be followed to ensure that all significant hazards and risks are identified. This approach will include the identification of all activities, facilities, equipment, materials, substances, operations and products

8.5.1.4. Review and update a site specific COVID -19 Hazard Identification and Risk Assessment (HIRA) for each work site, based on the Baseline HIRA as per COVID – 19 Baseline Risk Assessment);

8.5.1.5. Review, update and implement COVID -19 Safe Work Procedure (SWP) for each work site, based on recommended implementation steps in the Generic SWP COVID – 19 SWP);

- 8.5.1.6. The Focal points must provide HIRA information sessions and toolbox talks Safety Toolbox talk/s; to participants everyday prior to work commence, in order for them to be familiar with COVID – 19 risks;
- 8.5.1.7. Evaluate and complete a project continuity risk assessment plan prior the decision on proceeding with a project/work (see SHEQ/PROC 4.4.6.1/checklist for project continuity);
- I. The observations should be discussed through social dialogue with Line function, Service Providers and Contract Teams, to assess the capacity of contractors, site supervisors and participants to implement these preventative measures. Consideration should be given to available resources and capacity (see SHEQ/PROC 4.4.6.1/Risk Assessment Plan – Annex 2 Responsibility for each action by stakeholders);
 - II. If either contractors, site supervisors and participants are unable to meet the requirements of the measures outlined in this procedure and in the COVID – 19 HIRA, whether partially or in their entirety, the work on sites must be suspended. Project suspension may also be triggered by government restrictions or an infection rate within local communities.
- 8.5.1.8. Risk assessment plan must be strictly complied with through monitoring and supervision.
- 8.5.1.9. Non – Conformance to any requirements stipulated in this “SOP” will be treated as a red card offence. **CORRECTIVE MEASURES** will be implemented in accordance with the (see SHEQ/Sub Procedure/ Zero Tolerance – 4.5.3.1.1).

8.5.1.2. Identification of “high contact” activities

8.5.5.2. The transportation of participants to and from work is regarded as a “high contact” activity. To minimise the risk of transmission of COVID – 19 during this activity, the safe work practises stipulated in this procedure, under section 5.6, shall be implemented, monitored and adhered with at all times;

8.5.5.3. The site Emergency Preparedness/Response Plan (see PROC 4.4.7) must include and clearly indicate:

- I. register of participants contacts on a daily attendance for the purposes of contact tracing (reduce the spread to other unaffected participants) - (see SHEQ/PROC 4.4.6.1/register of participants contacts);
- II. directory of COVID - 19 hotlines / task force, communication channels on site in the event of COVID - 19 situation and responsibilities, and location of the nearest available and competent medical facilities with sufficient staff;
- III. mitigating measures to prevent the spread of the virus within the community, including health surveillance;
- IV. make arrangements for isolation of any person who develops COVID - 19 symptoms at work, and the area should be accessible only by public health authorities or those with appropriate protective gear;
- V. clarify situations that should trigger suspension or closing of works, agreed by relevant stakeholders;
- VI. potential risks and a contingency plan for the project work if the spread of COVID - 19 increases to the extent that implementation is no longer possible (Include a “force majeure” clause in the contract of agreement).

8.5.1.3. Identification of vulnerable participants and special measures for their protection including protection against unfair discrimination or victimization,

- 8.5.1.4. All participants must undergo pre, periodic and exit medical examinations, at approved Medical Practitioner, and be declared fit to perform their duties. A certificate of fitness must be available on site of all participants;
- 8.5.1.5. Participant with underlying medical conditions e.g. diabetes, asthma, cardiovascular disease, chronic respiratory disease, chronic renal disease, pregnant workers, HIV diagnosed workers who are virally unsuppressed etc., must be indicate this during screening process. Any medical conditions disclosed must be treated with confidentiality;
- 8.5.1.6. Focal points must encourage a healthy lifestyle amongst participants e.g. to take prescribed medication daily;

- 8.5.1.7. If it comes to the attention of the Focal point, that a participant/s with underlying medical conditions refuse to adhere to taking their prescribed medication, they should not be allowed to continue work;
- 8.5.1.8. Where persons with underlying medical conditions so signs of ill health, they should not be allowed to work and requested to remain home until his/her condition improves;
- 8.5.1.9. ensure that the participant is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No.55 of 1998).

8.5.2. Engineering controls

8.5.2.1. Ventilation

- 8.5.2.1.1. Ensure vehicles are adequately ventilated. Keep canopy windows open at all times. Preferable, canopies should be replaced with adequate railings to allow for better ventilation to reduce "confine space" risk;

8.5.2.2. Physical barriers

- 8.5.2.2.1. Transportation is regarded as one of the "high contact" activities, which increases the risk of COVID – transmission. "High contact" areas qualifies for the establishment of physical barriers between participants to reduce this risk;
- 8.5.2.2. Due to the nature of the activity, the use of personal protective equipment (PPE) when seated inside a vehicle will apply. This will serve as a physical barrier between participants. The PPE during transportation shall include:
- 1) face shield;
 - 2) face mask (3 x material layer washable face mask)
 - 3) safety gloves (recommended);
 - 4) long sleeve overalls.

8.5.3. Administrative controls

8.5.3.1. Screening/ reporting of symptoms/ sick leave

- 8.5.3.1.1. Project Coordinator/Responsible Manager, must facilitate for Contractors and participants to undergo screening, and where necessitated, for testing (COVID – 19) at approved Department of Health local Test Centers. A register shall be kept on site of all persons screened and/or tested (see SHEQ/PROC 4.4.6.1/register of participants screened and/or tested);
- 8.5.3.1.2. Early detection and isolation of possible infectious participants is key. A "designated focal point" must complete a health check (screening), using the "self-assessment questionnaire" and measure body temperatures for fever symptoms on all contractors, drivers, operators and participants at the time they report for duty and/or prior to them being allowed access to a vehicle or work site. Non - contact thermometers should be used to measure body temperature. Screening will be accompanied with hand sanitization;
- 8.5.3.1.3. If a participant present with symptoms (sudden onset of at least one of the following: cough, sore throat, fatigue, shortness of breath, **temperature of 37.3 degrees Celsius** or higher) when reporting for duty, he/she must not be permitted to enter the vehicle or work site;
- 8.5.3.1.4. Where possible, establish a suitable central point for contractors and participants to meet for screening and hand sanitization. Where this is not possible, measures must be put in place to ensure all persons entering the site is screened and their hand sanitized before engaging with other team members;
- 8.5.3.1.5. Internal health surveillance for COVID - 19 shall be implemented by a responsible Focal point, which will include:
- I. participants must monitor themselves for fever by taking their temperature twice a day and symptoms of COVID - 19 (Method to verify a rise in temperature is as follows; use the back of your hand and place it on your forehead, if the temperature is higher than normal then there might be a rise in temperature);
 - II. at end of a shift, Focal point must check with participants whether they have experienced sudden onset of any COVID - 19 symptoms. Should they report any symptoms, s/he, they must be isolated;

8.5.3.2. **If a participant present with symptoms when reporting for duty, or during working hours, immediately:**

- I. isolate the participant, provide the participant with a FFP1 surgical mask and arrange for the participant to be transported in a manner that does not place other participants or members of the public at risk, either to be self - isolated or for a medical examination or testing; and
- II. assess the risk of transmission, disinfect the area and the participant work area;
- III. refer the participant who may be at risk for screening and take any other appropriate measure to prevent possible transmission;
- IV. ensure that the participant is tested or referred to an identified testing site;
- V. alternatively refer him / her to nearest medical institution dealing with COVID - 19 cases. Call the institution ahead of the visit and inform them of the symptoms.
- VI. place participants on paid sick leave in terms of section 22 of the BCEA; or
- VII. if the participants sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;

Minimizing contact

8.5.3.3. Social distancing - Transmission of COVID-19 from one person to another is through respiratory droplets (e.g. sneezing, coughing, talking etc.) or physical contact. The risk of transmission must be reduced by implementing the following:

- I. keep a distance of 2 meters between participants;
- II. avoid unnecessary social contact;
- III. contractor must make extra efforts to allocate participants in a manner that allows them to keep a safe distance of 2 meters from each other, with due consideration of productivity. Therefore, it is suggested that group work is avoided and instead each participant is given individual work tasks to secure sufficient spacing;
- IV. hand shaking and other ways of physical greetings must be avoided;
- V. camping: Contractors should take necessary measures, in consultation with the responsible managers, for physical planning of the camp to accommodate the requirements for social distancing and sanitation measures, including the provision of water facilities, crowd management and prevention of large gatherings, with clear upper limits on the number of people allowed at a time in each facility;
- VI. a separate living area should be allotted if a participant develops a mild symptom, and the area should be accessible only by public health authorities or those with appropriate protective gears;
- VII. social distancing measures must be implemented through supervision both in the work site and in the common areas outside the immediate work site through queue control or within the workplace such as canteens and toilets. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of participants in common areas.

8.5.3.4. Ensure only authorized persons enter the work site and storeroom areas. Place "no unauthorised entry" signs on doors leading to storerooms;

8.5.3.5. Access by third parties to project sites, as well as physical distance between participants should be strictly monitored by the focal points, in order to avoid the risks of contagion;

Rotation and shift work

8.5.3.6. Consider introducing working shifts, or time lags to reduce concentrations of participants in the same space, when applicable and where possible;

Work-at-home strategies

- 8.5.3.7. If a participant develops a mild symptom similar to that of COVID - 19, the participant should immediately be requested to self-quarantine and stay at home for at least 14 days, and such cases should be reported to health authorities immediately. If a participant develops a serious symptom such as difficulties in breathing or high fever, responsible managers/contractor should immediately contact the nearest designated medical facility for testing (if possible) and arrange logistics. Care should be taken to ensure that risk of contact with other people is minimized as the participant is in transit to home;
- 8.5.3.8. A person having had face-to-face contact (≤ 2 meters) or was in a closed environment with a COVID - 19 case must go into isolation; this includes, amongst others, all persons living in the same household as a COVID - 19 and, people working closely in the same environment;
- 8.5.3.9. Participant/s with suspected COVID - 19 infection with mild symptoms and no underlying or immunocompromising conditions may be cared for / isolated in the home environment;

Communication and information strategies

- 8.5.3.10. Regional OHS Officers, Project Coordinators/ Responsible Managers and Contractors must provide clear and unequivocal messages focusing on what people should do to reduce the risk, or which actions to take if they think they may have COVID - 19. For this purpose, it is essential that awareness-raising posters are displayed throughout the site, or handouts for stakeholders with necessary information, and ideally shared through SNS (Social Network Services) for a wider audience. Awareness raising material may be obtained from your central or local authorities (either general or sector-specific ones).

Role of health and safety committees and representatives

- 8.5.3.11. Project Coordinators/Responsible Managers and Contractors, in consultation with H&S representatives/Focal points, must ensure the risk exposure to COVID - 19 form part of the monthly OHS meeting agenda;
- 8.5.3.12. Incidents reports relating to COVID – 19 must be discussed, reviewed and corrective measures proposed at the monthly OHS meeting to ensure continual improvement. (*see SHEQ/PROC 4.5.3.1/Incident Investigation*);
- 8.5.3.13. Incidents mentioned above must be reported to the EP National OHS meeting (*see SHEQ/PROC 4.5.3.1/Incident Investigation*);
- 8.5.3.14. COVID – 19 risks, which cannot be managed at project and/or area level must be escalated to the EP National OHS Committee;
- 8.5.3.15. Project Coordinator/Responsible Manager, with the assistance of Regional OHS officers, must facilitate the establishment of a team with appointed Focal points for COVID - 19 responses.**
- I. team with Focal points should consist of different stakeholders including contractor(s), site supervisor(s), and participant H&S representative(s) with at least one female representative and/or a representative with a disability, if possible.
 - II. in cases where a site OHS officer is in place, s/he should take the leading role for the team;
 - III. each Focal point shall share and undertake the responsibilities outlined in the attached guideline (*a summary of responsibilities is in the Annex 3 of the guidance*);
 - IV. project Coordinator/ Responsible Manager shall instruct and train each focal point to execute their respective roles, with the support of public health authorities when feasible;
 - V. a Focal point should hold at least one information update session on the status of COVID - 19 at a specific time during the day;
 - VI. a Focal point should hold at least one information update session on the awareness raising material as well as internal "safety toolbox talks" at a specific time during the day;
 - VII. the Focal point should also continuously monitor other symptoms such as respiratory symptoms or difficulties in breathing, and ensure that participants are not exposed to potential risks (e.g. travel, contact with sick people, participation in large gatherings);
 - VIII. a Focal point should regularly remind and inform participants and contractors of the importance of thoroughly washing their hands with running water and soap for at least 20-30 seconds (40-60 seconds when hands are visibly dirty) at regular intervals. A focal point should also regularly advise participants and contractors to avoid touching eyes, nose, and mouth with unwashed hands;

- IX. focal points must develop suitable safe procedures for the disposal of possibly infected solid wastes (e.g. tissues and other used cleaning consumables and materials) to eliminate these from becoming a potential hazard. Sharp objects must be used with caution to avoid cuts;
- X. early detection is key. A "designated focal point" must complete a health check, using the "checklist for Identification of suspected COVID - 19 case" and measure body temperatures for fever symptoms on all contractors, drivers, operators and participants prior to them getting into a vehicle or being allowed on site. Non-contact thermometers should be used to measure body temperature;

8.5.3.16. Regional OHS Officers, Project Coordinators/Responsible Managers and Contractors, in consultation with H&S representatives, should engage government authorities, to reduce the risk of exposure to COVID - 19 at the work place;

Education and training

8.5.3.17. Train all participants and Focal Points on the effective management and implementation of the OHS Plan and SWP for COVID - 19;

8.5.3.18. Training attendees must be screened prior to them being allowed access to the venue;

8.5.3.19. Training attendees who have been in close contact with a probable/confirmed COVID - 19 case, attended a funeral/ event or visited an outlet which was later confirmed to have an outbreak or people testing positive must declare it and not be allowed to attend the training session (see SHEQ/PROC 4.4.6.1/register of participants contacts);

8.5.3.20. A participant in training and/or meetings (OHS meetings) might be infected, and unknowingly expose others to the virus. Therefore, the organizer of such training and/or meetings must consult central and local government authorities to obtain reliable information on the infection rate of COVID - 19 in the area where the training and/or meeting is expected to be held, and verify the information with public health authorities. When the training and/or meetings takes place, the organizer shall:

- I. abide by the number of participants allowed in a place;
- II. arrange the seating to ensure that there is sufficient space between participants;
- III. and ventilate the room (e.g. opening windows) in case the training and /or meeting takes place inside a building;
- IV. any information pertaining to the training and/or meeting arrangement should be recorded for emergency purposes to be shared with public health authorities;
- V. in addition, alternative options such as online meetings and/or training for awareness-raising session when a large gathering is not feasible should be considered, as well as technical training in smaller groups through mobile training facilities.

Reporting of incidents for regulatory purposes

8.5.3.21. Participants must be informed to alert their contractor or Focal point immediately, if they suspect they have been exposed to COVID – 19 (symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness);

8.5.3.22. If a participant is diagnosed with COVID – 19, the Responsible Manager must investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place;

8.5.3.23. An incident investigation reports shall be completed, indicating all possible causes and corrective actions taken or proposed. Incident reports shall be submitted to the relevant OHS Committees as well as the office of the DD: Health and Safety (see SHEQ/PROC 4.5.3.1/Incident Investigation);.

8.5.3.24. Service Providers/Contractors must **register with the Compensation Fund and be in possession of a "Good Standing"** certificate. Alternatively, the Service Providers/Contractors must have Health Insurance, which provides health cover equivalent to that offered by the Compensation Fund;

8.5.3.25. If there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.

8.5.3.26. Reporting for purposes of public health, contact tracing, screening, testing and surveillance;

8.5.3.27. If a participant is diagnosed with COVID – 19, the Responsible Manager shall inform the Department of Health and the Department of Employment and Labour.

8.5.4. Healthy and safe work practices

8.5.4.1. Disinfectants, sanitisers and personal hygiene

8.5.4.1.1. Preventative supplies shall be included in the Bill of Quantities (BoQ) for contractors to pre – procure and enforce the provision. Supplies items shall be in sufficient quantities based on the number of participants and duration of the contract and shall include;

8.5.4.1.2. **Hands must be kept clean.** Hands must be sanitized / washed with soap and water as follows:

- ✓ hand must be sanitized:
 - 1) before entering a vehicle or work site.
- ✓ Alternatively, hands may be washed with water and soap (for 20 seconds) where possible;
- ✓ during operations hands must be wash with soup and water,
 - 2) before and after eating,
 - 3) before and after treating a cut or wound,
 - 4) after using toilet,
 - 5) after using tools,
 - 6) after blowing nose, coughing, or sneezing,
 - 7) after touching an animal, animal feed, or animal waste,
 - 8) after touching waste and
 - 9) after being out in the public. *Refrain from using hand sanitizers during operation due its flammable nature;*
- ✓ remove gloves and wash hands with soap and water,
 - 1) before eating,
 - 2) before treating a cut or wound,
 - 3) before touching your face;
- ✓ mouth must be covered with a tissue paper when coughing and sneezing. Once used, throw the tissue away in a closed bag or container;
- ✓ avoid touching your face, eyes, nose, and mouth with unwashed hands at all times.

Other

8.5.4.1.3. In areas where centralized safe water supplies are not available, basic water treatment technologies such as boiling or appropriate water filtration/purification equipment must be considered;

- I. separate cups and water bottles for drinking water should also be prepared for each participant, and these items should be washed thoroughly after use. Clean all utensils before eating;
- II. replace existing water containers, with water containers fitted with a tap. Reasons are:
 - ✓ less surface areas will be touched;
 - ✓ sealed water containers poses less risk of water contamination vs opening a container to pour water;
 - ✓ taps allow for easy rinsing with clean running water.
- III. Water containers must be placed as follows:
 - ✓ 1 x 10L hand washing container with tap and a 1 x sanitizer must be located within 5m of toilets. Where portable toilets are used, the seat must be sanitized after each use;
 - ✓ 1 x 10L hand wash container with tap must be located at the working area to wash your hands when required;
 - ✓ 1 x 25L hand wash container with tap to be located at the eating/resting area for hand washing and drinking water.
 - ✓ 1 x 25L container to be kept on site for access water requirements.
- IV. paper towels must be provided to dry hands after washing – the use of fabric toweling is prohibited;

8.5.4.1.4. **Avoid sharing PPE, tools and equipment.** Where the sharing of tools and equipment are unavoidable, hands must be washed before and after using shared tools and equipment;

8.5.4.1.5. All surfaces of PPE, hand tools and equipment that are directly touched by multiple participants should be wiped down and/or washed with water and detergents/ jik, before work begins, regularly during the working period and at the end of every day and stored in a safe location.

- These include safety helmets and boots, visibility vests, gloves, goggles, and ear muffs/plugs, knapsacks, containers, storage containers, toolboxes, vehicle door handles among others.
- Medical reusable / 3 x material layer reusable masks must be washed with water and soap every day after work is complete.
- The tools and equipment registers can be utilized to monitor and record the washing processes Any waste of consumable products should be disposed of in designated disposal bags;
- Tools and equipment must be washed with a brush, water and detergents starting from the top, working towards the bottom. Do not use disinfectant on tools and equipment as it is not effective when exposed to dirt.
- Domestic safety gloves must be worn during the washing process to protect the skin from hazardous chemical substances;
- Cleaning products and disinfectants that are environmentally preferable and has a lesser or reduced effect on human health must be used on for cleaning tools and equipment – select products with Safer Choice, Green Seal, Ecology and Design for the Environment labels);
- Used water for washing should not be disposed of on site. It must be put in a sealed container and disposed of in approved municipal drainage systems;
- A Material Safety Data Sheet (MSDS) must be available for all disinfectants and detergents, and participants must be trained on the risk associated with and the correct use of these;
- Do not under any circumstances share phones, combs, food, drink, eating utensils; clothing, PPE, books and blankets;
- Clean your electronic devices (phones, tablets, laptops, keyboards) with approved wipes or cleaning products;

8.5.4.1.6. When administering a first aid case, the first aider must:

- I. wash/or sanitize hands before and after administering the first aid;
- II. the patient must wash hands as well in case they touch the first aider;
- III. the first aider must use latex gloves and dispose them in a correct and safe manner;
- IV. face mask must be worn at all times by both the first aider and the patient during this process;
- V. CPR should be administered as per normal using the mouthpiece;
- VI. all First Aid boxes must have FFP1 medical surgical masks available that are to be used when a participant shows symptoms associated with COVID-19.

8.5.4.1.7. All participants returning to work after isolation or quarantine period, should follow general work restrictions that include:

- I. undergo medical evaluation by a Health Practitioner to confirm they are fit to work;
- II. wear a face mask at all times while at work;
- III. implement social distancing measures as appropriate;
- IV. adherence to hand hygiene, respiratory hygiene, and cough etiquette;
- V. continued self-monitoring for symptoms;
- VI. seek medical re - evaluation if respiratory symptoms recur or worse.

8.5.5. PPE

In addition to the existing prescribed **PPE requirements**, contractors and participants must be issued with:

- 8.5.5.1. a face mask (3 x material layer washable face mask - an issue of a minimum of 2 masks per contractor and per participant);
- 8.5.5.2. a pair of working leather gloves;
- 8.5.5.3. a face shield (an issue of a minimum of 2 face shields per contractor and per participant).

Other requirements

- 8.5.5.1. Face mask (3 x material layer washable face mask) must be worn at all times, unless replaced with other respiratory equipment required by existing HIRA e.g. dust masks and HCS respirators with filters. The required HCS respirators and dust mask must be worn and should not be substituted with the (3 x material layer washable face mask);
- 8.5.5.2. Face mask (3 x material layer washable face mask) and face shield must be worn at all times during transport;
- 8.5.5.3. Proof of PPE issue must be recorded in the PPE issue register;
- 8.5.5.4. Additional 10 face masks (3 x material layer washable face mask) must be kept on site as replacements in the event of masks becoming wet, soiled or damaged;
- 8.5.5.5. 10 face masks (FFP1) must be kept on site. Possibly infected participants must be isolated and provided with a face mask (FFP1);
- 8.5.5.6. Contractors and participants must be informed, instructed and trained on the correct use of face masks / shields;
- 8.5.5.7. Focal points must ensure that participants masks are clean and dry when they report for duty;
- 8.5.5.8. First aiders must be provided with PPE:
 - 1) Safety shield;
 - 2) Face mask (FFP1) - an issue of a minimum of 2 masks);
 - 3) Non - sterile medical gloves;
 - 4) Long sleeve overalls.

8.5.6. Provision of safe transport for employees

8.5.6.1. **Personal hygiene**

- 8.5.6.2. Where possible, request and allow participants to walk to the work site;
- 8.5.6.3. Where a vehicle is used for transport purposes, the vehicle must be sanitized (deep clean) prior to loading participants. Areas of sanitization will include the steering wheel, switchers, gear shifter, handbrake, mirrors, door handles and loading zone;
- 8.5.6.4. Clean mattress covers must be provided daily and washed at the end of every work day. Alternatively, replace mattresses with secured benches as it is easier to sanitize;
- 8.5.6.5. All occupants must wash /sanitize hands before accessing the vehicle;
- 8.5.6.6. Sneeze and cough inside a tissue or arm when inside a vehicle.

8.5.6.1.2. **Social distancing**

Arrangements to minimise exposure associated with commuting will include:

- 8.5.6.2. A maximum of 2 participants may be seated in the vehicle cabin (includes the driver);

- 8.5.6.3. Do not load vehicles to full capacity or overload vehicles. Social distance in vehicles must be in accordance with the "National Road Traffic Act" (NRTA) and/or any amendments made to the NRTA through the "Disaster Management Act";
- 8.5.6.4. Ensure that the vehicle is adequately ventilated. Keep canopy windows open at all times. Preferable, adequate railings should be fitted to reduce "confine space" risk;

PPE (driver/conductor of employer-provided transport)

- 8.5.6.5. **During transportation the contractor**, driver and participants must wear the following PPE when seated inside a vehicle:
- 1) Face shield
 - 2) Face mask (3 x material layer washable face mask);
 - 3) safety gloves (recommended);
 - 4) Long sleeve overalls. This is to ensure a certain level of physical barriers between participants;

8.6. RELATED SYSTEMS DOCUMENTS

COVID – 19 OHS Risk Assessment Plan for Implementation

COVID – 19 Checklist for Project Continuity

COVID – 19 Walk – through Risk Assessment

COVID – 19 Self - Assessment Questionnaire

COVID – 19 Baseline Risk Assessment

COVID – 19 Safe Work Procedure

COVID – 19 Register of participant contacts

COVID – 19 Focal Point Appointment letter

COVID – 19 Toolbox and Safety Talk

COVID – 19 Personal Hygiene

COVID – 19 Poster on how to remove gloves

COVID – 19 Preventative supplies and re-issue register



COVID-19 SELF-ASSESSMENT QUESTIONNAIRES

The Organisation has developed this questionnaire based on information required by the Department of Health to assess risk and determine those participants eligible for COVID - 19 testing. The questionnaire must be completed (by a Focal Point) daily for each participant prior to them being allowed access to a vehicle and/or site.

Please tick the applicable box.

QUESTIONS	YES	NO
Persons with acute respiratory illness with sudden onset of at least one of the following:		
1. Are you experiencing a rise in body temperature recently? (use a non – contact thermometer to measure rise in temperature)		
2. Are you experiencing acute headaches recently?		
3. Are you coughing regularly recently?		
4. Are you experiencing excess sweating?		
5. Are you experiencing frequent shortness of breath recently?		
6. Are you suffering from acute diarrhea lately?		
7. Are you suffering from any muscle or joint pains recently?		
8. Do you have any underlying illness/disorder that might have an impact on your immune system?		
9. If yes, are you taking medication?		
AND / OR		
In the 14 days prior to onset of symptoms, met at least one of the following criteria:		
10. Have you been in contact with anyone who travelled abroad or has been exposed to the virus in the past 21 days?		
11. Have you travelled abroad in the last 21 days?		
12. Had a history of travel to areas with presumed ongoing community transmission of SARS-CoV-2?		
13. Worked at, or attended a health care facility where patients with SARS-CoV-2 infections were being treated?		
14. Close contact: A person having had face-to-face contact or was in a closed environment with a COVID-19 case; this includes, amongst others, all persons living in the same household as a COVID-19 case and, people working closely in the same environment as a case.		
15. Confirmed case: A person with laboratory confirmation of SARS-CoV-2 infection, irrespective of clinical signs and symptoms.		
16. Probable case: A person for whom testing for SARS-CoV-2 is inconclusive (the result of the test reported by the laboratory) or for whom testing was positive on a pan-coronavirus assay.		
If you have ticked more than five (5) boxes under "YES", then do the following:		
17. Refer the person to nearest medical institution dealing with COVID - 19 cases. Call the institution ahead of your visit and inform them of the symptoms.		
18. Contact the department's internal helpline on: 012 399 9300 for further assessment and advice.		

**Revised as per COVID-19
Baseline Risk Assessments**

Baseline Risk Assessment Roads

PROJECT: CAPE REGION - APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF A ALLVIEW GALAVANIZED FENCE AT THE VETERINARY WILDLIFE SERVICES, KIMBERLEY - SANParks - 0061-11-20

Risk Rating is measured by determining the Likelihood (L) and Consequence (C) and using the Matrix to determine the Risk Rating (R).

Risk Ranking below is deemed Tolerable, between 11 and 19 is deemed Medium Risk and above 20 is deemed High Risk

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Action Period (AP)	Action to mitigate
				P	F	S			
Entry Onsite Under COVID-19 Pandemic	Aa C-19	Allowing persons to work with flu like symptoms	Infections and contamination that may lead to transfer of diseases	3	4	13	Occupational Health and Safety Act and COVID-19 Training, Regulations Checklist and relevant registers	C	Early detection is key. Contractors and participants should go for voluntary screening, and where necessitated, for testing at approved Department of Health local Test Centres.
		Persons with underlying medical conditions	Infections and contamination that may lead to transfer of diseases	3	3	13	COVID -19 Regulations and Occupational Health and Safety Act	D	All participants must undergo pre, periodic and exit medical examinations and be declared fit to perform their duties. Participants with underlying medical conditions e.g. diabetes, asthma etc., must be on and take prescribed medication to ensure a healthy immune system.
Onsite Establishment for Activities	Ab C-19	Lack of Access control (using vehicles)	Infections and contamination that may lead to transfer of diseases	3	5	13	Occupational Health and Safety Act as per COVID-19 Regulations "National Road Traffic Act" (NRTA) and/or any amendments made to the NRTA through the "Disaster Management Act".	C	Early detection is key. A "designated focal point" must complete a health check, using the "self-assessment questionnaire" and measure body temperatures for fever symptoms on all contractors, drivers, operators and participants prior to them getting into a vehicle. Non-contact thermometers should be used to measure body temperature. Where occupants show symptoms of the virus (sudden onset of at least one of the following: cough, sore throat, fatigue, shortness of breath, temperature of 37.3 degrees Celsius or higher), they should not be allowed on the vehicle and be requested to stay at home.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Access to site	Ac C-19	Lack of Access control (On site - where teams are walking or using alternative public transport to get to site.)	Infections and contamination that may lead to transfer of diseases	3	5	13	Occupational Health and Safety Act and COVID -19 Regulations and Guidelines "Disaster Management Act".	C	Where participants are allowed access, they must wash hands before entering the work site. The focal point should also continuously monitor other symptoms such as respiratory symptoms or difficulties in breathing, and ensure that participants are not exposed to potential risks (e.g. travel, contact with sick people, and participation in large gatherings). Access by third parties to project sites, as well as physical distance between participants should be strictly monitored by the focal points, in order to avoid the risks of contagion.
Lack of Access control on site	Ad C-19	Lack of Emergency Response plan.	Not being able to access Emergency Services / Death.	3	5	13	Occupational Health and Safety Act COVID -19 Regulations and Guidelines "Disaster Management Act". Continuous Risk Assessment tool	A	Contractors should register participants ' contacts and daily attendance for the purposes of contact tracing, Have a directory of COVID-19 hotlines / task force, communication channels on site in the event of COVID-19 situation and responsibilities, and location of the nearest available and competent medical facilities with sufficient staff, and arrangements for isolation of any person who develops COVID-19 symptoms at work. Clarify situations that should trigger suspension or closing of works, agreed by relevant stakeholders.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Emergency Team	Ae C-19	Lack of Emergency Team (Designated focal point) for COVID - 19 Response.	Infections and contamination that may lead to transfer of diseases / Death	4	4	13	Occupational Health and Safety Act COVID -19 Regulations and Guidelines Competency training Checklist and Registers	C	Establishment a team with appointed focal points for COVID-19 responses. The team with focal points should consist of different stakeholders including contractor(s), site supervisor(s), and participant' H&S representative(s) with at least one female representative and/or a representative with a disability, if possible. In cases where a site OHS officer is in place, s/he should take the leading role for the team. Each focal point shall share and undertake the responsibilities outlined in the COVID - 19 SOP. Train each focal point to execute their respective roles, with the support of public health authorities when feasible. A focal point should hold at least one information update session on the status of COVID-19 at a specific time during the day.
On-site Training	Af C-19	Training	Infections and contamination that may lead to transfer of diseases	3	3	12	Occupational Health and Safety Act. COVID -19 Regulations and Guidelines Skilled training	D	"Screen participants before allowing them access to training venue. Training attendees who have been in close contact with probably/confirmed COVID - 19 case, attended a funeral or visited an outlet, which was later confirmed to have an outbreak of positive tested people, must declare it and not be allowed to attend the training. When training takes place, the organizer should abide by the number of participants allowed in a place, arrange the seating to ensure that there is sufficient space between participants, and ventilate the training room in case the training takes place inside a building. In addition, alternative options such as online training for awareness-raising session when a large gathering is not feasible should be considered, as well as technical training in smaller groups through mobile training facilities.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Workers care during operation	Ag C-19	Open skin exposure (Cuts and sores)	Infections and contamination that may lead to transfer of diseases	2	3	10	Occupational Health and Safety Act. First Aid Regulation	E	Keep all wounds and sores clean with antiseptic ointment. Cover any cuts or sores with a waterproof plaster before coming to work.
Workers hygiene	Ah C-19	Not practicing good hygiene in the work place	Infections and contamination that may lead to transfer of diseases / Death	5	5	13	Occupational Health and Safety Act. COVID -19 Regulations and Guidelines	A	Hand washing facilities are ideally to be located within 5m of toilets and at close range of eating space. Keep your hands clean. Wash your hands with soap thoroughly. Wash the back of your hands, between the fingers, under the nails and rinse with clean running water. Keep your nails short. Always wash your hands 1) before and after you eat, 2) before entering workplace, 3) before and after treating a cut or wound, 4) after using toilet, 5) after using tools, 6) after blowing nose, coughing, or sneezing, 7) after touching an animal, animal feed, or animal waste, 8) after touching waste and 9) after being out in the public. Cover your mouth with a tissue paper when coughing and sneezing. Once used, throw the tissue away in a closed bag or container. Wash your hands afterwards. Keep a distance of 2 meters between you and a person with a cough. Avoid touching your face with dirty hands at all times. Clean all utensils before eating. Where portable toilets are used, the seat must be sanitized after each use. A focal point should regularly remind and inform participants and contractors of the importance of thoroughly washing their hands with running water and soap for at least 20-30 seconds (40-60 seconds when hands are visibly dirty) at regular intervals. A focal point should also regularly advise participants and contractors to avoid touching eyes, nose, and mouth with unwashed hands.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Transportation of Workers	Ai C-19	Using work transportation to and from work.	Infections and contamination that may lead to transfer of diseases / Death	5	5	13	COVID -19 Regulations and Guidelines "National Road Traffic Act" (NRTA) and/or any amendments made to the NRTA through the "Disaster Management Act".	A	Vehicles inside must be sanitised prior to loading occupants. During transportation participants must wear the following PPE when seated inside a vehicle: 1) Safety goggles (recommended); 2) Face mask (N95 mask or 3 x material layer washable face mask - an issue of a minimum of 2 masks per participant); 3) Non - sterile medical gloves (recommended); 4) Long sleeve overalls. Ensure that the vehicle is adequately ventilated. Keep canopy windows open at all times. Preferable, adequate railings should be fitted to reduce "confine space" risk. Do not overload vehicles. Social distance in vehicles must be in accordance with the "National Road Traffic Act" (NRTA) and/or any amendments made to the NRTA through the "Disaster Management Act". Sneeze and cough inside a tissue or arm.
Tools and Equipment usage on site	Aj C-19	Tools and equipment (Sharing)	Infections and contamination that may lead to transfer of diseases / Death	3	4	13	COVID -19 Regulations and Guidelines	C	Avoid sharing PPE, tools and equipment during this current crisis. Where the sharing of tools and equipment are unavoidable, hands must be washed / sterilised before and after using shared tools and equipment. All surfaces of hand tools and equipment that are directly touched by multiple participants should be wiped down with water and detergents regularly, every day and stored in a safe location. These include safety helmets and boots, visibility vests, gloves, goggles, and ear muffs/plugs, among others. Medical reusable / 3 x material layer reusable masks must be washed with water and detergents every day after work is complete. Any waste of consumable products should be disposed of in designated disposal bins.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Sharing and usage items	Ak C-19	Sharing items	Infections and contamination that may lead to transfer of diseases / Death	3	4	13	COVID -19 Regulations and Guidelines	C	Do not under any circumstances share food, drink, eating utensils; clothing, PPE, books and blankets.
Distance and spaces during activities on site	Al C-19	Not keeping safe working distances	Infections and contamination that may lead to transfer of diseases	4	4	13	COVID -19 Regulations and Guidelines Occupational Health and Safety Act as Revised	C	Transmission of COVID-19 from one person to another is through respiratory droplets (e.g. sneezing, coughing, etc.) or physical contact. Keep a distance of 2 meters between you and a person with a cough. Avoid unnecessary social contact. Contractor must make extra efforts to allocate participants in a manner that allows them to keep a safe distance of 2 meters from each other, with due consideration of productivity. Therefore, it is suggested that group work is avoided and instead each participant is given individual work tasks to secure sufficient spacing. Also consider introducing working shifts, or time lags to reduce concentrations of participants in the same space, when applicable and where possible. Hand shaking and other ways of physical greetings must be avoided.
First Aid and Hygiene	Am C-19	Unqualified First Aider on site	Aggravating injuries and not following correct procedures	3	5	10	Occupational Health and Safety Act. First Aid Regulation	D	There must be a qualified 2 x First Aider on site at all times.
	An C-19	Blood and other biological agents	Infections and contamination that may lead to transfer of diseases	3	3	13	COVID -19 Regulations, Occupational Health and Safety Act. First Aid Regulation	D	First aiders must be provided with PP1) Safety goggles; 2) Face mask (FFP1); 3) Non - sterile medical gloves; 4) Long sleeve overalls. Both the first aider and the person being treated must sanitize their hands. Possibly infected participants must be isolated and provided with a face mask (FFP1).
	Ao C-19	Sharp objects such as safety pins	Injury to beneficiary and first aider	3	3	13	Occupational Health and Safety Act.	D	Sharp objects must be used with caution to avoid cuts. Focal points should develop suitable safe procedures for the disposal of possibly infected solid wastes (e.g. tissues and other used cleaning consumables and materials) to eliminate these from becoming a potential hazard.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Hygiene Practise	Ap C-19	Improper disposal of possibly infected waste	Infections and contamination that may lead to transfer of diseases	2	2	10	Occupational Health and Safety Act.	E	Throw used tissue/s away in a sealed/closed bag or container. Medical waste must be disposed of at the nearest medical centre or clinic.
	Aq C-19	Not washing hands and face with soap and clean water prior to leaving the worksite	Infections and contamination that may lead to transfer of diseases	4	5	13	Occupational Health and Safety Act.	B	When work is completed, do the following: 1) Wash your hands with soap thoroughly. Wash the back of your hands, between the fingers and under the nails; 2) Wash your face and forearms before leaving the worksite. using clean running water for washing. A focal point should regularly remind and inform participants and contractors of the importance of thoroughly washing themselves prior to leaving the work site.
PPE Compliance	Ar C-19	Not wearing PPE.	Infections and contamination that may lead to transfer of diseases	4	5	13	COVID -19 Regulations, Occupational Health and Safety Act.	B	In addition to the existing prescribed PPE requirements, contractors and participants must be issued with a face shield, Face mask (3 x material layer washable face mask - an issue of a minimum of 2 masks per participant). These must be worn at all times during transport. Mask must be worn during normal work activities. For HCS operations, the required HCS respirators must be worn and should not be substituted with the (3 x material layer washable face mask. Face mask (FFP1) must be issued to persons required to go into isolation. Face mask (FFP1) must be worn by the first aider and participant when administering first aid.
	As C-19	Not changing uniforms / PPE when you arrive home.	Infections and contamination that may lead to transfer of diseases	5	5	13	COVID -19 Regulations,	A	Remove uniform / PPE when you arrive home and put it in a sealed plastic bag. Where possible wash the clothes at a high temperature. Wash your body before engaging with family members or prepare food.

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Other Controls
Infections Precautions and Hygiene Practise	At C-19	Residues on gloves	Infections and contamination that may lead to transfer of diseases	5	5	13	COVID -19 Regulations,	A	Remove gloves when eating, drinking or answering cell phones. Do not put used gloves inside trouser pockets. When holding the glove, use fingers to grip the glove on the top inner part of the glove covering the risk areas. Avoid touching your face area with dirty gloves and/or hands at all times.
	Au C-19	Unauthorised people in the working area	Infections and contamination that may lead to transfer of diseases	3	3	10	Occupational Health and Safety Act.	D	Ensure only authorised persons enter the work site and storeroom areas. Place "no unauthorised entry" signs on doors leading to storerooms.
	AV C-19	Lack of clean water, soap and sanitizers	Infections and contamination that may lead to transfer of diseases	3	3	13	COVID -19 Regulations, Occupational Health and Safety Act.	C	In areas where centralized safe water supplies are not available, basic water treatment technologies are effective in removing or destroying viruses, such as boiling or using high-performing filters. Project managers and contractors should consult public health authorities to provide appropriate water filtration/purification equipment. Provide washing facilities (clean water, soap and hand sanitizers) in accordance with the COVID - 19 SOP.
	Aw C-19	Not going into self isolation	Infections and contamination that may lead to transfer of diseases	3	3	13	COVID -19 Regulations and Guidelines, Occupational Health and Safety Act.	D	"Remain at home: o Avoid unnecessary social contact o Avoid travel o Remain reachable for monitoring"

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
Actions and Isolation when affected	Ax C-19	Not going into quarantine or self isolation	Infections and contamination that may lead to transfer of diseases	3	3	13	COVID -19 Regulations and Guidelines, Occupational Health and Safety Act.	D	"If a participant develops a mild symptom similar to that of COVID-19, the participant should immediately be requested to self-quarantine and stay at home for at least 14 days, and such cases should be reported to health authorities immediately. If a participant develops a serious symptom such as difficulties in breathing or high fever, responsible managers/contractor should immediately contact the nearest designated medical facility for testing (if possible) and arrange logistics. Care should be taken to ensure that risk of contact with other people is minimized as the participant is in transit to home. A person having had face-to-face contact (≤ 2 metres) or was in a closed environment with a COVID - 19 case must go into isolation; this includes, amongst others, all persons living in the same household as a COVID - 19 and, people working closely in the same environment. Participant/s with suspected COVID - 19 infection with mild symptoms and no underlying or immunocompromising conditions may be cared for / isolated in the home environment. (Isolation is defined as the separation or restriction of activities of an ill person with a contagious disease from those who are well)."

Steps in operation	Ref No.	Hazard	Risk	Risk Rating			Controls Measures	Action Period (AP)	Action to mitigate
				P	F	S			
General Onsite Activities	A1	Access to Site	Pedestrian & people equipment interaction causing injury	4	2	12	Occupational Health and Safety Act 24(1)		Area to be secured and barricaded / fenced
			Dust Inhalation	3	1	4	Hazardous Chemical Substances Regulation (36)(37)(38)		Induction Training & PPE
			Unauthorised entry	3	2	8	Occupational Health and Safety Act 12(2)		Site Visit Register, signage, Permit for vehicle access
			Slip,trip,and fall	3	2	8	Occupational Health and Safety Act 12(1)(b)(c)		Induction Training & PPE
	A2	Placing of office/ containers if lifting is involved	Heavy objects swinging out of control causing injury/damage	2	4	14	Driven Machinery 18(11)		Safe work area, Induction Training, Trained operator, Lifting Plan
			Crane/lifting tackle failure causing object to fall	2	4	14	General Machinery Regulations 7(a)9b)		Inspection Register, Trained operator
			Accidental collision with overhead power lines	2	4	14	General Machinery Regulations 7(a)(b)		Assign a flag man, determine safe work area
			Lifting machine/crane falling over	2	4	14	General Machinery Regulations 5(1)(2)		Assign a flag man, determine safe work area
	A3	Hand Loading and offloading of heavy machinery & equipment	Items rolling/slipping falling causing injury	4	2	12	General Machinery Regulations 2(1)		Induction training, PPE
			Incorrect Lifting procedure resulting in injury	3	2	8	General Machinery Regulations 3(2)		Induction training, Proper lifting procedure, PPE
	A4	Machine loading and offloading of heavy machinery & equipment	Failure of machinery causing injury	3	3	13	Driven Machinery 18(1)(a)(b)		Supervision
			Equipment falling	3	3	13	General Machinery Regulations 2(2)		PPE
			Collision of vehicles	3	3	13	General Machinery Regulations 7(a)(b)		Flag men
A5	Traffic	Equipment interaction	3	4	18	Construction Regulation 23(1)(d)(i)(ii)		Traffic management plan	
		Pedestrian collision	3	4	18	Construction Regulation 23(2)(c)		Pedestrians Walkways	
A6	Lack of employees facilities	Lack of drinking water, dehydration of workers	3	5	22	Construction Regulation 30(1)(a)		Provision of drinking water & Induction training	
		Lack of sanitary facilities, unhygienic conditions	3	5	22	Construction Regulation 30(1)(b) and 30(2)		Provision of chemical toilets & proper housekeeping	

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
	A7	Stacking & Storage	Fall, slip resulting in potential injury/damage	4	3	17	Construction Regulation 28(d)		Storage plan, induction training and restricted access
			Obstructing critical equipment and walkways	4	3	17	Construction Regulation 27 (a)(c)(g)		Storage plan, induction training and restricted access
			Flammable liquids catching fire	3	3	13	Construction Regulation 25(a)(b)(c)		Storage plan, induction training and firefighting equipment
			Hazardous storage of materials	3	3	13	Hazardous Chemical Regulation(25)9A(2)		Storage plan, regular inspections
	A8	Handling of chemicals and fuels	Exposure	3	3	13	Hazardous Chemical Regulation 9A(1)(a-p)		PPE
			Inhalation	3	3	13	Hazardous Chemical Substances Regulation (36)(37)(38)		
			Burns to Skin	3	3	13	Hazardous Chemical Substances Regulations 9A(2); Material Data Sheet		
	A9	Temporary Low voltage Electrical installation	Exposure to live wires-electrocution	2	5	19	Construction Regulation 24(a)(b)		Lockable DB box, Inspection register
			Faulty earth leakage	2	5	19	SANS 10142		Competent person to do installation & inspection
			Short circuit causing fire	2	4	14	Construction Regulation 24(b)		Weekly inspection, Induction Training & Firefighting equipment
	A10	Issue of PPE	Incorrect PPE	4	2	12	General Safety Regulation 2(1)		PPE Register
	A11	Usage of PPE	Incorrect use of PPE	4	2	12	General Safety Regulation 3(2)		PPE Register, Induction Training, supervision
			Negligence to use PPE	4	2	12	General Safety Regulation 5		PPE Register, Induction Training, supervision
	A12	Adverse storms	Struck by lightning	2	5	19	Induction Training Safe Operation Procedure		Proper warning system
	A13	Adverse heat	Dehydration, Sunburn, heat stroke	3	4	18	Induction Training Safe Operation Procedure		Proper drinking water, PPE
	A14	Working in excessive winds	Exposure to dust	3	4	18	Hazardous Chemical Substances Regulation (36)(37)(38)		PPE
	A15	House keeping	Objects lying around can result in slip/fall	4	2	12	Construction Regulation 27(a)(b)		Regular cleaning of site
			Unhygienic conditions	3	3	13	Construction Regulation 27(d)		Induction Training

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
			Pollution of area	3	2	8	Construction Regulation 27(e)		Proper waste bins and waste removal
	A16	Fire prevention	Open Fires	3	3	13	Construction Regulation 29(a)		SANParks EMP & Code of conduct
			Inadequate firefighting equipment	4	3	17	Construction Regulation 29(g)(h)		Inspection register, supervision
			Run away fires	4	4	21	Emergency evacuation plan		SANParks EMP & Code of conduct
			Accidental Fires	3	4	18	Construction Regulation 29(a)(d)(iii)		Designated smoking areas
	A17	Environmental pollution	Pollution of ground,air,workspace	3	2	8	Environmental Regulation 6(d)		SANParks EMP & Code of conduct
			Littering	4	2	12	SANParks Environmental Management Plan		Induction Training, Provide proper trash bins
	A18	Working near hazardous animals incl snakes, spiders & scorpions	Poisons bites/ attack by large animals	3	3	13	SANParks Environmental Management Plan		Induction Training, SANParks ranger where required, Proper treatment in first aid kit
	A19	Working in close proximity of water	Falling into water & drowning	3	4	18	Construction Regulation 26(1)(a)(b)		Safe work area, Induction Training, barricades
			Pollution of water body	3	4	18	SANParks Environmental Management Plan Construction Regulation 26(2)		Induction Training
Plant or vehicle & equipment	B1	Construction vehicles	Equipment Failure	4	4	21	Construction Regulation 23(1)(k)		Vehicle check list and regular maintenance
			Unroadworthy vehicles	3	4	18	Construction Regulation 23(2)(i)(j)(k)		Vehicle check list and regular maintenance
			Speeding/ Operation	3	4	18	Construction Regulation 23(2)(l)		Safe traffic route, imply penalties, traffic calming measures
			Potential accident/collision	4	4	21	General Machinery Regulations 7(a)		Induction Training, Reflective vests, safe work area
			Material/equipment fall from vehicle	4	4	21	Construction Regulations 23(1)(b)(g)(h)		Properly secure all goods
			Vehicle/plant not used for correct purpose	3	3	13	Construction Regulations 23(1)(b)(c)		Supervision, controlled access to vehicle/plant
	B2	Licencing of operators	Unauthorized operation of equipment	3	3	13	Construction Regulation 23(1)(d)(i)(ii)		Valid operator, restricted access to machinery, supervision

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action Period (AP)	Action to mitigate
			Expired licenses	3	1	6	Construction Regulation 23(1)(d)(i)(ii)		Keep OHS file up to date
	B3	Parking of vehicles	Runaway vehicle	3	4	17	Safe Operation Procedures (SOP)		Vehicle check list, use stop block behind tyres
			Parking in unsafe areas	3	1	4	Construction Regulation 23(2)(i)(j)		Demarcate proper parking areas
Transportation	C1	Transportation of employees	Interaction with other vehicle-collision	4	4	21	Construction Regulation 23(1)(b)(j)		Supervisor
			Equipment not roadworthy	3	1	4			Vehicle checklist, vehicle must meet required standards
			Equipment not licensed	3	1	4	Construction Regulations 23(a)(b)		Supervision and monitor
			Operator of vehicle transporting employees not licensed and authorized	3	1	4	Construction Regulation 23(2)(i)(j)		Supervision and monitor if Driver has Valid PDP
			Vehicle not equipped to transport employees	3	1	4	Construction Regulation 23(d)(i)(j)		Vehicle checklist, vehicle must meet required standards
			Not Adhering traffic legislation	3	1	4	Construction Regulation 23(2)(j)		Supervision, implement fines
	C2	Transportation of material or equipment with people	Material/equipment fall from vehicle	4	4	21	Construction Regulation 23(g)(h)		Properly secure all goods
			Potential accident/collision	4	4	21	Construction Regulation 23(2)(g)(h)(j)		Induction Training, Reflective vests, safe work area
	C3	Towing a Trailer	Vehicle accident	4	4	21	Construction Regulations 23(e); Occupational Health and Safety Act 24(1)(c)(iii)(iv)		Awareness, trained operator
			Towing coupler failure	3	3	13	Construction Regulation 22(e)		Inspection Register
Hand Tools	D1	Injury Due to	Incorrect tools used	4	3	17	Hand tool register, Induction Training,		Supervision
			Defective tools	4	3	17	Safe Operation Procedure		Supervision
			Struck by flying debris	3	3	13	Safe Operation Procedure		PPE

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action to mitigate	
	D2	Hand Drills	Clothing being grabbed by rotating drill	3	3	13	Safe Operation procedure, Toolbox Talks Electrical Machinery Regulations 10(3)(4)	PPE, Supervision	
			Unsecured work piece rotating with drill	3	3	13		PPE, Supervision	
			Shaving flying into eyes	3	3	13		PPE, Supervision	
			Accidental injury	4	3	17	Electrical Machinery Regulations 10(4)	PPE, Supervision	
			Electrocution	3	5	22	Electrical Machinery Regulations 10(1) (a)(b)	Tool inspection register	
	D3	Explosive actuated fastening device	Malfunction of equipment causing injury/damage	3	3	13	Explosive Regulations 15(a)(b)	Tool inspection register, inspect extension cord	
			Accidental injury	3	3	13	Explosive Regulations 15(b)	PPE, Supervision	
			Accidental discharge	3	3	13	Explosive Regulations 15(a)(b)	Safety mechanism working, Store in unloaded condition	
	Site Clearance	E1	Site/Bush Clearing	Moving machinery accident	4	3	17	Construction Regulation 23(2)(b)	Reflective vests, restricted access, induction training
				Injury due to hand tools	4	3	17	Safe Operation Procedures (SOP)	Induction Training, PPE, First Aider
Snakes/ Spider bites				3	3	13	SANParks Environmental Management Plan	Induction Training, Proper First Aid treatment available	
Dangerous animals in vicinity				3	3	13	SANParks Environmental Management Plan	Induction training, armed rangers escort	
Electrical cables and other services in way of work area				3	4	17	Construction Regulation 24(c)	Properly mark & demarcate existing services	
E2		Tree felling	Injury from chainsaw	3	3	13	Safe Operation Procedures (SOP)	Trained operator, PPE	
			Injury from falling tree	3	3	13		Safe work area, PPE	
			Felling from height	3	3	13		Safety Harness, Fall Protection Plan, PPE	
			Exposure to electrical cables	3	3	13	Electrical Installation Regulations(5)(1)(2)	Safe work area, PPE	

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action to mitigate
	E3	Removal of waste	Moving machinery accident	4	4	22	Construction Regulation 23(1)(b)(c)	Reflective vests, restricted access, induction training
			Waste material falling of vehicle	3	3	13	Construction Regulations 23(h)	Secure load, stay within maximum vehicle load capacity
			Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
	E4	Demolition	Structure/rubble falling on person	3	3	13	Construction Regulation 14(1); 4(ii)	Induction Training, PPE, demarcate area
			Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
			Presence of lead	2	4	14	Lead Regulations (3)	PPE, Induction Training
			Presence of Asbestos	2	4	14	Asbestos Regulations (4)	PPE, Induction Training
			Hitting electrical cable - electrocution	3	5	22	Construction Regulation 24(a)	Induction training, Site map indicating existing services
			Hitting of gas line - explosion	3	5	22	Construction Regulation 14(1)(2)	Induction training, Site map indicating existing services
Excavation & backfilling	F1	Hand Digging of holes/trenches	Injury due to defective tools	4	3	18	Construction Regulation 13(a)	Hand tool register, Induction Training
			Injury due to improper work method	4	3	18		Induction training, supervision
			Trip/fall into holes	3	3	13		Demarcate area, induction training, PPE
	F2	Machine Digging of holes/trenches	Collapse of trench	3	3	13	Construction Regulation 14(4)(iii)	Excavation inspection register by component person daily
			Collapse of adjacent structure	3	3	13	Construction Regulation 11(1)(a)	Safeguard adjacent structures
			Malfunction of machinery	3	3	13	General Machinery Regulations 2(2)	Machinery Inspection Register
			Unauthorized driver	2	2	5	General Machinery Regulations 2(1)	Trained operator, supervision, restricted access to machinery
			Unnecessary Damage to environment	3	2	9	SANParks Environmental Management Plan	Induction Training, designated work area
	F3	Tipping of material	Material falling on to person	3	3	13	Construction Regulation 23(g)	PPE, Safe Work area, Flag men
			Malfunction of equipment causing injury/damage	3	3	13		

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action to mitigate
	F4	Hitting of electrical cable and services	Electrocution	3	5	22	Construction Regulation 24(a)(b)(c)	Induction training, Site map indicating existing services
	F5	Opening trenches	Risk of collapse	3	3	13	Construction Regulation 13(h)(l)	Stabilize trench, work permit, induction training
			Fall, slip into trench	4	3	17	General Safety Regulations 2(5)(6)	Barricade trench, PPE
	F6	Compaction	Personal Injury	3	3	13	General Safety Regulations 2(5)	PPE, Trained operator
			Collision of machinery	3	3	13	General Machinery Regulations 4(1)	Induction Training, Reflective vests, safe work area
			Dust Inhalation	3	2	8	Hazardous Chemical Substances Regulation (36)(37)(38)	Induction Training & PPE
	Temporary Works	G1	Stop & Go Procedures - Moving Vehicles	injuries to employees involved in an accidents whiles setting up and taking down Stop/Go procedure	4	4	21	Construction Regulation 12(3)(d)
Injuries to employees involved in an accidents - in the midst of Stop/Go activity				4	4	21		
Injuries to road users involved in an accidents - approaching a Stop/Go activity				4	4	21	Construction Regulation 12(3)(d)	PPE, Competent person conduct work
Injury during assembly/dismantling				3	3	13	Construction Regulation 12(3)(a)	Induction Training, PPE, Supervision
Installation of Pipes/cables	K1	Installation of sewer/water pipes in trenches	Fall, slip into trench	4	3	17	Electrical Installation Regulations(5)(1)(12)	Barricade trench, PPE
			Exposure to Hazardous biological agents	3	3	13	Hazardous Biological Agents Regulations 5(2)	Hazardous biological
			Pipe handling/lifting resulting in injury	3	3	13	Hazardous Biological Agents Regulations 5(2)	Hazardous biological
	K2	Installation of electrical cable in trench	Fall, slip into trench	4	3	17	Electrical Installation Regulations(2)(1)(2)	Barricade trench, PPE

Steps in operation	Ref No.	Hazard	Risk	P	F	S	Controls Measures	Action to mitigate
			Cable handling/lifting resulting in injury	3	3	13	Electrical Installation Regulations(2)(1)	Induction Training, PPE
Concrete	J1	Manual Mixing	Cement dust inhalation	3	2	8	Hazardous Chemical Substances Regulations 9A(2)(2) Material Safety Data Sheet (MSDS)	Material Safety Data Sheet , PPE Supervision
			Hazardous substance contact dry cement mix	3	3	13		PPE, Induction Training
			Spillage/pollution	3	3	13		PPE, Concrete mixing sheet
			Injury during mixing/cement burns	3	3	13		Induction Training, Supervisor, PPE
	J2	Concrete Mixer Machine	Poor ventilation causing ill health	3	2	8	General Safety Regulations 5(5)	PPE, Additional ventilation
			Accidental injury through flying objects	3	3	13	Hazardous Chemical Substances Regulations 10(3)	Induction Training, Supervision
			Spillage/Pollution	3	3	13		Induction Training, PPE
			Clothing/body parts getting caught in open pulley V -BELT	3	3	13		Induction Training, inspection register, moving parts covered with guard
	J3	Bulk Mixing Plant	Unauthorised operations	3	3	13	Construction Regulation	Competent Operator, Supervision Maintenance register, inspection register
			Malfunction of equipment causing injury/damages	3	3	13	Construction Regulation	PPE, Fall Protection Plan, Safe Work area
	J4	Road Construction	Risk of being struck by vehicle while working next to road	4	4	21	Occupational Health and Safety Act 24(3)(a)(b)	Traffic Management Plan, Road Signs, reflective vests, Flag man
			Failure of regulating traffic causing collisions	3	4	18		Competent person, supervision
			Injury from road users and public	4	4	21	Construction Regulations 23(1)(e)(j)	Restrict access to site, Signage
			Noise pollution	3	2	8	Noise Induced Hearing Loss Regulations 7(1)(a)(b)(c)(d)	PPE
			Inhalation of dust	3	2	8	Hazardous Chemical Substances Regulations 8(a)(b)(c)	PPE

Risk Rating Matrix

		Likelihood				
		5	4	3	2	1
Consequence	5	25	24	22	19	15
	4	23	21	18	14	10
	3	20	17	13	9	6
	2	16	12	8	5	3
	1	11	7	4	2	1

Actions

High 20-25	Immediate action to reduce risk. Introduce hard barriers and adequate controls to reduce risk. Control hazards. Monitor regularly
Moderate 11-19	Urgent attention to improve controls and reduce inherent risks. Monitor systems controls & audit quarterly & implementation of controls
Acceptable 1-10	Controls in place. Tolerable risk levels. Ensure monitoring is as per H&S Policy

INITIALS	SURNAME	DESIGNATION	CONTACT DETAILS		SIGNATURE	DATE
R	Williams	Operations Manager	(053) 802 1900			
A	Bruns	Veterinarian/ Covid 19 Representative	(053) 802 1906			
L	De Lange	Operations Coordinator / OHS Committee Member	(053) 802 1903			
L	Munyai	OHS Chair	(053) 802 1916			

COVID -19 RA

DEFINITIONS		Probability (1 - 5)		Determining your prioritisation rating (AP)			
Hazard	Is a condition, activity, object or substance that has the ability to cause harm.	1	Highly improbable	%	Prioritization indicator	Action	
Risk	Is the chance or likelihood of a hazard causing harm or damage.	2	Less than even chance	1% - 20%	E	Monitor the situation	
Probability	The likelihood of a specific outcome/consequence	3	Improbable	21% - 40%	D	Within six months	
Frequency	A measure of the rate of occurrences of an event expressed as the number of occurrences at a given time	4	Probable	41% - 60%	C	Within one month	
Severity	Degree or harm of the outcome/consequence	5	Inevitable	61% - 80%	B	Within one week	
This HIRA does not necessarily cover all hazards associated with the operation / equipment. It is designed as a guide to compliment the Operational Specific HIRA, which must be carried out for each task forming part of an operation.				81% - 100%	A	Immediate	
Frequency (1 - 5)		Severity (1 - 15)					
1	Hazard arise 2 yearly	1	Superficial injuries, minor cuts and bruises, nuisance and irritations (e.g. eye irritations & headaches), ill health leading to temporary discomfort.	6	Laceration, burns, concussion, serious sprains, minor fractures, deafness, dermatitis, asthma, work related upper limb disorder, ill health leading to permanent minor disablement.	11	Amputation, major fractures, poisoning, multiple injuries, fatal injuries, Occupational cancer, other severely life shortening diseases, acute fatal diseases.
2	Hazard arise yearly	2		7		12	
3	Hazard arise every month	3		8		13	
4	Hazard arise every week	4		9		14	
5	Hazard permanently present	5		10		15	

10. HEALTH AND SAFETY SPECIFICATION ACKNOWLEDGEMENT RECEIPT

Contractor's Acknowledgement:

I, _____ representing
_____ (Contractors), have satisfied
myself with the content of this Health and Safety Specification and have made the relevant provision
under my Preliminary & General Section for any and all costs involved to ensure compliance of this
Specification and shall we be the successful contractor, we shall ensure that our employees and
contractors on site comply with the requirements of this documents, our safety documentation and
health and safety legislation.

Signature of Contractor

Date

Comments:
