

CONSTRUCTION
Health and Safety Specification
ON BEHALF OF

South African Medical Research Council
(THE "CLIENT")

FOR
Refurbishment And Upgrade To Block B, Parrow SAMRC
Campus

Project Client: South African Medical Research
Council

Project Name: Refurbishment And Upgrade To
Block B, Parrow SAMRC Campus

Site Address: Francie van Zijl Drive
Parow Valley
Cape Town

Description of Project: Refurbishment And Upgrade To
Block B, Parrow SAMRC Campus

Project Details

Client	South African Medical Research Council	Tel: 021 938 0629
	Francie Van Zijl Drive Parow Valley Cape Town	Fax: 021 938 0200
	Email: mark.williams@mrc.ac.za	
	Contact Person: Mark Williams	

Client Safety Advisor	Siyakhatala Safety	Tel: 021 553 5850
	PO Box 147 Kernkrag 7440	Cell: 084 069 8553
	Email: colin@siyakhatalasafety.co.za	Fax: 086 500 9420
	Contact Person: Colin Dyers	

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1. PREAMBLE

- a. In terms of Construction Regulation 2014 (hereafter referred to as Construction Regulation) 5(1)(a), incorporated under the Occupational Health and Safety (OHS) Act of 1993 (Act 85 of 1993) (hereafter referred to as The Act) South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), on the Client's behalf, will prepare a Health and Safety Specification for Refurbishment And Upgrade To Block B, Parrow SAMRC Campus based on a site specific baseline risk assessment for the construction project and provide a copy of the Health and Safety Specification to the Principal Contractor. South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), will provide the Principal Contractor or any other Contractor, who is appointed to perform construction work for the Principal Contractor, with the Health and Safety Specification.
- b. South African Medical Research Council's further duties are as described in The Act and the Regulations made there-under.
- c. The Principal Contractor will be responsible for the Health and Safety Policy for the site in terms of Section 7 of The Act and in line with Construction Regulation 7 as well as the Health and Safety Plan (hereafter referred to as Plan) for the project.
- d. The Health and Safety Specification is governed by The Act. Notwithstanding this, cognisance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of a Health and Safety Specification stipulates a documented Health and Safety Specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this Health and Safety Specification this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.
- e. Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may even change on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Plan based on this Health and Safety Specification. Prior to drafting the Plan, and in consideration of the information contained here-in, the Principal Contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Plan. The Plan shall include documented 'Methods Statement' (see definitions under Construction Regulations) detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.
- f. Every effort has been made to ensure that this Health and Safety Specification is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from their responsibilities and accountability in respect of the project to which this Health and Safety Specification pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of South African Medical Research Council and/or its Agents and/or Siyakhatala Safety(OHS Agent).

2. SCOPE OF THE HEALTH AND SAFETY SPECIFICATION

- a. This Health and Safety Specification pertaining to Refurbishment And Upgrade To Block B, Parrow SAMRC Campus cover the subjects contained in the index and is intended to outline the normal as well as any special requirements of South African Medical Research Council pertaining to the health and safety matters applicable to this project. This Health and Safety Specification should be read in conjunction with The Act, the Construction

Regulations and all other Regulations and Safety Standards which were or will be promulgated under The Act or incorporated into The Act and be in force or come into force during the effective duration of the project. The stipulations in this Health and Safety Specification, as well as those contained in all other documentation pertaining to this project, including contract documentation and technical specifications, shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of The Act, Regulations and Safety Standards which are promulgated under or incorporated into The Act.

- b. Take note of Appendix A - Notice Regarding Application of The Construction Regulations 2014 Occupational Health and Safety Act, 1993 Construction Regulations, 2014.
- c. Construction Regulation 3 and 5 (7)(b) will come into effect 18 months after the commencement of Construction Regulations, 2014.

3. PURPOSE

- a. South African Medical Research Council is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of this Health and Safety Specification.
- b. The purpose of this Health and Safety Specification is to provide the Principal Contractor [and their contractor(s)] with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for South African Medical Research Council
- c. The Principal Contractor [and their contractor(s)] is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:
 - i. safety considerations affecting the site of the project and its environment;
 - ii. health and safety aspects of the associated structures and equipment;
 - iii. submissions on health and safety matters required from the Principal Contractor [and their contractor(s)]; and
 - iv. the Principal Contractor's [and their contractor(s)] Plans.
- d. To serve to ensure that the Principal Contractor [and their contractor(s)] is fully aware of what is expected from them with regard to The Act and the Regulations made thereunder including the applicable safety standards, and in particular in terms of Section 8 of The Act.
- e. To inform the Principal Contractor [and their contractor(s)] that The Act in its entirety shall apply to the contract to which this Health and Safety Specification applies. The Construction Regulations and shall apply to any person involved in construction work pertaining to this project, as will The Act.

4. DEFINITIONS (Extracted from The Act)

"Purpose of The Act" –

To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with The Activities of persons at work; to establish an advisory council for Occupational Health and Safety; and to provide for matters connected therewith.

"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:

a. 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

b. 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- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or b) 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. a competent person who-

i. prepares a design;

ii. checks and approves a design; or

iii. arranges for any 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

iv. designs temporary work, including its components,

- b. an architect or engineer contributing to, or having overall responsibility for a design;
- c. a building services engineer designing details for fixed plant;
- d. a surveyor specifying articles or drawing up specifications;
- e. a Contractor carrying out design work as part of a design and building project; or
- f. 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. Change explosive Explosive actuated fastening devices to explosive actuated fastening device;

"fall arrest equipment" –

means equipment used to arrest a person in a fall, including personal equipment such as 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 guardrails, screens, barricades, anchorages or similar equipment;

"fall protection plan" –

means a documented plan, which includes and provides for-

- a. all risks relating to working from a fall risk position, considering the nature of work undertaken;
- b. the procedures and methods to be applied in order to eliminate the risk of falling; and
- c. 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(1)(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" –

- a. 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;
- b. any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c. 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. OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT

a. Structure and Organisation of OHS Responsibilities

i. Overall Supervision and Responsibility for OHS

1. South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved Plan. Failure on the part of South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), to comply with this requirement will not relieve the Principal Contractor from any one or more of their duties under The Act and Regulations.
2. The Chief Executive Officer of the Principal Contractor in terms of Section 16(1) of The Act to ensure that the Employer(as defined in The Act) complies with The Act.
3. All Section 16(2) appointee(s) of The Act, as detailed in their/their respective appointment letters, to regularly, in writing, report to their principals on health and safety matters per routine and ad hoc inspections

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

4. The appointed full-time competent person as construction manager and Assistant construction manager(s), appointed in terms of Construction Regulation 8, to regularly, in writing, report to their principals on health and safety matters per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the Principal Contractor to become part of site records (Health and Safety File).
5. All Occupational Health and Safety Representatives (OHS Reps) shall act and report as per Section 18 of The Act.
6. It is a requirement that the Principal Contractor, when appointing Contractors in terms of Construction Regulation 7(1)(c), includes an agreement with a Mandatory [Section 37(2) of The Act].

ii. Further (Specific) Supervision Responsibilities for OHS

1. Several appointments or designations of responsible and/or competent people in specific areas of construction work are required by The Act and Regulations. The Principal Contractor to ensure that the following competent person appointments (where applicable) are made, in terms of the Construction Regulations to ensure compliance to The Act, Regulations and Safety Standards:

Regulation	Appointment	Responsible Person
5(1)(k)	Principal Contractor for each project	South African Medical Research Council
7(1)(c)	Contractor	Principal Contractor
8(1)	Construction Manager	Principal Contractor
8(2)	Assistant Construction Manager(s)	Principal Contractor
8(5)	Construction Safety Officer	Principal Contractor
9(1)	Person to carry out risk assessment	Principal Contractor
9(3)	Trainer/Instructor	Principal Contractor
10(1)(a)	Fall protection Planner	Principal Contractor
12(1)	Temporary Works Designer	Principal Contractor
12(2)	Temporary Works supervisor	Principal Contractor
12(3)(e)&(f)	Temporary Works Equipment Inspector	Principal Contractor
13(1)	Excavation supervisor/Inspector	Principal Contractor
14(1)	Supervisor demolition work	Principal Contractor
14(2)&(3)	Demolition expert	Principal Contractor
16(1)	Scaffold supervisor	Principal Contractor
17(13)	Outrigger Supervisor	Principal Contractor
22(e)	Tower Crane operator	Principal Contractor
23(1)(d)(i)	Construction vehicle and mobile plant operator	Principal Contractor

Regulation	Appointment	Responsible Person
23(1)(k)	Construction vehicle and mobile plant inspector	Principal Contractor
24(b)	Electrical installations & Machinery Controller	Principal Contractor
24(d)	Electrical installations & Machinery Inspector	Principal Contractor
28(a)	Stacking and storage supervisor	Principal Contractor
29(h)	Fire equipment inspector	Principal Contractor

2. This list may be used as a reference or tool to determine which components of The Act and Regulations would be applicable to a particular site. This list must not be assumed to be exclusive or comprehensive.

b. Communication & Liaison

- i. OHS Liaison between South African Medical Research Council, the Principal Contractor, and other concerned parties shall be through the OHS Committee as per procedures determined by the OHS Committee.
- ii. In addition to the above, communication, verbally or in writing, may be directly to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), as and when the need arises.
- iii. Consultation with the workforce on OHS matters will be through their Supervisors and OHS Representatives.
- iv. The Principal Contractor will be responsible for the dissemination of all relevant OHS information to the other Contractors involved.

6. INTERPRETATION

- a. The Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the "owner(s)" and consultant and/or between the "owner(s)" and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties.
- b. The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of "client" as per relevant definition. The contractors, working for the "client", are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project/contract. This includes monitoring OHS conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site. Contractors are required to operate under the scrutiny and control (in terms of all OHS measures which are covered in the Construction Regulations) of the Principal Contractor. Where, for the work the Principal Contractor will be responsible to execute himself, practical OHS measures are applicable; he will also be subject to the relevant requirements with which Contractors have to comply. The Principal Contractor will, however, not have to physically fulfil such requirements in respect of any of the work/functions of any Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor/oversee such processes, ensuring that the requirements are complied with and that the required appointments/evaluations/ inspections/assessments and tests are done and that the records are duly generated and kept as prescribed in the

Construction Regulations. This has to feature clearly in the Principal Contractor's Plan.

7. RESPONSIBILITIES

- a. South African Medical Research Council and/or its Agents and/or Siyakhatala Safety(OHS Agent), will perform the following responsibilities:
 - i. Appoint the Principal Contractor for Refurbishment And Upgrade To Block B, Parrow SAMRC Campus, in writing, for assuming the role of Principal Contractor as intended by the Construction Regulations.
 - ii. Discuss and negotiate with the principal Contractor the contents of the principal contractor's health and safety plan contemplated in Construction Regulation 7(1), and must thereafter finally approve that plan for implementation.
 - iii. Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
 - iv. Ensure that the principal Contractor to be appointed has the necessary competencies and resources to carry out the construction work safely.
 - v. Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations. Where more than one principal Contractor is appointed as contemplated in subregulation 5(1)(k), the client will take reasonable steps to ensure co-operation between all principal contractors and contractors in order to ensure compliance with these Regulations.
 - vi. Ensure before any work commences on a site that every principal 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 (Act No. 130 of 1993).
 - vii. Ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
 - viii. Take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained.
 - ix. Ensure that periodic health and safety 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.
 - x. Ensure that a copy of the health and safety audit report contemplated in paragraph 5(o) is provided to the principal Contractor within seven days after the audit;
 - xi. Take reasonable steps to ensure that the Plan of the Principal Contractor [and/or their Contractor(s)] is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.
 - xii. Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the Contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the Contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.
 - xiii. Prevent the Principal Contractor [and/or their Contractor(s)] from commencing or continuing with construction work should the Principal Contractor [and/or their Contractor(s)] at any stage in the execution of the works be found to:
 1. have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction

- project or any physical preparations necessary in terms of The Act;
2. have failed to implement or maintain their Plan(s);
 3. have executed construction work which is not in accordance with their Plan(s); or
 4. act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of them being employed or legitimately on the site of the works or in its vicinity, 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
 5. have failed to stay in goodstanding with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- b. The Principal Contractor will perform the following responsibilities:
- i. Accept the appointment under the terms and conditions of the Contract and additionally under the Construction Regulation.
 - ii. Agree on and sign the terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 4 of the Construction Regulations by means of an Annexure 2 " Notification of Construction Work" form. The Principal Contractor will submit the notification, in writing, prior to commencement of work and inform South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), accordingly. Proof of notification must be placed on the site safety file and must be made available on request to an inspector, South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent).
 - iii. Ensure that the Principal Contractor [and/or their Contractor(s)] is fully conversant with the requirements of this Health and Safety Specification and all relevant OHS legislation. This Health and Safety Specification is not intended to supersede The Act nor the Construction Regulations or any part of either. Those sections of The Act and the Construction Regulations which apply to the scope of works to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required to be complied with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of The Act, the Construction Regulations or any Regulations proclaimed under The Act or which may perceivable be applicable to this contract.
 - iv. Provide and demonstrate to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), 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 This Plan shall, as appendices, include the Plans of all Contractors for which the Principal Contractor has to take responsibility in terms of this contract.
 - v. On appointing any other contractor, in order to ensure compliance with the provisions of the Act-
 - vi. provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;

- vii. Ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- viii. 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;
- ix. 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;
- x. Appoint each Contractor in writing for the part of the project on the construction site;
- xi. Take reasonable steps to ensure that each contractor's health and safety plan contemplated in subregulation (2)(a) is implemented and maintained on the construction site;
- xii. 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;
- xiii. 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;
- xiv. 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; and discuss and negotiate with the Contractor the contents of the health and safety plan contemplated in subregulation 7(2)(a), and must thereafter finally approve that plan for implementation. The approval letter of the contractors plan/s must be placed on the principal contractor's safety file and must be made available on request to an inspector, South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent).
- xv. Ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in subregulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent
- xvi. Hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in subregulation 7(2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- xvii. in addition to the documentation required in the health and safety file in terms of paragraph 7(c)(v) and subregulation 7(2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable
- xviii. The principal contractor, the agreements between the parties and the type of work being done; and 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 of the Construction Regulations.
- xix. A Contractor must prior to performing any construction work-
- xx. 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 contemplated in Construction Regulation 5(1)(b) and provided by the principal Contractor in terms of subregulation 5(1)(a), 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;

- xxi. 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;
- xxii. 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;
- xxiii. Co-operate with the principal Contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
- xxiv. 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.
- xxv. Where a Contractor appoints another Contractor to perform construction work, the duties determined in subregulation (1)(b) to (g) that apply to the principal Contractor apply to the Contractor as if he or she were the principal contractor.
- xxvi. A 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.
- xxvii. 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.
- xxviii. 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.
- xxix. A Contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in subregulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.
- xxx. 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 of the Construction Regulations.
- xxxi. 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, South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent) or a contractor; and
- xxxii. Provide proof of the Principal Contractor's registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- xxxiii. In submitting the Principal Contractor's tender, demonstrate that they have made provision for the cost of compliance with the specified health and safety requirements, The Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based).

- xxxiv. Consistently demonstrate the Principal Contractor's competence and the adequacy of their resources to perform the duties imposed on them in terms of this Health and Safety Specification, The Act and the Construction Regulations.
- xxxv. Ensure that a copy of the Principal Contractor's Plan is available on site and is presented upon request.
- xxxvi. Ensure that an OHS File, which shall include all documentation required in terms of the provisions of this Health and Safety Specification, The Act and the Construction Regulations, is opened and kept on site and made available upon request. Upon completion of the works, the Principal Contractor will hand over the consolidated File to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent).
- xxxvii. Ensure, throughout execution of the contract, that all conditions imposed on his Sub-contractors in terms of The Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- xxxviii. Evaluate, from time to time, the relevance of the Plan and revise the same as required, following which revised Plan will be submitted to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), for approval.

8. SCOPE OF WORK (also refer to paragraph 2)

This Health and Safety Specification is applicable to the specific scope of works pertaining to Refurbishment And Upgrade To Block B, Parrow SAMRC Campus, as detailed in the tender documents provided by South African Medical Research Council.

Description of Works	
Refurbishment And Upgrade To Block B, Parrow SAMRC Campus	
Note:	
The construction area must be segregated and be made dust proof and no thoroughfare to be allowed on site.	
No smoking will be tolerated on site and the rules of SAMRC must be followed.	
The appointed contractor must develop their emergency plans to tie in with SAMRC.	
Should any uncertainty exist SAMRC must be contacted.	
Working hours must be agreed to with the project manager (especially weekend and after hours work).	
Time Scale:	Expected 10 Month Period
Working Hours	
Weekdays:	As required but with permission from the SAMRC
Weekends:	As required but with permission from the SAMRC
Public Holidays:	As required but with permission from the SAMRC

9. HEALTH AND SAFETY FILE

- a. The Principal Contractor must, in terms of Construction Regulation 7(1)(a), keep a documented File on site at all times which must include all documentation required in terms of The Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor, the agreements between the parties and details of the work being done.
- b. The File will remain the property of South African Medical Research Council throughout the period of the project and must be consolidated and handed over to South African

Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), on completion of the project.

10. OHS GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OHS PERFORMANCE

- a. Take reasonable steps to ensure that the Plan of the Principal Contractor [and/or their Contractor(s)] is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every 30 days.
- b. The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), on a monthly basis.

11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, SAFE WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

- a. The Principal Contractor is required to develop Risk Assessments, Safe Working Procedures (SWP) and Method Statements for each activity executed in the contract or project as contained but not limited to in the scope of work contained in the tender documentation:
 - i. The Principal Contractor [and/or their Contractor(s)] must, before the commencement of any construction work and during such 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-
 - i. The identification of the risks and hazards to which persons may be exposed to;
 - ii. An analysis and evaluation of the risks and hazards identified based on a documented method;
 - iii. A documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - iv. A monitoring plan; and
 - v. a review plan.
 - ii. The Principal Contractor [and/or their Contractor(s)] must ensure that all employees under his or her 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.
 - iii. 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 that may be determined in the risk assessment monitoring and review plan of the relevant site.
 - iv. A Contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
 - v. A Contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.

- vi. The Principal Contractor [and/or their Contractor(s)] must review the relevant risk assessment-
 - i. Where changes are effected to the design and or construction that result in a change to the risk profile; or
 - ii. when an incident has occurred.
 - iii. Based on the Risk Assessments, the Principal Contractor must develop a set of site specific OHS Rules that will be applied to regulate the OHS aspects of the construction. The Risk Assessments, together with the site-specific OHS Rules shall be submitted to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), before mobilisation on site commences.
 - iv. The Principal Contractor is also required to conduct a baseline Risk Assessment and the aforesaid listed Risk Assessments shall be incorporated into the base-line Risk Assessment. The baseline Risk Assessment must further include the Safe Working Procedures (SWP) and the applicable Method Statements based on the Risk Assessments.
 - v. A risk Assessment shall be undertaken for all out-of-scope work.
 - vi. The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Plan.

12. ARRANGEMENTS FOR MONITORING AND REVIEW

- a. **Monthly Audits**
South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), will be conducting monthly audits at times coinciding with the Principal Contractor's Audit in order to comply with Construction Regulation 5(1)(o) and to ensure that the Principal Contractor has implemented, is adhering to and is maintaining the agreed and approved Plan.
- b. **Other Audits and Inspections**
South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), reserves the right to conduct any other ad hoc audits and inspections as it deem necessary. A representative of the Principal Contractor and the relevant OHS Representative(s) (SHE Reps) must accompany South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of their own audit/inspection results. South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), may require to be handed a copy of the minutes of the previous OHS Committee meeting reflecting possible recommendations made by that committee to the Principal Contractor for reference purposes.
- c. **Reporting**
 - i. The Principal Contractor will report all incidents where an employee is injured on duty to the extent that he/she
 - 1. dies;
 - 2. becomes unconscious;
 - 3. loses a limb or part of a limb; or
 - 4. is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed.

OR WHERE

- i. a major incident occurred;
- ii. the health or safety of any person was endangered;
- iii. where a dangerous substance was spilled;
- iv. the uncontrolled release of any substance under pressure took place;
- v. machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects; or
- vi. machinery ran out of control.

to the Provincial Director of the Department of Labour, within seven days, and at the same time to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent). Also refer in this regard to Section 24 of The Act and Section 8 of the General Administrative Regulations.

- ii. The Principal Contractor must provide South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), with copies of all statutory reports required in terms of The Act and Regulations.
 - iii. The Principal Contractor must provide South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), with a monthly "Safety and Health Management Report".
 - iv. The Principal Contractor must provide South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), a.s.a.p. with copies of all internal and external accident/incident investigation reports. As soon as the occurrence of any accident/incident of whatever nature comes to the notice of that the Principal Contractor it shall be reported immediately to any of the following:
 1. South African Medical Research Council
 2. The Client's Agents and/or Siyakhatala Safety(OHS agent),
 3. Department of Labour
 - v. If an injured person dies as a result of an incident, which has already been reported, the Principal Contractor must report such death to the Provincial Director telephonically, per facsimile or similar means of communication.
 - vi. The Principal Contractor must, within 7 days after an accident occurred, where a person required medical treatment more than just first aid, provide the Compensation Commissioner with the relevant documentation. An employer, who fails to report any accident, as mentioned above, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and may be held liable for the full amount of compensation payable in respect of such accident.
 - vii. The Principal Contractor must, within 14 days after an occupational disease was diagnosed, provide the Compensation Commissioner with the relevant documentation. An employer, who fails to report any occupational disease, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 and may be held liable for the full amount of compensation payable in respect of such a disease.
- d. Review
- i. The Principal Contractor must review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production, Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

- ii. The Principal Contractor must provide South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.
- e. Site Rules and other Restrictions
 - i. Site OHS Rules
 - 1. The Principal Contractor will develop a set of site specific OHS rules that will be applied for the duration of the construction process.
 - 2. As required, by law, visitors and non-employees, upon entering the site, shall be issued with the correct Personal Protective Equipment (PPE).
 - 3. Specific site rules that must be implemented are as follows:
 - a. No smoking in demarcated areas
 - b. No open flames
 - c. No firearms
 - d. No scavenging
 - e. Respect for all property
 - f. No eating or drinking while working
 - g. No alcohol or drugs
 - h. PPE will be worn at all times
 - ii. Security Arrangements
 - 1. The Principal Contractor will establish site access rules and implement and maintain these rules throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site.
 - 2. The Principal Contractor will develop a set of security rules and procedures and maintain these throughout the construction period.
 - 3. If not already tasked to the OHS Officer, appointed in terms of Construction Regulation 8(5), the Principal Contractor will appoint a competent Emergency Controller who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments. These plans must include at least a 3 monthly practice/testing programme for the plans. These practises/test runs must include all persons on site at the time of the practises/test runs.
- f. Training
 - i. General Induction Training
 - 1. 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. Proof of such inductions must be kept on the site safety file of General Induction Training [Section 8(2)(E) of the Act and Construction Regulation 7(5)].
 - 2. The Principal Contractor [and/or their Contractor(s)] must ensure that all employees under his or her 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.

3. A induction training register must be signed and kept in the File on site.

ii. Job Specific Training

1. All employees in jobs requiring training in terms of The Act and Regulations must be in possession of valid proof of training as follows:

- a. Job Specific Induction (also visitors) (Sections 8 & 9 of The Act)
- b. Site/Project Manager
- c. Construction Manager
- d. OHS Representatives (Section 18 (3) of The Act)
- e. Training of the Appointees (General - & Site Specific Induction Training)
- f. Operators of Cranes (Driven Machinery Regulations Section 22(e))
- g. Operators & Drivers of Construction Vehicles and Mobile Plant (Construction Regulations Section 23(1)(d)(i))
- h. Basic Fire Prevention & Protection (Environmental Regulation 9 and Construction Regulations Section 29)
- i. As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations Section 3)
- j. Storekeeping Methods and Safe Stacking (Construction Regulations Section 28)
- k. Emergency, Security and Fire Co-ordinator

2. The training register must be signed and kept in the File on site.

iii. Awareness and Promotion as per Construction Regulation 7(4)

The Principal Contractor [and/or their Contractor(s)] is required to have a plan in place to promote an OHS awareness and culture in their employees. The following method will be used:

1. Toolbox Talks:

The Principal Contractor shall continuously conduct, on site, weekly toolbox talks, and on or before any hazardous work takes place. The talks shall cover the relevant activity regarding any hazard and the related safe work procedures and an attendance register must be kept and signed by all attendees. A record of who attended and the content of the topic must be kept in the site Health and Safety File as evidence of training.

g. Accident and Incident Investigation

i. Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. The Principal Contractor is responsible to oversee the investigations, per Annexure 1 proforma (available in the General Administrative Regulations), of all accidents/incidents, irrespective of whether it gave rise to loss, injury, damage or not and the results recorded in the Accident/Incident Register in the File.

ii. These incidents must be recorded in the form of Annexure 1 of the General Administrative Regulations and be kept for a period of at least 3 years. This record

shall be kept in the File on the premises and be available for perusal by an inspector.

- iii. The Principal Contractor is responsible for the investigation, per Annexure 1 proforma, of all non-injury incidents as described in Section 24 (1)(b) & (c) of The Act and keep a record of the results of such investigations including the steps taken to prevent similar incidents in future.
 - iv. The Principal Contractor is responsible for the investigation of all road traffic accidents relating to the construction site and keep a record of the results of such investigations including the steps taken to prevent similar accidents in future. Records to be kept in the File on the site.
 - v. The Principal Contractor to appoint, in writing, an incident/accident investigator who will be responsible to investigate all the accidents/incidents. These investigations should take place within 7 days from the date of incident and be completed as soon as is reasonable practicable or within the contracted period of contract workers. The Principal Contractor must record the result of the investigation on an Annexure 1 document and keep it in the File on the site. The purpose of the investigation is to establish the cause of the incident together with the safety measures that can be implemented to prevent the re-occurrence of such incidents in the future.
 - vi. The health and safety committee shall examine these records at their next meeting and forward the recommendations to the Principal Contractor.
- h. OHS Representatives (SHE Reps) and OHS Committees
- i. Designation of OHS Representatives (SHE Reps)
 - 1. Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) they must appoint one OHS Representatives for every 50 employees or part thereof (Section 17 of The Act and General Administrative Regulations, Sections 6 & 7).
 - 2. OHS Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulations, Section 6.
 - ii. Duties and Functions of the OHS Representatives
 - 1. The Principal Contractor must ensure that the designated OHS Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist and report thereon to the OHS Committee after which these reports shall be consolidated for submission to the Principal Contractor.
 - 2. OHS Representatives must be included in and be part of accident/incident investigations.
 - 3. OHS Representatives shall be members of at least one OHS Committee and must attend all meetings of that OHS committee.
 - 4. For detailed list of functions please refer to Section 18 of The Act.
 - iii. Establishment of OHS Committee(s)
 - 1. The Principal Contractor must establish OHS Committees consisting of designated OHS Representatives together with a number of Employer Representatives appointed as per Section 19(3) of The Act. The number of employer representatives is not allowed to exceed the number of OHS Representatives on the committee. The persons nominated by the Principal Contractor on an OHS Committee must be designated in writing. The OHS

Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairpersonship.

2. The OHS Committee must meet at least three monthly, but should consider monthly meetings.

iv. First Aid and First Aiders

1. Where the Principal Contractor employs more than 10 persons at a workplace (including the employees of other Contractors (sub-contractors) they will ensure the following ratio of First Aiders to employees:
 - a. One First Aider to every 50 employees in case of a workplace;
or
 - b. One First Aider to every 100 employees in case of an office or shop.
2. The First Aiders must be in possession of a valid certificate of competency in first aid and must be appointed in writing. Records must be kept in the File on site.
3. Where the Principal Contractor employs more than 5 persons (including the employees of other Contractors (sub-contractors) they must provide a first aid box or boxes at or near the workplace (Section 3 of General Safety Regulations). The contents of the first aid box must comply with the requirements as per the Annexure in the General Safety Regulations.

13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of possible activities and considerations that have been identified for which Risk Assessments, Safe Working Procedures (SWP), Control Measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- a. Site Establishment including:
 - i. Office/s
 - ii. Secure/Safe storage and storage areas for materials, plant & equipment
 - iii. Ablution facilities
 - iv. Sheltered dining area
 - v. Vehicle access to the site
- b. Dealing with existing structures
- c. Location of existing services
- d. Installation and maintenance of temporary construction electrical supply, lighting and equipment
- e. Boundary and access control/public liability exposures (Remember: the Principal Contractor is also responsible for the OHS of non-employees affected by their work activities)
- f. Exposure to Noise
- g. Exposure to Vibration
- h. Protection against dehydration and heat exhaustion
- i. Protection from wet & cold conditions
- j. Use of Portable Electrical Equipment including but not limited to:

- i. Angle grinder
 - ii. Electrical Drilling machine
 - iii. Skill saw
 - iv. Portable battery operated hand tools
- k. Excavations including:
- i. Ground/soil conditions
 - ii. Trenching
 - 1. Layering and bedding of trench floor
 - 2. Installation of pipes in trenches
 - 3. Backfilling of trenches
 - iii. Shoring
 - iv. Drainage
 - 1. Protection against flooding
 - v. Daily inspections
- l. Welding including:
- i. Arc Welding
 - ii. Gas welding
 - iii. Flame Cutting
 - iv. Use of LP Gas torches and appliances
- m. Loading and offloading of trucks
- n. Aggregate/sand and other materials delivery
- o. Manual and mechanical handling
- p. Lifting and lowering operations
- q. Driving & Operation of Construction Vehicles and Mobile Plant including:
- i. Trenching machine
 - ii. Excavator
 - iii. Bomag Roller
 - iv. Plate Compactor
 - v. Front End Loader
 - vi. Mobile Cranes and the ancillary lifting tackle
 - vii. Towing and/or parking of vehicles and mobile plant
- r. Use and Storage of Flammable Liquids and other Hazardous Substances – South African Medical Research Council and/or its Agents and/or Siyakhatala Safety(OHS Agent), to be informed of this prior to commencing of the project

- s. As discovered by the Principal Contractor's hazard identification exercise
- t. As discovered from any inspections and audits conducted by South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), or any other Contractor on site
- u. As discovered from any accident/incident investigation
- v. Dealing with windblown sand

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

a. Administrative and Legal Requirements

OHS Act/ Regulations Section	Subject	Requirements
Construction Regulations Sect 4	Notice of carrying out Construction work	Department of Labour notified Copy of Notice available on Site
General Administrative Regulations Sect 4	Copy of OHS Act (Act 85 of 1993)	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
Compensation of Injuries and Diseases Act (COID) Sec 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction Regulations Sect 5 & 7(1)	OHS Specification & Programme	OHS Spec received from Client and/or its Agent on its behalf OHS programme developed & Updated regularly
OHS Act Sect 8(2)(d) Construction Regulations Sect 9	Hazard Identification & Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub-Contractors informed/trained
OHS Act Sect 16(2)	Assigned duties (Managers)	Responsibility of complying with the OHS Act assigned to other person/s by CEO.
Construction Regulations Sect 8(1)	Construction Manager Responsible on Site	Competent person appointed in writing as Construction Supervisor with job description
Construction Regulations Sect 8(2)	Assistant Construction Manager for above	Competent person appointed in writing as Assistant Construction Supervisor with job description
OHS Act Sect 17 & 18 General Administrative Regulations Sect 6 & 7	Designation of Health and Safety Representatives	More than 20 employees - one OHS Representative, one additional OHS Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful OHS Rep. reports. Reports actioned by Management.

OHS Act/ Regulations Section	Subject	Requirements
OHS Act Sect 19 & 20 General Administrative Regulations Sect 5	Health and Safety Committee/s	OHS Committee/s established. All OHS Reps shall be members of OHS Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.
OHS Act Sect 37(1) & (2)	Agreement with Mandataries/ (Sub-) Contractors	Written agreement with (Sub-)Contractors List of (Sub-) Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing Construction Supervisor designated Written arrangements re. OHS Reps & OHS Committee Written arrangements re. First Aid
OHS Act Sect 24 General Administrative Regulations Sect 8 COID Act Sect 38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Administrative Regulations Sect 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at OHS Committee meeting Action taken by Site Management.
Construction Regulations Sect 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated Available on Site Employees medically examined for physical & psychological fitness. Employees working at heights medically examined for physical & psychological fitness by and Be in possession of valid medical (issued by Occupational Health Practitioner) certificate Valid Medical Certificates to be available on the site safety file.
Construction Regulations Sect 10(5)	Roof work	Competent person appointed to plan & supervise Roof work. Proof of appointees competence available on Site Risk Assessment carried out Roof work Plan drawn up/updated Roof work inspect before each shift. Inspection register kept Employees medically examined for physical & psychological fitness. Written proof on site

OHS Act/ Regulations Section	Subject	Requirements
Construction Regulations Sect 12	Temporary Works	Competent person appointed in writing to supervise erection, maintenance, use and dismantling of Support & Formwork Design drawings available on site Risk Assessment carried out Support & Formwork inspected: - before use/inspection - before pouring of concrete - weekly whilst in place - before stripping/dismantling - Inspection register kept
Construction Regulations Sect 16	Scaffolding	Competent persons appointed in writing to: - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) Written Proof of Competence of above appointees available on Site Copy of SANS 085 available on Site Risk Assessment carried out Inspected weekly/after bad weather. Inspection register/s kept
Construction Regulations Sect 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Inspected: - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspections register kept Method statement developed where explosives will be/ are used
Construction Regulations Sect 14	Demolition Work	Competent person/s appointed in writing to supervise and control Demolition work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Engineering survey and Method Statement available on Site Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept
Construction Regulations Sect 19	Materials Hoist	Competent person appointed in writing to inspect the Material Hoist Written Proof of Competence of above appointee available on Site. Materials Hoist to be inspected weekly by a competent person. Inspections register kept.

OHS Act/ Regulations Section	Subject	Requirements
Construction Regulations Sect 22 Driven Machinery Regulations Sect 18 & 19	Cranes & Lifting Machines Equipment	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment Written Proof of Competence available on Site. Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle Log Book kept for each individual Crane Inspection: - All cranes - daily by operator - Tower Crane/s - after erection/6monthly - Other cranes - annually by competent person - Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application
Construction Regulations Sect 24 Electrical Machinery Regulations Sect 9 & 10 Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	Competent person appointed in writing to inspect/test the installation and equipment. Written Proof of Competence of above appointee available on Site. Inspections: - Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered. Weekly visual inspection by User/Issuer/Store man. Register kept.
Construction Regulations Sect 28 General Safety Regulations Sect 8(1)(a)	Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction Regulations Sect 29 Environmental Regulations Sect 9	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: Drilled/Practiced Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register. Inspected weekly. Inspection Register kept Serviced annually

OHS Act/ Regulations Section	Subject	Requirements
General Safety Regulations Sect 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OHS Act. One qualified First Aider appointed for every 50 employees. more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulations Sect 2	Personal Safety Equipment (PSE)	PSE Risk Assessment carried out Items of PSE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PSE PSE remain property of Employer, not to be removed from premises GSR 2(4)
General Safety Regulations Sect 9	Inspection & Use of Welding/Flame Cutting Equipment	Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels
Hazardous Chemical Substances (HCS) Regulations Construction Regulations Sect 23	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Construction Regulations Sect 23	Construction Vehicles & Earth Moving Equipment	Operators/Drivers appointed to: Carry out a daily inspection prior to use/Drive the vehicle/plant that he/she is competent to operate/drive Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept
General Safety Regulations Sect 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly there after. Inspections register kept Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register

OHS Act/ Regulations Section	Subject	Requirements
General Safety Regulations Sect 13B	Ramps	Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept. Daily inspected and noted in register

Construction Regulations	RECORD TO BE KEPT	Responsible Person
3	Application for Construction work permit to Provincial Director – Annexure 1 Available on site Unique number displayed conspicuously at entrance	South African Medical Research Council and Principal contractor
4	Notification to Provincial Director – Annexure 2 7 days before work commences Available on site	Principal contractor
7(1)	Copy of Principal contractor's Plan. Available on request & onsite	South African Medical Research Council
7(2)(a)	Copy of Principal contractor's Plan. As well as each Contractor's Plan, available on request	Principal contractor
7(2)(d)	File opened and kept on site (including all documentation required in terms of The Act & Regulations). Available on request	Principal contractor
7(1)(f)	Consolidated File handed to Client on completion of Construction work. To include all documentation required in terms of The Act & Regulations and records of all drawings, designs, materials used and similar information on the structure	Principal contractor
7(1)(f)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done included in the File and available on request	Principal contractor

Construction Regulations	RECORD TO BE KEPT	Responsible Person
7(1)(g)	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.	Principal contractor/s & Contractor/s
9(6)	Risk Assessment - Available on site for inspection	Principal contractor
10(1)(b)	Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]	Principal contractor
5(1)(d)	Inform Contractor in writing of dangers and hazards relating to construction work	Designer of Structure
5(2)(c)	All drawings pertaining to the design of structure On site available for inspection	Principal contractor
11(2)(b)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Owner of Structure
11(2)(d)	Maintenance records - safety of structure - Available on request	Owner of Structure
12(3)(c)	Drawings pertaining to the design of Temporary Works structure - Kept on site, available on request	Principal contractor
13(2)(h)	Record of excavation inspection - On site available on request	Principal contractor
23(1)(k)	Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant	Principal contractor
24(d)	Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	Principal contractor
29(l)	Fire Evacuation Plan	Principal contractor

b. Education and Training

Subject	Requirement
Company OHS Policy Sect 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
Company/Site OHS Rules Sect 13(a)	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
Induction & Task Safety Training Sect 13(a)	All new employees receive OHS Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
General OHS Training Section 13(a)	All current employees receive specified OHS training: written proof Operators of Plant & Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.
OHS Promotion	Incident Experience Board indicating e.g. * No. of hours worked without an Injury * No. of days worked without an Injury Mission, Vision and Goal Star Grading - Board kept up to date. Safety Posters displayed & changed regularly Employee Notice Board for OHS Notices. Site OHS Competition. Company OHS Competition. Participation in Regional OHS Competition Suggestion scheme.

c. Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
Notices & Signs	Notices & Signs at entrances / along perimeters indicating "No Unauthorised Entry". Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office" Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs Construction work permit displaying permit number at main entrance
Site Safeguarding	Additional safety precautions should be incorporated where scaffold or any other type of temporary work is erected close to public walkways to prevent the public entering an area or to protect the public from falling objects. Where overhead work is being performed in public areas, the erection of cantilever scaffolding with netting or enclosed public tunnels will be required to protect members of the public passing / entering the site. Methods to attain this should include but not be limited to: securing tools, exclusion zones, scaffold fans, temporary roof structures, nNets, Canopies, Platforms, etc.

Subject	Requirement
Security Measures	Access control measures/register in operation Security patrols after hours during weekends and holidays Sufficient lighting after dark Guard has access to telephone/ mobile/other means of emergency communication
Emergency Preparedness	Emergency contact numbers displayed and made available to Security & Guard Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards) Emergency contingency plan available on site/in yard Doors open outwards/unobstructed Emergency alarm audible all over (including in toilets)
Emergency Drill & Evacuation	Adequate No. of employees trained to use Fire Fighting Equipment. Emergency Evacuation Plan available displayed and practiced. (See Section 1 for Designation & Register)

d. Personal Protective Equipment

Subject	Requirement
PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
Head Protection	All persons on site to wear Safety Helmets including Sub-contractors and Visitors (where prescribed)
Foot Protection	All employees on site wearing Safety Shoe with steel tips. including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed (visitors to site office alone may be permitted with a minimum requirement of a closed leather shoe.
Eye and Face Protection	Eye and Face (also Hand and Body) Protection (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: * Jack/ Kango Hammers * Angle / Bench Grinders * Electric Drills (Overhead work into concrete / cement / bricks * Explosive actuated fastening device * Concrete Vibrators / Pokers * Hammers & Chisels * Cutting / Welding Torches * Cutting Tools and Equipment * Guillotines and Benders * Shears * Sanders and Sanding Machines * CO2 and Arc Welding Equipment * Skill / Bench Saws * Spray Painting Equipment etc.
Hearing Protection	Hearing Protectors (Muffs, Plugs etc.) used when operating the following: * Jack / Kango Hammers * Explosive actuated fastening device * Wood/Aluminium Working Machines e.g. saws, planers, routers
Hand Protection	Protective Gloves worn by employees handling / using: * Cement / Bricks / Steel / Chemicals * Welding Equipment * Hammers & Chisels * Jack / Kango Hammers etc.

Subject	Requirement
Respiratory Protection	Suitable/efficient prescribed respirators worn correctly by employees handling / using: * Dry cement * Dusty areas * Hazardous chemicals * Angle Grinders * Spray Painting etc.
Fall Prevention Equipment	Suitable Safety Belts / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: * Scaffolding * Riggers * Lift shafts * Edge work * Ring beam edges etc. Other methods of fall prevention applied e.g. catch nets
Protective Clothing	All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on OHS File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

e. Housekeeping

Subject	Requirement
Scrap Removal System	All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily) Scrap/Waste removal from heights by chute/hoist/crane. Nothing thrown/swept over sides. Scrap disposed of in designated containers/areas Removal from site/yard on a regular basis.
Stacking & Storage (See Section 1 for Designation & Register)	Stacking: * Stable, on firm level surface/base. * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding 3x the base * Stacks accessible * Removal from top only. Storage: * Adequate storage areas provided. * Functional – e.g. demarcated storage areas/racks/bins etc. * Special areas identified and demarcated e.g. flammable gas, cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control. * Storage areas free from weeds, litter etc.
Waste Control /Reclamation	Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas. All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber). Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.
Sub-contractors (Housekeeping)	Sub-contractors required to comply with Housekeeping requirements.

f. Working at Heights/Elevated positions (including Roof Work)

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed Roof work discontinued when bad/hazardous weather Fall protection measures (including warning notices) when working close to edges or on fragile roofing material Covers over openings in roof of robust construction/secured against displacement
Working at height	All workers working at heights is in possession of a valid medical certificate (issued by Occupational Health Practitioner) All workers working at heights has undergone Fall arrest training as well as fall rescue training. Persons may only work from a fall risk position if: A working at heights risk assessment has been completed for the work to be conducted; A safe work procedure/task analysis and work instruction, approved by a competent person, is in place; A fall rescue plan, along with necessary equipment and trained rescuers, is in place; Appropriate training, as determined by the risk assessment, has been provided; and Appropriate height safety equipment and personal protective equipment have been issued to the individuals

g. Scaffolding/Temporary Works

Subject	Requirement
Access/System Scaffolding	Foundation firm / stable Sufficient bracing. Tied to Structure/prevented from side or cross movement Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Complying with OHS Act/SABS 085
Free Standing Scaffolding	Foundation firm / stable Sufficient bracing. Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Height to base ratio correct Outriggers used /tied to structure where necessary Complying with OHS Act/SANS 085
Mobile Scaffolding	Foundation firm / stable Sufficient bracing. Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs
Mobile Scaffolding	Wheels / swivels in good condition Brakes working and applied. Height to base ratio correct. Outriggers used where necessary Complying with OHS Act/SANS 085

Subject	Requirement
Suspended Scaffolding	Outriggers securely supported and anchored. Correct No. of steel wire ropes used. Platform as close as possible to the structure. Handrails on all sides All winches / ropes / cables / brakes inspected regularly and replaced as prescribed Scaffolding complies with OHS Act (Act 85/93) Winch(es) maintained by competent person(s)
Temporary Works	All components in good condition. Foundation firm / stable. Adequate bracing / stability ensured. Good workmanship / uprights straight and plumb. Good cantilever construction. Safe access provided. Areas under support work tidy. Same standards as for system scaffolding.
Special Scaffolding	Special Scaffolding e.g. Cantilever, Jib and Truss-out scaffolds erected to an acceptable standard and inspected by specialists.
Edges & Openings	Edges barricaded to acceptable standards. Manhole openings covered / barricaded. Openings in floor / other openings covered, barricaded/fenced. Stairs provided with handrails. Lift shafts barricaded / fenced off.

h. Ladders

Subject	Requirement
Physical Condition / Use & Storage	Stepladders - hinges/stays/braces/stiles in order. Extension ladders - ropes/rungs/stiles/safety latch/hook in order. Extension / Straight ladders secured or tied at the bottom / top. No joined ladders used Wooden ladders are never painted except with varnish Aluminium ladders NOT to be used with electrical work All ladders stored on hooks / racks and not on ground. Ladders protrude 900 mm above landings / platforms / roof. Fixed ladders higher than 5 m have cages/Fall arrest system

i. Electrical

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	Colour coded / numbered / symbolic sign displayed. Area in front kept clear and unobstructed. Fitted with inside cover plate / openings blanked off / no exposed "live" conductors / terminals/Door kept closed Switches / circuit breakers identified. Earth leakage protection unit fitted and operating. Tested with instrument: Test results within 15 – 30 milliamps Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door Apertures and openings used for extension leads to be protected against the elements and especially rain
Electrical Installations & Wiring	Temporary wiring / extension leads in good condition / no bare or exposed wires. Earthing continuity / polarity correct: Cables protected from mechanical damage and moisture. Correct loading observed e.g. no heating appliance used from lighting circuit etc. Light fittings/lamps protected from mechanical damage/moisture. Cable arrestors in place and used inside plugs

Subject	Requirement
Physical condition of Electrical Appliances & Tools	Electrical Equipment and Tools: (includes all items plugging in to a 16 Amp supply socket) Insulation / casing in good condition. Earth wire connected/intact where not of double insulated design Double insulation mark indicates that no earth wire is to be connected. Cord in good condition/no bare wires/secured to machine & plug. Plug in good condition, connected correctly and correct polarity.

j. Emergency Preparedness and Fire Prevention/Protection

Subject	Requirement
Fire Extinguishing Equipment	Fire Risks Identified and on record The correct and adequate Fire Extinguishing Equipment available for: * Offices * General Stores * Flammable Store * Fuel Storage Tank/s and catchment well * Gas Welding / Cutting operations * Where flammable substances are being used / applied. * Equipment Easily Accessible
Maintenance	Fire equipment checked minimum monthly, serviced yearly
Location & Signs	Fire Extinguishing Equipment: * Clearly visible * Unobstructed * Signs posted including "No Smoking" / "No Naked Lights" where required. (Flammable store, Gas store, Fuel tanks etc.)
Storage Issue & Control of Flammables (incl. Gas cylinders)	Storage Area provided for flammables with suitable doors, ventilation, bund etc. Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied Only sufficient quantities issued for one task or one day's usage Separate, special gas cylinder store/storage area. Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated. Types of Gas Cylinders clearly identified as well as the storage area and stored separately. Full cylinders stored separately from empty cylinders. All valves, gauges, connections, threads of all vessels to be checked regularly for leaks. Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.
Storage, Issue & Control of Hazardous Chemical Substances (HCS)	HCS storage principles applied: products segregated Only approved, non-expired HCS to be used Only the prescribed PPE shall be used as the minimum protection Provision made for leakage/spillage containment and ventilation Emergency showers/eye wash facilities provided HCS under lock & key controlled by designated person Decanted/issued in containers as prescribed with information/warning labels Disposal of unwanted HCS by accredited disposal agent No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site All vessels or containers to be regularly checked for leaks

k. Excavations

Subject	Requirement
Excavations (As contemplated in section 1 of Costruction Regulations 2014)	Shored / Braced to prevent caving / falling in. Provided with an access ladder. Excavations guarded/barricaded/lighted after dark in public areas Soil dumped at least 1 m away from edge of excavation On sloping ground soil dumped on lower side of excavation All excavations are subject to daily inspections

l. Tools

Subject	Requirement
Hand Tools	Shovels / Spades / Picks: * Handles free from cracks and splinters * Handles fit securely * Working end sharp and true Hammers: * Good quality handles, no pipe or reinforcing steel handles. * Handles free from cracks and splinters * Handles fit securely Chisels: * No mushroomed heads / heads chamfered * Not hardened * Cutting edge sharp and square Saws: * Teeth sharp and set correctly * Correct saw used for the job

m. Cranes

Subject	Requirement
Tower Crane	Only operated by trained authorised operator with valid certificate of training Structure - no visible defects Electrical installation good/safe Crane hook: Throat pop marked/safety latch fitted/functional SWL/MML displayed Limit switches with backup switches fitted/operational Access Ladder fitted with backrests/Fall arrest system installed Lifting tackle in good condition/inspection colour coding Lifting tackle checked daily

Subject	Requirement
Mobile Crane	<p>Only operated by trained authorised operator with valid certificate of training</p> <p>Rear view mirrors</p> <p>Windscreen visibility good</p> <p>Windscreen wipers operating effectively</p> <p>Indicators operational</p> <p>Hooter working</p> <p>Tyres safe/sufficient tread/pressure visibly sufficient</p> <p>No missing Wheel nuts</p> <p>Headlights, taillights operational</p> <p>Reverse alarm working and audible and known by all employees</p> <p>Grease nipples and grease on all joints</p> <p>No Oil leaks</p> <p>Hydraulic pipes visibly sound/no leaks</p> <p>No corrosion on Battery terminals</p> <p>Boom visibly in good condition/no apparent damage</p> <p>Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily</p> <p>Brakes working properly</p> <p>Crane hook: Throat pop marked/safety latch fitted/functional</p> <p>SWL/MML displayed</p> <p>By-pass valves operational</p> <p>Deflection chart displayed/visible to operator/driver</p> <p>Out Riggers functional used</p>
Gantry Crane	<p>Only operated by trained authorised persons</p> <p>Correct slinging techniques used</p> <p>Recognised/displayed on chart signals used</p> <p>Log book kept/up to date</p> <p>Prescribed inspections conducted on crane & lifting tackle and checked daily</p> <p>"Crane overhead" signage, where applicable</p> <p>Crane hook: Throat pop marked/safety latch fitted/functional</p> <p>SWL/MML displayed/load limiting switches fitted/operational</p>

n. Transport and Materials Handling Equipment

Subject	Requirement
Site Vehicles	<p>All Site Vehicles, Dumpers, Bobcats, Loaders etc; checked daily before use by driver / operator.</p> <p>Inventory of vehicles used/operated on site</p> <p>Inspection by means of a checklist / results recorded.</p> <p>No persons riding on equipment not designed or designated for passengers.</p> <p>Site speed limit posted, enforced and not exceeded.</p> <p>Drivers / Operators trained / licensed and carrying proof.</p> <p>No unauthorised persons allowed to drive / operate equipment.</p>

o. Site Plant and Machinery

Subject	Requirement
Brick Cutting Machine	<p>Operator Trained.</p> <p>Only authorised persons use the machine.</p> <p>Emergency stop switch clearly marked and accessible.</p> <p>Area around the machine dry and slip/trip free/clear of off-cuts</p> <p>All moving drive parts guarded/electrical supply cable protected</p> <p>Operator using correct PPE - eye/face/hearing/foot/hands/body.</p>

Subject	Requirement
Electric Arc Welder	Welder Trained. Only authorised / trained persons use welder. Earth cable adequately earthed to work. Electrode holder in good condition/safe Cables, clamps & lugs/connectors in good condition. Area in which welding machine is used is dry/protected from wet. Welder using correct PPE - eye/ face/foot/body/respirator. Correct transparent screens & warning signs placed
Woodworking Machines	Operators Trained. Only authorised persons use machines. Provided with guards. Guards used. Operators using correct PPE - eye/face/feet/hearing Circular saws strictly operated according to prescribed methods and settings Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminium) shall be used for various applications
Concrete Mixer / Bulk Mixing Plants	Top platform provided with guardrails. Dust abatement methods in use. Operators using correct PPE - eye / hands / respirators. All moving drive parts guarded. Emergency stops identified / indicated and accessible. Area kept clean/dry/and free from tripping and slipping hazards. Operators' overseer identified and crane signals displayed and used.
Gas Welding / Flame Cutting Equipment	Only authorised/trained persons use the equipment. Torches and gauges in good condition. Flashback arrestors fitted at cylinders and gauges. Hoses in good condition/correct type/all connections with clamps Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure. All cylinders regularly checked for leaks, leaking cylinders returned immediately Fire prevention/control methods applied/hot work permits

p. Plant and Storage Yard/Site Workshop

Subject	Requirements
OHS Act Sect 8(2)(1) General Machinery Regulations Sect 2(1): Supervision of the Use & Maintenance of Machinery	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of Machinery Critical items of Machinery identified/numbered/placed on register/inventory Inspection/maintenance schedules for abovementioned Inspections/maintenance carried out to above schedules Results recorded
General Machinery Regulations Sect 9(2): Notices re. Operation of Machinery	Schedule D Notice posted in Work areas
Lock-out Procedure	Lock-out procedure in operation
Ergonomics	Ergonomics survey conducted – results on record Survey results applied
Demarcation & Colour Coding	Demarcation principles applied All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard Employees trained to identify colour coding

Subject	Requirements
Portable & Bench Grinders	Area around grinder clear/trip/slip free Bench grinders mounted securely/grinder generally in good condition/No excessive vibration On/Off switch/button clearly demarcated/accessible Adequate guards in place Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft Stone/disk - correct type and size/mounted correctly/dressed Use of Eye protection enforced
Battery Storage & Charging	Adequately ventilated, ignition free room/area/no smoking sign/s Batteries placed on rubber/wooden surface Emergency shower/eye wash provided No acid storage in area Prescribed methods in place and adhered to when charging batteries
Ancillary Lifting Equipment	Lifting device consisting of one or more pulley blocks reeved with fibre ropes, used solely for the raising and lowering of a load or for moving it horizontally, but does not include chain blocks, lever hoists or steel- wire rope pullers/Tirfors/jacks/mobile gantries etc. identified/numbered on register Ropes in good condition/links no excessive wear/checked daily Lifting hooks – throat pop marked/safety latch fitted SWL/MML marked/displayed
Presses/Guillotines/Shears	Only operated by trained/authorised persons Interlocks/lock-outs fitted/PPE worn or used at all times
Competent person (for inspection purposes)	Means a person who has the knowledge, training, experience and qualifications specific to the work performed: provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995, those qualifications and that training shall be deemed to be the required qualifications and training

q. Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
Noise	Tasks identified where noise levels exceeds 85 dB(A) at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB(A).
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.

Subject	Requirement
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided. Facilities for washing hands provided Soap/cleaning agent available for washing hands Means of drying hands available Lock-up changing facilities / area provided. Ablution facilities kept hygienic and clean.
Eating/Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area Refuse bins with lids provided. Facilities kept clean and hygienic.
Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.
Hazardous Chemical Substances	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable

15. PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- a. The Principal Contractor will at all times ensure his status of an "employer" as referred to in The Act, and will abide by their responsibilities, duties and functions as per the requirements of The Act and Regulations with specific reference to Section 8 of The Act.
- b. The Principal Contractor will keep, and on demand make available, a copy of The Act on site at all times and, in addition to that, will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations and this Health and Safety Specification. The Principal Contractor will make this file available to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), whenever necessary or on request to an interested party.

16. PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

- a. The Principal Contractor's specific duties in terms of this Health and Safety Specification are detailed in the Construction Regulations.
- b. The Principal Contractor is specifically referred to the following elements of the Construction Regulations, but not limited to only these Regulations:
 - i. Regulations No. 1: Definitions
 - ii. Regulations No. 2: Scope of Application
 - iii. Regulations No. 3: Application for construction work permit.
 - iv. Regulations No. 4: Notification of Construction Work
 - v. Regulations No. 7: Principal Contractor and Contractor
 - vi. Regulations No. 8: Supervision of Construction Work

- vii. Regulations No. 9: Risk Assessment
- viii. Regulations No. 28: Stacking & Storage on Construction Site
- ix. Regulations No. 28: Construction employees' facilities
- x. Regulations No. 32: Approved Inspection Authorities
- xi. Regulations No. 33: Offences and Penalties

c. The Principal Contractor shall ensure compliance to The Act and its Regulations and specifically to the above Regulations, and document each record in the File.

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

a. The following activities are identifiable as hazardous in terms of the Construction Regulations. The Principal Contractor shall execute the activities in accordance with the following Construction Regulations and other applicable Regulations of The Act:

- i. Regulation No. 5: Structures
- ii. Regulation No. 10: Fall protection
- iii. Regulation No. 12: Temporary Works
- iv. Regulation No. 13: Excavation work
- v. Regulation No. 14: Demolition work
- vi. Regulation No. 16: Scaffolding
- vii. Regulation No. 19: Material hoists
- viii. Regulation No. 22: Cranes
- ix. Regulation No. 23: Construction vehicles & mobile plant
- x. Regulation No. 24: Electrical installations and machinery on construction sites
- xi. Regulation No. 25: Use and temporary storage of flammable liquids on construction sites
- xii. Regulation No. 27: Housekeeping on construction sites
- xiii. Regulation No. 29: Fire precautions on construction sites

This list must not be taken to be exclusive nor exhaustive!

b. All of the above requirements will be read in conjunction with the relevant Regulations and OHS standards as required by The Act. All documents and records required by the Construction Regulations will be kept in the File and will be made available at any time when required by South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), or on request to an interested party.

18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

a. Legal Framework: Legal Obligations

- i. The more important Acts and relevant subordinate/secondary legislation as well as other (Local Government) legislation that also apply to the State as well as to State owned buildings and premises:
 - 1. The latest issue of SANS 0142: "Code of Practice for the Wiring of Premises"
 - 2. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended

and the municipal by-laws and any special requirements of the local supply authority.

3. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended.
4. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SANS 10400, published November 2010).
5. The Post Office Act 1958 (Act 44 of 1958) as amended.
6. The Electricity Act 1984, Act 41 of 1984.
7. The Regulations of Local Gas Board(s), including Publications of the SANS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4 October 1997.
8. Legislation pertaining to water usage and the environment.
9. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.).
10. Waste Information Regulations (GN R625, 2012)
11. Common Law

b. Legal Liabilities

- i. Common Law and Legislation is based on two main criteria –
 1. Would the reasonable person have foreseen the hazard? (That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration).
 2. Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?
- ii. Negligence can be proven on failure on any or both of the above criteria (There may not necessarily be a relationship between criminal and civil liability!)

19. HOUSEKEEPING

- a. The Principal Contractor will ensure that good housekeeping is maintained at all times as per Section 27 of the Construction Regulations. Poor housekeeping contributes to three major problems, namely, increased costs, increased accidents, fire hazards and reduction in production. Good housekeeping will enhance production time.
- b. Particular emphasis is to be placed on the following crucial elements of a construction site:
 - i. Phase priorities and production/plant layout
 - ii. Enclosures
 - iii. Pits, openings and shoring
 - iv. Storage facilities
 - v. Effective, sufficient and maintained lighting or illumination
 - vi. Principal sources of injuries e.g. stairways, runways, ramps, loose building material

- vii. Oil, grease, water, waste, rubble, glass, storm water
- viii. Colour coding
- ix. Demarcations
- x. Pollution
- xi. Waste disposal
- xii. Ablution and hygiene facilities
- xiii. First aid

This list must not be taken to be exclusive or exhaustive!

- c. In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), after which suitable, acceptable alternatives will be sought and applied.
- d. Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.
- e. The Principal Contractor will not require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of OHS.

20. LOCKOUT SYSTEMS - ELECTRICAL!

- a. A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.
- b. Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

21. OCCUPATIONAL HEALTH

- a. 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 the Principal Contractor [and/or its contractors] is to ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards and risks.
- b. The occupational hazards and risks may enter the body in three ways:
 - i. Inhalation through breathing e.g. cement dust;
 - ii. Ingestion through swallowing maybe through food intake;
 - iii. Absorption through the skin (pores) e.g. painting or use of thinners.
- c. The Principal Contractor [and/or its contractors] is to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions. Tests conducted should include full lung function (Refer to Hazardous Chemical Substances Regulations for more detail).

- d. The Principal Contractor [and/or its contractors] will be responsible for the full cost of medical surveillance that their staff may require; the contractor is therefore required to ensure that all his personnel are medically fit prior to being allowed onto the work site(Refer to Hazardous Chemical Substances Regulations for more detail).
- e. All persons working on the project are to undergo a pre-medical and exit medical. Sufficient time needs to be allocated for these medicals to be done prior to work commencing on site.
- f. Any person normally working on the site and subsequently away from site for more than one month shall be required to undergo another medical upon return.
- g. The Principal Contractor [and/or its contractors] should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act and Regulations to ensure employees are not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

22. GENERAL

- a. The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by South African Medical Research Council, at intervals agreed upon between the Principal Contractor and South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), provided such intervals will not exceed periods of one month. The Principal Contractor is to ensure that they and all persons under their control on the construction site shall adhere to the above specifications, as non-conformance will lead to South African Medical Research Council and/or its Agents and/or Siyakhatala Safety (OHS Agent), taking action as directed by Construction Regulation 4(1)(e). The Principal Contractor should note that they will be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to this Health and Safety Specification and the Plans based on this Health and Safety Specification.
- b. Should there be any contradiction between this document and the Act, the Act must and always will take preference.

23. BASELINE RISK ASSESSMENTS

Irrespective of the risk presented on site, it will be ensured that sufficient supervision is in place on site, that personnel are trained in accordance with legislation, including the requirement for site specific inductions on site to inform personnel on site of the risks and hazards applicable to the site. Site supervision is responsible for ensuring that the control measures required below are implemented on site.

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
1.	Ancillary Lifting Equipment	Equipment failing Personnel falling from height Debris falling from height Falling equipment or tools	Training certificates of equipment operators Appointment: person responsible for inspection of lifting equipment Guidelines for rope inspections Guidelines for hook inspections Inspection control for lifting equipment Annual test certificate of all lifting equipment by authorised inspection authority Competency certificates (including medicals) to be obtained for crane operators and riggers (banksmen) Load test certificates to be available for all rigging equipment Keep records of full particulars of performance tests conducted on site. No person must be allowed under suspended loads. Care should be taken in high wind conditions	MEDIUM

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
2.	Battery Storage and Charging	Unexpected disruption in work Employees and operator may be injured Possible explosion, fire or damage to property Fire or explosion	Use demarcated areas for charging Use a well ventilated area for charging Wear proper PPE when opening battery cells or topping up cells Use legal connections to charge batteries, do not make use of low current leads Make sure a fire extinguisher is located within reach from charging area	MEDIUM
3.	Bricklaying	Caustic contamination with mortar Contact with sharp bladed tools	Use only trained personnel Safe means of access to be provided Safe/Suitable working platform required where working at height PPE for mortar to include gloves where practicable and goggles/ masks where there is a risk of contamination	MEDIUM
4.	Boundary and access control/public liability exposure	Members of public entering site Members of public getting injured Civil claims against Principal Contractor	The construction site must be suitably and sufficiently fenced off Provide a controlled access point to prevent the unauthorised entry of persons	HIGH
5.	Brick / Tile Cutting Machine	Injury from contact with blade Unsafe machinery Lack of knowledge on safe work procedure	Use only trained employees to operate machinery Have all machinery fitted with emergency stop buttons Provide and ensure usage of proper PPE Inspect machinery regularly Keep records of inspections on machinery	MEDIUM
6.	Concrete Mixer	Exposure to Cement Dust Exposure to Noise Exposure to Vibrations Moving machinery Cement Dust in eyes, lungs and injury to hands and arms Machine not inspected Injury to persons and damage to property and plant Loss of material due to mixes not being to specifications Loss in production Dermatitis Lung diseases	The correct personal protective equipment to be worn at all time Employee to be inducted in the use of equipment Supervisor to monitor the correct use of PPE Daily checklist for plant to be used to check condition of plant Maintaining proper housekeeping Employee to be trained to do the checks and note his findings on the check sheets Supervisor to monitor inspection procedure with mixer operator on an ongoing basis workplace Daily Inspection of plant / equipment to be done and findings reported Supervisor to check inspection reports	MEDIUM
7.	Confined Spaces	Suffocation Fumes	Ensure that confined space is sufficiently ventilated Wear personal protective equipment such as proper masks if air supply insufficient or not of sufficient quality Test oxygen levels in confined space to ensure that is safe for entry Ensure that emergency procedures in place	MEDIUM
8.	Contact Crime	Workers are robbed while at work of personal items Workers are injured Workers are killed during robbery	Hoarding, signage and access control for demolition area Trained first aiders on site Induction training to be conducted and High Crime areas will force the use of security guards Worksite emergency response plan	LOW
9.	Cranes, Tower-, Mobile- and Gantry Erection, Dismantling and Use	Collapse of structure Overturning of structure Falling materials	Ensure emergency procedures are in place and all operative are aware of the details Only use trained and competent operators for the erection and dismantling and use of cranes Ensure crane driver is trained and holds certification as proof. Must have valid medical certificate of fitness. Ensure there is safe means of access available at all times Ensure the mobile crane driver has 360° vision if not ensure a fully trained banksman is used Banksman to wear reflector vest to identify himself to the crane driver Ensure all personnel wear suitable and sufficient personal protective equipment Consider creating exclusion areas	MEDIUM

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
10.	Cutting Off Disc	Noise Cuts from machine Fire (particularly at refuelling) Flying debris Blade shattering Contamination by fume created or exhaust fume	Use competent personnel. Hot works control- fire extinguisher, fire watchman. (Permit may be required) PPE to include gloves, eye protection, hearing protection Solid working position Clear working area Correct grade of blade must be used Good ventilation to be provided (forced if necessary) Changing of wheels to be by competent persons only Cut off discs must not be used for grinding (grinding disc thicker) Bystanders to wear hearing protection, as applicable	MEDIUM
11.	Dealing with existing structures	Falling materials Premature collapse of structure Falling structures Working at heights	Ensure there is a current method statement in place Ensure all emergency procedures are in place and all details are displayed Personnel must be competent Ensure at all times there is a safe means of access and egress All personnel must wear suitable and sufficient Personal Protective Equipment, including head, eye and skin protection All employees must adhere to the fall protection plan and risk assessments for that plan	MEDIUM
12.	Demolition Work	Falling materials Premature collapse of structure Falling structures Working at heights Rigging steel structure Welding and cutting Removing concrete slabs Removing of redundant material from site	Ensure there is a current method statement in place Ensure all emergency procedures are in place and all details are displayed Ensure that structural demolition has been approved by the designer and site management Personnel must be competent Ensure at all times there is a safe means of access and egress All personnel must wear suitable and sufficient Personal Protective Equipment, including head, eye and skin protection Careful planning must be used to remove the existing structure. All employees working in the vicinity of this structure must wear the required PPE. All persons working at heights must wear fall arrest equipment. A spotter must be used to warn persons when rigging will be taking place. All persons must then stand clear of the area All employees must adhere to the fall protection plan and risk assessments for that plan All welding equipment must be checked every day before use. The required PPE must be warned. Persons working in the vicinity must be warned to stay clear of the area A spotter must be used when material is removed from site. All operators must be competent and have the required medical certificate of fitness	MEDIUM
13.	Electricity	Shock Burns Fire Death Damage	All electrical wires must be sealed All electrical connections must be correct and properly sealed Do not touch electrical wires Wear the correct personal protective equipment, even if switched off, when working with electricity Keep water away from electrical wires Switch off electricity when working with electricity or near electricity especially if water is used Prevent tools and other equipment from touching electrical wires Use insulated tools and equipment Electrician to certify that electricity is switched off Lock out/Tag out system to be used to prevent accidental activation of electricity All electricity must be switched off when working near electricity with water	HIGH

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
14.	Electric Tools and Electrical Installations	<p>Electric shock Fire and burns Electrocution Electric shock, shorting sparks property damage Damage to test equipment Trips and fall Bruises and cuts Finger and hand injury</p>	<p>Electric tools and installations to be in good condition Inspect electric tools before use Do not use electric tools in wet/damp conditions Use personal protective equipment such as insulated gloves Electrical installations register to be maintained, inspected by competent person Put on all necessary PPE No unauthorised work Get lock out permit Report to site office Switch off appropriate circuit breaker DB Use a lock out board - place key in pocket Ensure good housekeeping is maintained</p>	MEDIUM
15.	Excavations (As defined in section 1 of Construction Regulations 2014)	<p>Toxic fumes Collapse of trench walls/trapping Falling into excavation Collapse of adjacent structures Suffocation, loss of life, struck by, lacerations and drowning Dust Not conforming to the Construction regulations Using non - SANS Materials</p>	<p>Survey to be done to determine soil conditions and location of underground services Excavations should be sloped to prevent collapse. If more than 2 meters deep, excavations must be shored Deeper excavations, 2 meters and more, must be provided with safe access Deep excavations / monitor air for toxic fumes Prevent collapse by battering back sides to a safe angle or install temporary support Protect vehicles from falling into excavations - provide barriers, signage, etc as necessary Beware of undermining of other structures (e.g.: buildings, scaffolds) Record excavation inspections by competent person on daily basis Provide suitable means of access/egress in case of emergency Excavations formed by explosives must be accompanied by method statement approved by Client Appoint a competent person who is familiar with the Construction Regulations to supervise the excavation site and ensure the Health and Safety of persons on site Ensure adequate battering of side slopes or that bracing and shoring is of such construction to render it strong enough to support the sides of the excavation before allowing any person access onto the excavation site Ensure the competent person carries out an inspection of the excavation site and is satisfied that the site is safe to continue and records the results prior to allowing access to any person on site Excavations must be barricaded at all times Ensure that no load, plant, material or equipment is placed near the edge of the excavation where it is likely to cause collapse Record the full details and results of those inspections in a register which is to be kept on site The competent person is to inspect the excavation site: Daily, Prior to each shift After an unexpected fall of ground After any damage to supports, bracing or shoring After rain Safety shoes, visible vests, dust masks, hard hats and gloves to be used 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 shall be decisive and such a decision shall be noted in writing and signed by both the excavation supervisor and the professional engineer or technologist, as the case may be</p>	MEDIUM

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
16.	Exposure to Dust	Breathing in dust can cause long term health problems	Wear respiratory protection Dampen down and minimise dust where possible Make use of environmentally friendly methods to minimize dust kick-up, use bale straw and spread over area to prevent wind kick-up	MEDIUM
17.	Exposure to Noise	Noise can damage permanently hearing	Wear hearing protection Have machinery tested to establish the exposure to noise levels so that proper protection can be issued Induct employees on hearing loss before they are exposed to high levels of noise	MEDIUM
18.	Exposure to Vibration	Injury to employees	Proper PPE must be worn Employees exposed to vibration must receive induction on using their PPE	MEDIUM
19.	Fire	Injuries to workers, pedestrians, residents, road users, damage to property through fire	No littering on site which could become fire hazard, maintain site in clean condition No fires to be lit on site. Have a working fire extinguisher at hand at all times No smoking or naked flame near flammable substances or in unauthorised areas Ensure proper storage/use of Petrol/diesel/flammable substances – post warning notices	MEDIUM
20.	Temporary Works	Collapse of Temporary Works	Wear personal protective equipment such as gloves and goggles Formwork/support work must be built by trained person and also be inspected by competent person and results entered into register on site	HIGH
21.	Fragile Materials	Persons or items falling through fragile materials	All fragile materials to be identified and protected prior to work commencing. Protection to include either covering the fragile materials or excluding activity. Any coverings to be secured in place The location of the fragile materials to be indicated by signage	MEDIUM
22.	Hand tools	Injuries caused by use of hand tool Impact with the tool Falls due to access problems Contamination with substance being worked	Ensure: Tool is correct for job Tool is in good order and suitably sharp Personnel must be competent/instructed in tool usage and tool safety Lighting is sufficient Access is safe, working platform is secure, leading edge is guarded Operative is wearing all necessary PPE	MEDIUM
23.	Hazardous Substances, Use and Storage	Injuries to workers through use of hazardous substances, e.g.: injuries to eyes, skin, etc	Use substances in accordance with data sheet, particularly reference protective clothing required (example: gloves, goggles, etc) Know what First Aid measures are Have employees' facilities available for washing of hands, etc	MEDIUM
24.	Hot Works	Burns to eyes or other parts of the body	Personal Protective Equipment to include eye, skin and hearing protection Respirator maybe is required where cutting galvanized steel or anywhere else toxic fumes and gases arise. Dust can also be a problem and forced ventilation may be required	MEDIUM
25.	Housekeeping on construction sites	Trips and falls Dust Uncontrolled areas New areas	Ensure the area below where any elevated work is being performed is free of any rubble, spikes, tools or equipment Ensure that all areas have been checked by competent persons on a daily basis Ensure that all site agents have certified their work area as safe by the end of each shift	MEDIUM

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
26.	Electrical Installations Inspection of	Electric shock Fire and burns Electrocution Electric shock, shorting sparks property damage Damage to test equipment Trips and fall Bruises and cuts Finger and hand injury	Electric installations to be in good condition Use personal protective equipment such as insulated gloves Electrical installations register to be maintained, inspected by competent person Put on all necessary PPE No unauthorised work Get lock out permit Report to site office Switch off appropriate circuit breaker DB Use a lock out board - place key in pocket Ensure good housekeeping is maintained	HIGH
27.	Welding and Flame Cutting Equipment Inspection and Use	Untrained persons Damage to property Injury to employees Unsafe equipment Electrocution Fire Incorrect connection to welding machine Poor welding operation Burns, injury to employees Equipment unearthed - electrical shock Exposure of others in work area to sparks Exposure of poisonous gases Arc' eyes injury	Only trained employees may operate the machine Train employees and keep copy of training certificate Keep a copy of certificate Keep machine in good condition Keep register up to date and inspect equipment monthly Operator must be in visual contact with the welding equipment at all times Ensure welding machine is positioned away from access route and is visible to the operator at all times. Only approved welding cables may be used. Operator and supervisor must ensure only approved connections are used. Clamp ground or earth cable into position Use correct clamps; Connect only by means of approved clamps Do not weld ground or earth cable into position Secure work area and good ventilation Always clamp the earth cable into position Use a screen, or work In an area away from other employees Work in an area with good ventilation	MEDIUM
28.	Ladder Use	Falling from height Slipping Tripping Injury to employees Loss of production Injuries to personnel, passers-by	All ladders to be numbered (inspections record must be maintained) Only trained personnel to use equipment Three contact point system to be used Ladders must be suitable angled (1 unit out for every 4 units up) and suitably secured (preferably tied off at the top using both stiles to prevent both sideways slip and rotation). Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at he correct level of 1 in 4 or approximately 75° Ladders must extend sufficiently beyond working platforms to allow for safe access/egress. Ladders must not be painted (this hides defects), should be stored correctly, and be subject to regular inspection. Always stand ladders on a firm base. Never use milk crates, oil drums, etc., to gain extra height, and if ground is soft use suitable support. Never use rungs as a support for planks, or rest rungs on planks. Remove excessive mud, grease, etc., from footwear prior to climbing/descending a ladder. Always use both hands to climb/descend, and face the ladder. Do not carry loads up ladders - use hoists or alternatives. Never over reach from ladders - get down and move them. Avoid using metal ladders against metal surfaces - the reduced friction makes them more liable to slipping.	HIGH

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
29.	Lifting and lowering Operations	Falling material Crushing by materials Hand injuries to the slingers Toppling crane	Check test certificate Check examination certificate Check inspection have been carried out Check certificates for lifting equipment (chains, slings, shackles, etc))(every 6 months) Ensure lifting gear is rated to carry load (SWL) Ensure materials being lifted are properly packaged and slung Be aware that there should be a minimum clearance of 600mm between any slewing parts of a crane and any fixed installation to prevent being trapped Access to the work area during lifting operations is to be restricted to those involved with and trained in the work in hand. Do not allow members of the public to gain access to the area Only trained banksmen to be used The crane driver and the banksmen are to ensure that the signals given are clearly understood Inspection records to be kept for a period of 10 years.	HIGH
30.	Loading and offloading of trucks and other materials	Injury too hands, legs and feet Possible fatal injury Material falling off truck Damage to vehicle or third party vehicles Back injury Dropping load onto fingers, legs or feet	All employees to be inducted regarding the use of PPE and its maintenance Supervisor to plan procedures Good housekeeping practices should be implemented Truck driver to be responsible for his load	HIGH
31.	Location of existing services Lock-out Procedure	Unidentified underground civil services Using mobile plant to move material Damage to existing structures	Ensure that all underground services have been identified before any excavation starts Ensure that all mobile plant have been checked using the daily check sheet. Ensure that the operator is competent and have a valid medical certificate of fitness Ensure that clear orders are issued to the operators which will not affect the safety or health of any employee on site. Ensure that the operator understands his responsibility and liability on the site Ensure that all the areas have been identified and explained to all site personnel where there would be a possibility of property damage. These areas must be clearly identified prior to any work on site Work strictly according to the plans provided by the client when searching for current and existing services Stop work when the current or existing service has no been found within a radius of 1 meters and consult the clients representatives before commencing Preliminary safety talks will be noted and the potential hazards explained to all employees prior to works Digging will commence with hand tools at all times when looking for existing services	MEDIUM
32.	Manual and mechanical handling	Trip, fall and stumble Collapses Struck by falling load Scattered or protruding objects Cuts, bruises and fractures Injury to employees	Visual inspections Use and wear proper PPE Chevron safety tape to be used Materials to be stacked in demarcated areas Ropes, straps or tie downs	MEDIUM

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
33.	Manual Handling of General Items	Muscular skeletal injuries if the load is too heavy or awkward Operative falling/ tripping Contamination from the substance being carried Fall of material being carried	Personnel should be aware of safe manual handling techniques Personnel to wear Personal Protective Equipment when carrying items, e.g.: safety footwear and gloves Ensure good housekeeping against tripping/fall hazards Operative to get assistance if load too heavy- team lift if necessary Utilise mechanical lifting and carrying aids where possible Personnel to ensure access equipment, ladders will take weight of operative and load being carried Personnel to ensure item being carried is properly bonded or will not be liable to break apart whilst being manually handled	MEDIUM
34.	Painting	Contact with paint	Refer to safety data sheet for usage instructions, hazards and precautions required When working at height, refer to risk assessment addressing this hazard below	MEDIUM
35.	Plant or Vehicles Operation	Workers injured by passing traffic Road users and pedestrians at risk from operation of tractor and mower Noise	Implement traffic protection measures Trained and competent operators must be used Check plant and vehicles on daily basis before use and record inspections. Maintain vehicles in safe condition Medical certificates of fitness required for construction plant Crossing of road by construction vehicles or machines must be limited to the practical minimum Plant and vehicles must be fitted with amber rotating beacons and reverse alarms/hooters Wear appropriate protective clothing/equipment, e.g.: goggles, gloves, ear defenders, etc as appropriate	MEDIUM
36.	Plastering	Falling materials Fall from height Contact with materials	Ensure standard safety procedures are followed Ensure there is a safe working area Ensure safe access and egress Ensure competent personnel are used	LOW
37.	Plumbing	Falling material Falling from height Fire Burns Exposure to lead fumes	Ensure standard safety procedures are followed at all times Only used trained and competent personnel Ensure there is a safe working area at all times Ensure materials are stored neatly Ensure there is safe access and egress at all times Ensure all personnel wear suitable and sufficient personal protective equipment Consider a hot works permit system prior to commencing any hot works Make sure emergency procedures are in place and ensure all personnel are aware of where to go in case of a fire	LOW
38.	Protection against dehydration / heat exhaustion	Danger to employees fainting at work, possibly while at height Heatstroke	Each employee performing manual labour in high temperatures exceeding 30 degrees must be declared medically fit before work commences and thereafter yearly by a registered medical practitioner or a registered nurse and be issued with a fitness certificate Have workers acclimatised before starting work Induct employees to take at least 600 millilitres of water every hour and on how to avoid heatstroke provide affected employees with prompt first-aid treatment in the event of heatstroke	MEDIUM
39.	Protection from wet and cold conditions	Various lung diseases Loss of productivity	Provide waterproof clothing of a type that will effectively protect the wearer against harm Schedule work in such a way that it would not warrant the use off PPE (Waterproof Clothing)	LOW

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
40.	Portable and Bench Grinders	Slip or fall Cause an obstruction Injury to employees Electric shock, - loose blade and no guards Damage to equipment Wrong disk could result in disc fracture - high speed flying objects Blade jamming suddenly Falling material	Check work area Clean up the area Check electric's, mechanics and ensure guards are in place Use Personal protective equipment Visual and physical inspection Choose correct disc for task Masonry discs for masonry/concrete materials; Steel discs for steel Check material to be cut is secured Vice or counter weight to material; Remove nails and screws Physical check of item to be cut Do housekeeping	MEDIUM
41.	Portable electrical tools	Injury to employee. Damage to equipment	Check work area Clean up the area Check electric's, mechanics and ensure guards are in place Use Personal protective equipment Visual and physical inspection Choose correct tool for the job Physical check of item to be cut Do housekeeping	MEDIUM
42.	Roof Work	Working at height Falling from height Fractures, bruises, cuts, fatal injury Trusses could fall, injure persons below or push employee over the roof Damage to trusses, If not secured properly; trusses could fall Tools falling down Poor quality of work	Use safety belts, life lines required Securely fasten trusses to prevent falling Use proper sling or rope Securely brace trusses - prevent falling Erect one truss at a time Tie tools (spanners) to a rope Line-up trusses Poor quality Use correct levels Position and fix purlins for sheeting Correct levels, alignment Use measuring tools Use ladders or platforms to access areas	HIGH
43.	Scaffold Erection/ Dismantling	Personnel falling from a height Items of scaffold falling onto personnel Scaffold collapsing onto those below	Ensure Scaffold is designed to take the imposed loads Scaffolding is constructed properly Scaffold is not overloaded Scaffolders are fully trained Scaffolding is regularly checked by competent person and record of inspection retained. Written inspections to be recorded on weekly basis Scaffolders must adhere to the safe systems of work All fall arrest equipment to be checked and certified in good working order That ALL understand the safe system of work	HIGH
44.	Site Establishment	Injuries during off loading Damage to Property	Competent personnel to be used in offloading personnel Unauthorised personnel to be kept away from area, use barriers and signage as necessary Unloading and establishment to be under control of competent supervision All equipment and tools used for unloading and site establishment to be in good condition and maintained Safe access and egress to be maintained, traffic management to be considered. All electrical equipment to be in safe condition Workers to use safe manual handling techniques when unloading/loading/lifting items	MEDIUM
45.	Tower Scaffold (otherwise known as mobile scaffold)	Over Turning Falls	Tower to be on firm level ground with wheels or feet properly supported. Height not to exceed 3 times the base dimension. i.e. 2x3m Base Tower not exceeds 6m Erection by competent person Inspection before first use Weekly record of inspection required Guard rails and Toe boards as per normal scaffolds Beware when moving of overhead obstructions, such as power lines Never move in strong winds	HIGH

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING (HIGH, MEDIUM, LOW)
46.	Use and storage of flammable liquids	Serious injury to employees Burns Property damage Explosions Fire	Flammable substances to be stored in an appropriate flammable store which is well ventilated and a reasonably fire resistant container, cage or room and kept locked with proper access control measures in place <ul style="list-style-type: none"> • Material Safety Data Sheets to be in safety file • No smoking, and no heat/ignition close to or at sources • Employees to be made aware of dangers • Signage to be brought on to indicate dangers 	MEDIUM
47.	Use of Portable Electrical Equipment	Unsafe tools Injury to employees Damage to property Broken or unsafe tools Cables lying in water, vehicles' driving over cables, tripping hazards Broken switches, damaged cables and plugs, guards removed Leaving tools lying on site, tripping hazard, untrained persons using tools Theft of equipment	All portable electrical tools to confirm to SANS codes and standards Set standards of tools to be bought by buying department Feedback from site regarding standard of tools Ensure all extension cords are of a good standard Check all portable tools regularly for defaults Register to be kept up to date with Inspections Ensure all portable — electrical tools are of a good standard Only trained employees to operate Untrained employee equipment Keep record of all training Lift all cables off the ground (wherever possible) Instruct employees on safe work procedures Maintenance program for all portable electrical tools Store all portable tools in a safe dry place Ensure all portable electrical tools are returned to the stores Employees to be aware of others working in the area Safety guards must be on machine at all times	MEDIUM
48.	Working at Height (Excluding roof work)	Personnel falling form height Falling debris Those beneath being injured	All access equipment is properly constructed (inspections record must be maintained) Only trained personnel construct, dismantle or control the access equipment All access equipment must have full toe boards and guardrails - comply with SANS 085 on erection/use and dismantling of scaffolding No access equipment may be loaded above the level of the guardrail No access equipment to be loaded above its safe working load Where work involves leaning out on an open leading edge, then all personnel are to be fitted with full body harness. The harness must be connected at all times All fall arrest equipment to be correctly maintained Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at he correct level of 1 in 4 or approximately 75°	HIGH

**Forward your
Project Specific Safety Plan
for approval please**

Principal Contractors Vetting

This document outlines the submission requirements and other obligations that all contractors working on South African Medical Research Council sites must comply with to meet legal compliance. Omissions from this document do not relieve the contractor from any of these or other legal obligations.

The contractor should ensure that the following applicable documentation is submitted and accepted by South African Medical Research Council before commencement of work:

All items are to be completed.

No.	Required Documents	Yes	No	N/A
1	Signed OHS mandatory agreement and appointment of Contractor			
2	Valid letter of good standing			
3	Valid Professional Indemnity Insurance			
4	Did the Contractor receive a copy of the Client health and safety specification?			
5	Site specific health and safety plan			
6	Site specific health and safety file			
7	Signed legal appointments (with relevant proof of competencies)			
8	Risk assessments pertaining to Contractor's scope of works (Rated & Signed off)			
9	Did the Contractor receive a copy of the Safety Plan Assessment Criteria			
10	Fall Protection Plan pertaining to Contractor's scope of works			
11	Valid medical certificate of fitness and competency certificates for operators			
12	Valid medical certificate of fitness for working at heights			
13	Letter of approval and or preferred service provider issued?			
14	Asbestos related documentation			

WRITTEN AGREEMENT FOR PRINCIPAL CONTRACTORS

THIS IS IN TERMS OF SECTION 37(2) OF THE
OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 83 OF 1993

BETWEEN:

South African Medical Research Council

AND

(Mandatory)

WRITTEN AGREEMENT

This is a written agreement between the (employer):

Name of EMPLOYER: South African Medical Research Council

and the (Mandatory):

Name of the Principal Contractor: _____

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I, _____ representing _____ (mandatory)

do hereby acknowledge that _____ (mandatory)

is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements of South African Medical Research Council as contained in the documents attached hereto and to liaise with the employer should I, for whatever reason, be unable to perform in terms of this Agreement.

Signed on this ___ day of _____

at _____

On behalf of the MANDATORY, _____(Name of PC/CEO)

Signature: _____

On behalf of the EMPLOYER, South African Medical Research Council

Signature: _____ (Client)

ANNEXURE 2
Notification of Construction Work

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
Regulation 4 of the Construction Regulations, 2014

SITE: Refurbishment And Upgrade To Block B, Parrow SAMRC Campus

1. Principal Contractor: _____
 - a. Compensation registration number: _____
 - b. Postal address:

 - c. Contact person: _____
 - d. Contact phone number: _____

2. Client: South African Medical Research Council
 - a. Postal address: Francie Van Zijl Drive, Parow Valley, Cape Town
 - b. Contact person: Mark Williams
 - c. Contact phone number: 021 938 0629

3. Construction Manager appointed in terms of regulation 8(1):
 - a. Name: _____
 - b. Contact phone number: _____

4. Assistant Construction Managers appointed in terms of regulation 8(2):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____
 - j. _____

5. Exact physical address of the construction site or site office:
Francie van Zijl Drive
Parow Valley

Cape Town.

6. Nature of the construction work:

Refurbishment And Upgrade To Block B, Parrow SAMRC Campus

Note:

The construction area must be segregated and be made dust proof and no thoroughfare to be allowed on site.

No smoking will be tolerated on site and the rules of SAMRC must be followed.

The appointed contractor must develop their emergency plans to tie in with SAMRC.

Should any uncertainty exist SAMRC must be contacted.

Working hours must be agreed to with the project manager (especially weekend and after hours work).

7. Expected commencement date: _____

8. Expected completion date: _____

9. Estimated maximum number of persons on the construction site:

Total: _____

Male: _____

Female: _____

10. Planned number of contractors on the construction site accountable to principal contractor:

11. Name(s) of contractors already chosen.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

Name: _____
Principal Contractor

DATE

Name: _____
Client's Agent

DATE

Mark Williams
Client

DATE

- THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR PRIOR TO COMMENCEMENT OF WORK ON SITE.
- ALL PRINCIPAL CONTRACTORS THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.