



HEALTH & SAFETY SPECIFICATIONS

Rev 001

SOUTH AFRICAN NATIONAL SPACE AGENCY – NEW SPACE WEATHER CENTRE & ACCOMODATION

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1. INTRODUCTION AND BACKGROUND

1.1 Background to the Health and Safety Specifications (also termed These Specifications)

The Construction Regulations (February 2014) places the onus on the Client prepare health & safety specifications, highlighting all risks not successfully eliminated during design.

1.2 Purpose of the Health and Safety Specifications

The purpose of the H&S specifications document is to assist in achieving compliance with the Occupational Health & Safety Act 85/1993 (OHS Act) and the now promulgated Construction Regulations (February 2014) in order to prevent or as far as possible, reduce incidents and injuries. These specifications should act as the basis for the drafting of the Principle Contractor's and Contractors' construction phase health & safety plans.

The Client is tasked to provide accommodation and operational facilities to National Departments, including the governance of roads and civil structures across the Western Cape. This project focuses on the Health Department.

Each year fatalities, serious injuries and poor attitudes of Contractors mar the reputation of the Construction Industry. The CLIENT has a responsibility to limit its risk by ensuring a zero tolerance and better practice approach to Contractors and those affiliated to a particular project. Thus, a high premium is placed on the health and safety (H&S) of the Client and stakeholders, which include its employees, professional service providers, public and its physical assets.

The responsibilities that the Department and relevant stakeholders have toward its employees are captured in, but not limited to this document. The responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the above statement.

Where there is an appointed H&S Agent on its behalf, shall provide a project specific Health & Safety Specification (SSHSS) for the project and provide the Principal Contractor/s making a bid or appointed to perform construction work for the project, or parts thereof.

By drawing up this PSHSS, the Department of Public Works has endeavored to address the most critical aspects relating to H&S issues in order to assist the contractor in adequately providing for the health and safety of employees on site.

Should the Department of Public Works not have addressed all H&S aspects pertaining to the work that is tendered for, the contractor needs to include it in the H&S plan and inform the Department of Public Works of such issues when submitting the tender, or as soon as identified.

1.3 **Implementation of the Health and Safety Specifications (Drafting of Health & Safety Plan)**

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

Implementation of the Site-Specific Occupational Health and Safety Specifications (PSHSS)

The project specific H&S specification (PSHSS) forms an integral part of the Contract, and PCs are required to make it an integral part of their Contracts with Contractors and Suppliers. A PSHSS will be available for each level of Contract and Contractor and must be complied with.

This specification must be read in conjunction with the OHSA, Regulations (as amended) and any other standards relating to work being done and ensure compliance thereto. The information relative to the scope of the project, the works etc. are detailed in the tender, are to be considered when developing the H&S plan and associated documentation. The summary of risks is included in Section 2 of the SSHSS.

The OHSA S.37.2 Mandatory Agreement must be fully completed by the PC, supplied by the Client. These documents shall be deemed to form part of the returnable Contract Documents.

No work may commence without written approval of the H&S plan by the H&S Agent, or the responsible person of the Client.

Should there be design changes, or change in the scope of works, an amended PSHSS may be issued. Where amended SSHSSs are issued, the PC will be required to ensure a resubmission of an amended H&S plan for approval. Further to this, the PC must ensure that similar information must be provided as it applies to the works to all their Contractors, within 5 working days following notification thereof. Such design changes.

The H&S Agent will visit the project at least bi-monthly to ensure compliance and limit risk. All activities on the site and all appropriate documentation will be monitored and reported on to the Client and the Designer.

Non-conformances will be issued, and penalties or work stoppage will be issued where appropriate. Communication between the H&S Agent and the PC will be through the Designer (or Client's responsible person) as determined at the commencement of the project.

2. **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM ELEMENTS**

2.1 **Scope of the Specifications and Description of Project**

These Specifications cover the requirements for eliminating and mitigating incidents and injuries on the SANSA Hermanus - New Space Weather Station & Accommodation. The scope addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture amongst those working on the project. The health & safety specifications also make provision for the protection of those persons other than employees.

The following tasks (but not limited to) will be conducted on the general maintenance works at SANSA Hermanus:

1. Trenches / Excavations & Earth works
2. External and internal Paint work
3. Brick work
4. Concrete works
5. Masonry & Plaster
6. Carpentry & Joinery & Fire Proofing
7. Roofing & Waterproofing
8. Ceilings, partitions and access flooring
9. Ironmongery & Metal work
10. Glazing
11. Plumbing, Sanitary ware and Drainage
12. Manual handling of heavy Equipment

ELECTRICAL

13. Electrical installations for new building & including a new generator – Certificates of compliance required.
14. All requirement to be met according to departmental standards.

MECHANICAL

15. Air condition, fans and ducting replacement
16. Fire signage and evacuation Plans.
17. Fire – Certificates of compliance required.
18. Alterations to drainage and internal water services.
19. Fire certificates from local authority must be obtained. Ensure compliance in regard to fire-fighting equipment, statutory signage and evacuation plans.
20. Fire doors, smoke detectors etc... installation

2.2 Interpretations

2.2.1 Application

This specifications document is a legal compliance document drawn up in terms of the OHS Act and are therefore binding. They must be read in conjunction with other relevant legislation.

2.2.2 DEFINITIONS

The definitions used will be those set out in the Regulation Gazette No 7721 of 18 July 2003 with the following additions:

Client: Department of Transport & Public Works - General Infrastructure, Western Cape Government

Designer: Means a competent person appointed by the Client as Agent to design, supervise and monitor construction on their behalf.

Hazard: Source of exposure to danger

Hazard Identification and Risk Assessment (HIRA) and Risk Control:

Means a documented plan, which identifies hazards, assesses the risks and details the control measures and safe working procedures which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

Health and Safety Agent:

Means any person who acts as a representative for the Client in managing the overall health and safety work as their responsible person, as defined by the South African Council for Project and Construction Management Professions (SACPCMP).

Health and Safety Plan:

Means a documented plan which answers to the Project Specific Health and Safety Specification; including all the supporting documentation that indicate how the Principal Contractor or Contractor plans to manage H&S for the duration of the Contract.

Induction Training:

Means once off introductory training on general health and safety issues given to all employees and visitors to the site before commencement of work on site.

Risk: Means the probability or likelihood that a hazard can result in injury or damage.

Regulation/s:

Shall mean the relevant regulation/s promulgated in terms of the Occupational Health and Safety Act, No. 85 of 1993.

Site: Means the area in the possession of the Principal Contractor for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Principal Contractor and approved for such use by the Designer.

The Act: Means, unless the context indicates otherwise, the Occupational Health and Safety Act, No. 85 of 1993 and Regulations promulgated thereunder, as amended.

KEY REFERENCES

1. Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)
2. Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)
3. South African Roads Traffic Safety Manual (SARTSM) Chapter 2, Volume 13 of 1999
4. Road Traffic Safety Act No. 93 of 1996 (as amended)
5. Construction Specifications & Standards 6.0 for Southern Africa. Hans Wegelin 6th Edition 2010
6. SANS Code 10400
7. SABS 1200

2.3 Minimum Administrative Requirements

2.3.1 Notification of Intention to Commence Construction Work

The Principal Contractor must notify the Provincial Director of the Department of Labour in writing before construction work commences. A copy of this notification must be held in the Principal Contractor's health & safety file on site. The fax transmission slip will serve as proof of notification.

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

The Principal Contractor and all Contractors must make supervisory appointments as well as other relevant appointments in writing (as stipulated by the OHS Act and Construction Regulations 2014).

Construction Health and Safety Officer

The PC shall employ at least one competent, CHSO for the duration of the contract. The CHSO's CV is to be submitted for approval by the H&S Agent or the Client, at time of tender. A minimum of 4 Site visits per month as is required, and full time during high- risk activities.

The PC is to ensure adequate resources are provided in order to undertake all responsibilities (i.e. mobile phone, computer and internet access, etc.).

Qualifications shall include at least SACPCMP as a CHSO Registration, with exposure to similar projects, given the level of project complexity preferably in an OHS capacity. He should also have undergone training in the Act and Regulations. In the case of a contract where contractors are employed, the CHSO must have a competence to evaluate the Contractors Health and Safety plans and be registered with the SACPCMP as a CHSO.

This person may not hold any other position on the site staff. The site supervisor may not act as the CHSO. The CHSO appointed for the project will be held responsible for all H&S on the project.

Senior site staff and supervision, Contractors are to follow systems, instructions etc. given by the CHSO at all times;
No new workers or Contractors may commence work without approval or following the H&S plan as submitted;
No inductions of any Contractors' staff until the H&S documentation is approved by the CHSO, and
The CHSO may not be removed or replaced without the approval of the H&S Agent, nor may the site be left unattended for more than 1 day without adequate, competent cover.

The appointed CHSO, to forward a corrective action report 3 day's after the OHS Audit.

The CHSO will be responsible for collating the H&S documentation at the close out of the project in electronic format, properly labeled and filed.

Failure to do so will be considered a serious offence and penalties applied. Failure could also result in retentions or project certification not being issued to the PC.

2.3.3 Competence of the Principal Contractor's / Contractors' Appointed Competent Persons

The Principal Contractor's and all Contractors' competent persons for the various risk management portfolios must fulfill the criteria as stipulated under the definition of 'Competent' in accordance with the Construction Regulations (February 2014). Especially **SACPCMP registration by the appointed Safety Officer.**



**PROJECT SPECIFIC HEALTH AND SAFETY
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AGENCY – NEW SPACE WEATHER CENTRE &
ACCOMODATION**

The following appointments could be relevant on this project:

Appointment	Ref. Section/Regulation in OHS Act
Construction Manager	Construction Regulation 8(1)
Construction Manager (Alternate)	Construction Regulation 8(1)
Assistant Construction Manager	Construction Regulation 8(2)
Construction Supervisors	Construction Regulation 8(7)
Assistant Construction Supervisors	Construction Regulation 8(8)
Construction Vehicle and Mobile Plant Inspector	Construction Regulation 23(1)(k)
Construction Vehicle and Mobile Plant Operator	Construction Regulation 12(1)(d)
Emergency/Fire Coordinator	Construction Regulation 29
Fire Marshall	Construction Regulation 29
Excavation Supervisor	Construction Regulation 13(1)(a)
Explosive Actuated Fastening Device Supervisor	Construction Regulation 21(2)(b)
Explosive Actuated Fastening Device Operator	Construction Regulation 21(1)(b)
Explosive Actuated Fastening Device Cartridge Controller	Construction Regulation 21(2)(g)
Fall Protection Plan Developer	Construction Regulations 10(1)(a)
Fall Protection Plan Supervisor	Construction Regulations 10(1)(b),(c)
First Aider	General Safety Regulation 3(4)
Fire Equipment Inspector	Construction Regulation 29(h)
Hazardous Chemical Substances Supervisor	HCS Regulations
Incident Investigator	General Administrative Regulations 9(2)
Ladder Inspector (Designated)	General Safety Regulations 13A
Lifting Machine Operator	Driven Machinery Regulation 18(11)
Lifting Machine and Lifting Tackle Inspectors	Driven Machinery Regulation 18(5)
Master Electrician	Electrical Installation Regulation 6
Health and Safety Committee Chairman	OHS Act Section 19
Health and Safety Committee Members	OHS Act Section 19
OH&S Officer (Full time)	Construction Regulation 8(5)
<p><i>In terms of Construction Regulation 8(5), The Client requires the Principal Contractor to appoint a part time. Construction Health and Safety Officer in writing to visit the site once per week as a minimum & spend a minimum of 4 hours per week on the project and provide the required proof of competency. Where required by the size of the project and the degree of danger likely to be encountered, or on the instruction of an Inspector of the Department of Labour, sub-contractors shall also be required to appoint a Health and Safety Officer. Any safety officer appointed on a part time or part-time basis is to be registered with or provide a registration letter from the SACPCMP in compliance to the requirements of Construction Regulation 8(6).</i></p>	
OH&S Representatives	OHS Act Section 17(1)
<p><i>Where the Principal Contractor employs more than 20 persons (including the employees of sub-contractors) he shall appoint one OH&S Representative for every 50 employees or part thereof. OHS Act Sec. 17(2) and GAR 6, requires that the appointment OR election and subsequent designation of OH&S Representatives are executed in consultation with Employee Representatives or Employees. OH&S Representatives to be designated in writing and designation must include the area of responsibility of the appointee and term of the designation. Duties and functions of the OH&S Representatives shall be as contained in Section 18 of the OHS Act.</i></p>	
Pressure Equipment Supervisor	Pressure Equipment Regulations
Scaffolding Supervisor	Construction Regulation 16(1)
Scaffolding Inspector	Construction Regulation 16(1)
Scaffolding Erectors	Construction Regulation 16(1)
Stacking and Storage Supervisor	Construction Regulation 28(a)
Structures Supervisor	Construction Regulation 11(2)(a)
Demolition Work Supervisor	Construction Regulation 14(1)

Suspended Platform Supervisor	Construction Regulation 17(1)
Temporary Electrical Installation Controller	Construction Regulation 24(c)
Temporary Electrical Installation Inspector	Construction Regulation 24(d)
Temporary Works Designer	Construction Regulation 12(1)
Temporary Works Supervisor	Construction Regulation 12(2)
Temporary Works Inspector	Construction Regulation 12(3)(f)
Welding Supervisor	General Safety Regulation 9

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

The Principal Contractor must have in its possession a letter of good standing from its Compensation assuor as proof of registration. Contractors must also hold proof of workman's compensation assurance registration in the form of a letter of good standing and forward a copy to the Principal Contractor **before** they begin work on site.

2.3.5 Preliminary Hazard Identification and Risk Assessments and Progress Hazard Identification and Risk Assessments

The Principal Contractor must cause a hazard identification to be performed by a competent person before commencement of construction work. The assessed risks, together with written safe work procedures for the 'high-risk' rated activities, must form part of the construction phase health and safety plan submitted for approval by the Client. The risk assessments must include:

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

The Principal Contractor must ensure that all Contractors inform, instruct and train their workers regarding any hazards, associated risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop. This training should be carried out in the form of toolbox health & safety talks. Contractors must conduct their own toolbox talks and submit proof of these talks in the form of attendance registers to the Principal Contractor at least every two weeks. Every worker on site must undergo such a toolbox safety talk at least once a week with the attendance registers kept in the Principal Contractor's safety file.

2.3.6 General Record Keeping

The Principal Contractor and all Contractors must keep and maintain Health and Safety records to demonstrate compliance with these Specification, with the OHS Act 85/1993, and with the Construction Regulations (February 2014). The Principal Contractor must also ensure that all records of incidents/injuries, emergency procedures, training, planned maintenance inspections, monthly contractor audits, etc. are **kept in the health & safety file(s) held in the site office**. The Principal Contractor must ensure that every Contractor keeps its own health & safety file, maintains the file and makes it available on request (the file must include the Contractor's health & safety plan). Such Contractor safety files must be audited by the Principal Contractor on a monthly basis with audit reports kept.

2.3.7 Health and Safety File

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible. **NB: Health & Safety File index to be included in HSE Plan**

The following completed information shall be included (but not be limited to) as part of the index (**Does not have to be in the specific sequence – but this sequence is preferred**):

1. Accident / Incident Procedures
2. Emergency Numbers
3. Evacuation Procedures
4. Material Safety Data Sheets
5. Registers
6. Toolbox Talks
7. Health & Safety Specification
8. Health & Safety Plan & Fall Protection Plan
9. Risk Assessments
10. Safe Work Procedures & Plan Job Observations
11. Legal Appointments
12. Letter of Good Standing
13. Sub – Contractors
14. Proof of Induction
15. Inspection & Audit Reports by Client Agent
16. Additional Information Id's & Medicals
17. Health & Safety Rules
18. Health & Safety Policies
19. Notification of Construction Work
20. Occupational Health & Safety Act, Construction Regulations & Applicable Sans Standards

2.3.8 Injury / Incident Reporting and Investigation

Injuries are to be categorised into first aid; medical; disabling (lost day); and reportable. When reporting injuries to the Client, these categories must be used. **The Principal Contractor must investigate all injuries, with an annexure 1 report being completed for each injury. All Contractors must report on the 4 categories of injuries to the Principal Contractor at least monthly.** Contractors must investigate injuries and incidents involving their employees and forward a copy of the annexure 1 investigation report to the Principal Contractor forthwith. The Principal Contractor must report all injuries to the Client in the form of an injury report (spreadsheet), at least monthly. **All incidents reportable in terms of the provisions of Section 24 of the OHS Act, 1993 must be reported to the local Dept. of Labour in the prescribed manner. The client needs to receive confirmation that this was done.**

2.3.9 Consolidation of Health & Safety Documentation

It is the duty of the Principal Contractor to ensure that all documentation that was required to be kept or generated during the construction process, be consolidated into one set of documents that must be handed over to the Client upon completion of the construction work.

This should include instructions from the design team that will be required for the continued safe operation and maintenance of the new structure.

2.4 Principal Contractors, Contractors and Sub-contractors

2.4.1 Principal Contractor's and Contractors' Requirements

The Principal Contractor must ensure that all Contractors appointed by it comply with these Specifications as well as the OHS Act, Construction Regulations (February 2014), and other relevant legislation that may relate to the activities directly or indirectly. The Contractor, when appointing other Contractors as 'Sub-contractors', shall mutatis mutandis ensure compliance as if it was the Principal Contractor.

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

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

- The Principal Contractor shall take all reasonable steps necessary to ensure co-operation between all contractors to enable each of those contractors to comply with the provisions of these regulations;
- The Principal Contractor shall take all reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed upon between the Principal Contractor and contractors, but at least once every month;
- **The Principal Contractor Shall ensure the appointed part time Safety Officer attends at least one Audit per month.**
- The Principal Contractor must ensure that where changes are brought about to the design and construction, that sufficient health and safety information and appropriate resources are made available to contractors so as to allow them to execute the work safely
- The Principal Contractor must ensure that every contractor is registered and in good standing with a recognised compensation fund or with a licensed compensation insurer prior to work commencing on site;
- The Principal Contractor must ensure that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process;
- The Principal Contractor shall discuss and negotiate with the contractor the contents of the health and safety plan and shall finally approve that plan for implementation;
- The Principal Contractor shall hand over a consolidated health and safety file to the client upon completion of the construction work and shall include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- The Principal Contractor may only appoint a contractor to perform construction work unless the Principal Contractor is reasonably satisfied that the contractor he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely.

2.5 Client identified Hazards and Potentially Hazardous Situations

2.5.1 Client identified Hazards

Please refer to Annexure C for the Client's Baseline Risk Assessment.

2.5.2 Unforeseeable Hazards

The Principal Contractor must immediately notify other Contractors as well as the Client, in writing, of any hazardous or potentially hazardous situations that may arise during the performance of construction activities so that the necessary precautions may be taken.

2.6 Site Operational Requirements

2.6.1 Health and Safety Representative(s)

The Principal Contractor and all Contractors must ensure that Health and Safety Representative(s) are appointed under consultation with the employees and trained/informed to carry out their functions. The appointments must be in writing. The Health and Safety Representatives could carry out monthly inspections, keep records and report all findings to the Responsible Person or safety officer forthwith and at monthly health & safety meetings. At least one Health & safety representative is required by all Employers. (Appoint one for the first 20 employees and an additional one for each group of up to 50 employees on site).

2.6.2 Health and Safety Training

2.6.2.1 Induction

The Principal Contractor must ensure that all site personnel undergo a site-specific health & safety induction training session before any worker starts work. A record of attendance shall be kept in the health & safety file. **The Principal Contractor will be required to induct all contractors' employees.**

2.6.2.2 Awareness

The Principal Contractor must ensure that, on site, periodic toolbox health & safety talks take place at least once a week. These talks should deal with risks relevant to the construction work at hand. Records of attendance must be kept in the health & safety file.

2.6.3 Health and Safety Audits, Monitoring and Reporting

The Principal Contractor is obligated to conduct monthly audits on all Contractors appointed by it and keep audit reports in its health & safety file. Contractors have to audit their sub-contractors and keep records of these audits in their health and safety files, made available on request. The Client/Agent will conduct two monthly site visits. One inspection and one audit on the Principal Contractor's safety management plan every month.

2.6.4 Emergency Procedures

The Principal Contractor must prepare a detailed Emergency Procedure / Evacuation Plan prior to commencement on site. The procedure/plan must take into consideration the risks and potential incidents posed by work to be carried out on this project. The P/Contractor must take into account any emergency contingency requirements as set out in SANSA Hermanus evacuation plan. The Procedure must detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies i.e. fire, possible structural collapse, chemical spill, etc;

Emergency procedure(s) shall include, but shall not be limited to: fire; injury to employees/others; damage to material/equipment/plant; use of hazardous substances; major incidents/injuries; etc. The Principal Contractor must advise the Client in writing forthwith, of any emergency situations, together with a record of action taken/action to be taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and posted up on site.

2.6.5 First Aid Boxes and First Aid Equipment

The Principal Contractor must appoint at least one First Aider who must be certificated. Copies of valid certificates are to be kept on site. **The Principal Contractor must provide at least 1 (one) first aid box, adequately stocked at all times.** All Contractors with more than 5 employees shall supply their own first aid box. Contractors with more than 10 employees must have their own trained, certified first aider on site at all times.

2.6.6 Personal Protective Equipment (PPE) and Clothing

The Principal Contractor and Contractors must ensure that all site workers are issued with and wear the appropriate PPE as indicated in their risk assessments. The Principal Contractor and Contractors must make provision and keep adequate quantities of SABS approved PPE on site at all times according to their risk assessments. The P/Contractor must supply **visitor hard hats** to be held in the site office (5 no). The above procedure applies to Contractors and their Sub-contractors, as they are all Employers in their own right and must therefore supply their own PPE.

Every Contractor is responsible for supplying the necessary PPE to its own employees. **Labour Only Contractors appointed by the Principal Contractor become the responsibility of the Principal Contractor unless otherwise instructed.**

Employees on site to have identifiable clothing (example company branding) to ensure they work on the site.

The PC shall ensure that all workers (Including Contractors) are issued with and shall wear:

- Hard hats;
- Protective footwear;
- Eye protection;
- Hearing protection;
- Reflective jackets
- Respiratory protection
- Any other necessary PPE identified from SDSs and/or risk assessments.

2.6.7 Occupational Health and Safety (OHS) Signage

The Principal Contractor must provide adequate on-site OHS signage. Including but not limited to: 'no unauthorised entry', 'report to site office', direction to site office, 'beware of overhead work', 'hard hat area' – to be posted up at all site entrances. Certain signs may also be required to be posted up on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas / operations such as **exposed edges and openings and trenches/excavations** where persons are at work.

Health & safety signage must be well maintained including weekly inspections, cleaning, replacement and repair.

2.6.8 Public and Site Visitor Health & Safety

All site personnel must be inducted into the site safety procedures on the day they begin work on site. This includes all sub-contractors. This is the duty of the P/Contractor.

The road surface of all public and private roadways (tar road at entrance of the site) and pavements/pedestrian walkways must remain in a reasonably clean state, free of excessive sand, stone, water or other construction related materials that may negatively impact such surface.

No site personnel will be allowed outside the hoarded construction site area unless authorised by the Client to do so. In order to achieve this, all site personnel must be inducted into the site safety procedures on the day they begin work on site. This includes all sub-contractors. This is the duty of the P/Contractor.

NB: The surrounding site will be occupied during construction.

The Principal contractor shall develop and implement a Method Statement on how the site will be effectively secured (See Architect's requirements for hoarding) from entry by any person from the public. The client will approve these methods. The Method Statement can form part of the Principle Contractors H & S Plan.

The Principle contractor to take all necessary steps to ensure no entry is possible outside of working hours as well. Therefor make the necessary security arrangements.

2.6.9 Medical Certificates

All employees to have 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.

2.7 Physical Requirements

2.7.1 Deliveries, Waste Removal, Stacking/Storage of Materials

The Principal Contractor and other relevant contractors must ensure that there is a designated stacking supervisor and all materials and all equipment is stacked and stored safely, on level, compact ground, out of access ways and no more than three times the minimum base width in height. Pallets of bricks may not be stacked more than two above each other and must be on timber pallets. No construction materials or equipment may be stacked or stored in public areas unless authorised by the client and fenced off as per the client's requirements. Waste materials must be kept within designated construction zones. The Principal Contractor will be responsible for co-ordinating and managing this function.

2.7.2 Fire Extinguishers and Fire Fighting Equipment & Existing Fire Detection Equipment

The Principal Contractor and relevant Contractors shall provide adequate, regularly services fire fighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. A minimum of **one 4kg dry chemical powder fire extinguishers must be available in and around the site office establishment and stores**. Wherever *'hot work' is taking place, additional fire extinguishers must be on hand. Contractors are responsible for ensuring compliance with hot work procedures and must be in possession of method statements detailing the safe working procedures.

*'Hot work' includes all work that generates a spark or flame and may therefore result in a fire.

2.7.3 Roof work

All roof work must be conducted in accordance with construction regulation 10. **Roof work safety risks and safety procedures must be detailed by the P/Contractor in its safety plan – for any work foreseen on existing roofs. Installation of the new roof must be detailed by the roof work contractors (roof structure contractor and roof covering contractor) in method statements from them before roof work may begin.**

The plan must include the following:

- How the roof work is planned to be erected;
- What hazards (tasks and tools) are associated with the work;
- That the roof workers are competent (trained, experienced, knowledgeable);
- That no work is carried during inclement weather or where conditions are hazardous to workers;
- That fragile material/areas are demarcated and sign posted;
- That suitable platforms are provided where fragile materials exist;
- **The safety measures that will be implemented to ensure the safety of roof workers as well as persons working below the roof work.**
- **The safety measures that will be implemented to ensure that the area is clear below where work is being performed.**
- **Strategic entrances into buildings under construction must be designated and crash decks provided above these designated entrances where the risk of falling objects exists, minimising the chance of objects falling onto persons below.** This is especially necessary where persons have to access buildings by walking under scaffolding and other overhead work.

2.7.4 Fall Protection / Scaffolding / Working in elevated positions

Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall protection plan in accordance with the Construction Regulations (February 2014) before this work is undertaken.

All scaffolding must comply with the requirements of SANS 10085-2004 register. Inspections must then be carried out weekly, after bad weather, after any alterations, after an incident, and before dismantling. The Principal Contractor must keep all scaffold inspection registers on site. **The Principal Contractor must also designate one of its own supervisory members to supervise/co-ordinate all scaffolding on site.**

Working in elevated positions requires the preparation of a fall protection plan. The plan must include all relevant fall related risk assessment and method statements / safe work procedures. **All persons working in elevated positions must be evaluated for physical and psychological fitness. Principal Contractor must show its methodology in this regard.** All persons working in elevated positions must be informed of the risks and safety measures (in other words all workers must be trained on the fall protection plan, in the form of a toolbox safety talk) and records of this training/information session must be kept on site.

Work from elevated positions may only be conducted as if it were being conducted from a safe ladder or safe scaffold. All openings, edges, and the like must be adequately guarded (see 'edge protection and penetrations' above). Where fall prevention or fall arrest devices are being used, the correct devices must be used for the intended purpose and they must be properly inspected and maintained. Workers must be trained into the use and maintenance of the fall prevention and arrest equipment/devices. **Safety belts (waist belts) for fall arrest are prohibited. Full body harnesses must be worn.**

All scaffolding platforms above 2m from the ground must be complete with guardrails and toe boards and must be fully boarded as per the requirements of general-purpose scaffold platforms (5-board platforms). Mobile scaffolds may not exceed 3X their minimum base width in height and must be adequately boarded as per their loading requirement (no less than 3-board wide). Mobile scaffolds and static frame towers must be erected as per the

manufacturers' requirements (copies of these erection specifications/data sheets should be available to the scaffold erectors and scaffold supervisor on site).

Temporary gangways/elevated access walkways must comprise of at least three scaffold boards (675mm wide) with guardrails on either side when such walkways are above 2m from the ground. Such gangways and other platforms must be secured below, preventing excessive loading and platform collapse.

Scaffold loading platforms and other similar platforms such as cantilever platforms must be designed for the purpose with a copy of the design drawing available on site indicating the maximum safe workload. Such platforms must be erected strictly in accordance with the design drawing. These platforms must be treated as scaffold structures and must be inspected accordingly.

2.7.5 Ladders and Ladder Work

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

2.7.6 Excavations, Earthworks, Sloping, Dewatering or Drainage

The Principle Contractor shall ensure that for all activities involving excavations, sloping, dewatering or drainage, a safe working procedure is submitted to the Engineer for approval prior to work commencing.

The Principle Contractor and relevant contractors shall make provision in its tenders for the shoring of excavations where conditions warrant it or should shoring not be possible or cut back the excavation to a safe angle /termed the safe angle of repose. The consulting civil engineer on this project has specified a safe angle of repose (**see below**) for all trenches & excavations. The earthworks contractor must ensure that the necessary drawings / designs are made available to this effect.

Engineer's Geotechnical-science report on stability of trenches:

4.8. Stability of Trenches

Sidewall collapse was noted in all test pits. The "very loose" and "loose" sandy soils will be prone to collapse into even shallow excavations. It is recommended that all excavations are battered back to a slope of 1V:1.5H in these materials or alternatively adequately shored. It remains the responsibility of the contractor and engineer on site to ensure that excavations are safe and shoring is implemented if required.

Close references is to be made to the **geotechnical-science report** when designing excavations.

Where uncertainty pertaining to the stability of the ground conditions exists, the decision of a professional engineer or professional technologist competent in excavations shall be decisive. Such permission must be in writing and must be available site.

Additionally all excavations to:

- Excavations/trenches are inspected before every shift and a record of these inspections is kept;

- Safe work procedures have been communicated to the workers;
- The safe work procedures are enforced and maintained by the Principal Contractor's and Contractors' responsible persons at all times;
- Excavations next to permanent or temporary roadways - ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it is likely to cause its collapse and thereby endangering the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
- Ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken that may be necessary to ensure the stability of such building, structure or road as well as the safety of persons;
- Cause convenient and safe means of access to be provided into every excavation in which persons are required to work and such access shall not be further than 6m from the point where any worker within the excavation is working;
- Ascertain as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed. The necessary steps must then be taken to render the circumstances safe for all persons involved;
- Cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or where the safety of persons may be endangered, to be-
- adequately protected by a barrier or fence of at least one meter in height and as close to the excavation as is practicable; and provided with warning illuminants or any other clearly visible boundary indicators at night or when visibility is poor;
- Cause warning signs to be positioned next to an excavation within which persons are working or carrying out inspections or tests.

2.7.7 Temporary Works

The Principle Contractor shall ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.

All temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand. Formal inspection of the material is to be conducted by the relevant competent person before use.

The Principle Contractor shall ensure that the foundation conditions are suitable to withstand the loads caused by the temporary structure and any imposed load in accordance with the temporary works design.

The Principle Contractor shall ensure that all temporary works structures are inspected by a competent person immediately before, during and after placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary work structure has been removed and the results have been recorded in a register and made available on site.

The Principle Contractor shall ensure that the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent appointed person. The structural engineer should be consulted in order to develop a stripping methodology which will indicate the required time frames and concrete strengths.

2.8 Plant, Machinery and Equipment

2.8.1 Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use and complies with the minimum legislated requirements.

- The Principal Contractor will ensure that all relevant operators have undergone pre-medical testing and are certified fit.
- The Principal Contractor shall ensure that all construction plants moving parts are adequately protected.
- Pre-start inspections shall be conducted daily on all motorized equipment; deviations of such inspections shall be recorded.
- A trained and authorized operator, whom will be appointed accordingly, shall operate construction plant identified for use.
- Competency Certification and Medical Certification, for both employed and hired operators will be maintained in the H&S File
- All construction plant shall be operated under the direct supervision of a person competent to identify potential hazards in the work being conducted
- Work involving the use of construction plant shall be conducted in accordance with an approved Hazard Identification Risk Assessment.
- The Principal Contractor shall ensure all operators are equipped with the necessary PPE.

2.8.2 General Machinery

The Principal Contractor and Relevant contractors must ensure compliance with the Driven Machinery Regulations, which includes carrying out risk assessments on the machines, inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE and relevant clothing, and training those who use machinery.

2.8.3.1 Electrical Installations and Portable Electrical Tools

The Client will ensure as far as possible that the Principal Contractor is made aware of the positions of all electrical installations. The Principal Contractor must notify the Client should it not be sure of the location of any electrical installations. The Principal Contractor must comply with the Electrical Installation Regulations, the Electrical Machinery Regulations and the Construction Regulations (CR 22).

The Principal Contractor must keep a copy of the Certificate of Compliance (CoC) for its temporary electrical power supply should this be necessary. A revised CoC is required whenever the temporary installation is altered or changed in any way. All temporary electrical installations must be inspected at least weekly by a competent person appointed in writing. Portable electrical tools and equipment must be visually inspected daily. Records of inspections must be kept on site (monthly inspection records to be kept after a competent inspector has carried out the monthly check).

2.8.3.2 Lock out tag out

The Principal Contractor shall ensure that a lock out & tag out procedure is included in the HSE Plan & HSE File. The Contractor shall ensure complete compliance to both locking out & tagging out procedures. No electrical work on site to commence until such time as the qualified electrician is on site & the lock out & tag out procedures are followed completely.

2.8.4 Explosive Actuated Fastening devices

The following shall apply:

- A competent person must be appointed to clean the tool daily and undertake routine daily inspections, keeping records;
- Only authorised trained persons may operate the explosive powered tools, such operators must carry proof of training;
- Awareness training must be carried out and compliance enforced at all times;
- The necessary PPE must be used and maintained (hearing protection and eye protection).
- A register indicating the issue and return of all explosive rounds must be kept by an appointed person;
- Signs must be posted up in the areas where explosive powered tools are being used, warning persons of the hazard.

2.8.5 Existing Services

The location and nature of existing services have been made known by the Client to The Principle Contractor.

Where information on location of services on site is not available, The Principle Contractor site management will satisfy themselves as to services layout and condition by making reasonable enquiries of service providers, obtaining way leaves, consulting relevant information and a competent person surveying the work areas before the work starts. The information obtained from this survey will be included in information kept on site, and made available to interested parties to the project.

Services on Site: All existing services should be considered as “live” and treated as such. The Principle Contractor is to ensure that all necessary steps i.e. lock-out/ tag-out protocols, are taken to prevent damages to property or injuries to persons.

Overhead electrical and underground sewerage / storm water services telecommunication are definitely present and due care must be taken when working in close proximity. Overhead services are only applicable as you enter the site as can be seen in the bellow photo.

2.9 Occupational Health

2.9.1 Industrial Hygiene (exposure to physical and chemical stress factors)

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

2.9.1.1 Noise induced hearing loss is a highly underrated occupational condition. Occupational noise emitted by construction machinery and power tools must be controlled as far as possible by implementing engineering solutions such as noise dampening, regular maintenance, servicing and inspection, screening off the noise, and reducing the number of persons exposed. Personal protective equipment such as earmuffs and earplugs must also be used in conjunction with engineering controls so as to reduce noise exposure to below the acceptable levels.

2.9.1.2 Ergonomics is the study of how workers relate to their workstations. We advise the Principal Contractor and Contractors to take this into consideration when conducting risk assessments, thereby improving the worker-task relationship, which will in turn improve productivity and reduce chronic conditions such as back strains, joint problems and mental fatigue, amongst others.

2.9.2 Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant contractors must provide the necessary training and information as far as the use, transport, and storage of HCS. **The Principal Contractor must ensure that the use, transport, and storage of HCS are carried out as prescribed in the HCS Regulations.**

The Principal Contractor and contractors must ensure that all hazardous chemicals on site have Material Safety Data Sheets (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First Aiders must be made aware of the MSDS's and how to treat HCS incidents appropriately. Copies of the MSDS's must be kept in the first aid box and in store. All containers must be **clearly labelled**.

Flammable substances must be stores separately, away from other materials, and in a well-ventilated area (appropriate cross ventilation). A competent person should be appointed to be in control of this portfolio.

Stores must be well ventilated, preventing the build up of flammable and toxic gases/vapours. Fuel storage tanks must conform to the general environmental legislation and Environmental Management Plan. The necessary safety signage must to be posted up on the tanks – 'no naked flames', 'no smoking'. **One 9kg DCP fire extinguishers must be placed near to fuel tanks, but not within 5m of the tanks.** These extinguishers are over and above the minimum four required for the offices and stores.

Specified Hazardous Chemical Substances

The following lists of products or substances are those which have been identified as likely to be used on the project. This list is not inclusive and other products may be considered. Where the PC is likely to supply the product as the product has not been specified, safety data sheets (SDSs) need to be considered prior to all selections.

PRODUCTS/SUBSTANCES/RISKS	POTENTIAL HEALTH OR OTHER RISKS
Cement	Hand mixing may occur, 50kg bags are an ergonomic risk from handling. Potential eye, skin and respiratory irritant from dust exposure, chromates.
Cement/Silica dust	Caused by cutting, grinding, sanding of any concrete/granite/tiled surface/masonry.
Wood dusts	Caused by cutting, sanding, drilling wooden products treated Viz rafters.
Mineral turpentine	Applying paint and cleaning of paint brushes. Potential eye, nose, skin and respiratory irritant.
Polyfilla & Silicone sealants	Caused by applying polyfilla to cracks. Potential eye and skin irritant.
Plascon Professional Evolution paints & Midas Enviro Lite	These paints are led free and have a low Volatile Organic Compound which is released into the air when painting. Potential skin irritant.

Tile Grouts

Caused during application of tile grouts. Potential eye and skin irritant.

2.9.3 Transport of Workers

The Principle Contractor shall ensure that whilst working on the contract, all employees will be transported in accordance with the requirements set out in the National Road Transport Regulations, 2001 and National Road Traffic Act, 1996.

The requirements shall include but are not limited to the following:

- Personnel shall not be transported on vehicles which are already conveying other goods or tools;
- Tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees
- Personnel shall not be transported in open vehicles. An adequate canopy or cover shall be provided; vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried
- No employees shall stand or sit on the edge of the vehicle conveying them;
- Drivers shall be appointed and in possession of a valid public drivers permit.

2.9.4. Welfare Facilities

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers), clean, lockable changing facilities, and hand washing facilities, soap toilet paper, and hand drying material. Or make adequate arrangements with the Elsenburg in this regard. Waste bins must be strategically placed around site and emptied regularly.

Workers must not be exposed to hazardous materials/substances while eating and must be provided with **adequate, sheltered eating areas.**

2.9.5 Asbestos Work (no asbestos work currently planned for, but should we come across).

Any asbestos work must be carried out as per the requirements as set out in the Asbestos Regulations (no. R155, 2002). Regulations 15 and 20 must receive special attention.

The P/Contractor must ascertain whether the roof tiles and any other products contain asbestos fibres. The Client must then be notified and the accepted removal procedures followed, preventing any release of asbestos fibres.

A method statement, detailing the step-by-step approach must be drawn up by the Principal Contractor or other asbestos contractor and submitted to the Client for approval. The plan of work shall include but not be limited to:

- a) The provision of safe access while working on roofs ie. Duck boards and roof ladders;
- b) The provision of suitable respiratory equipment for all asbestos workers who could be exposed to fibres;
- c) The control of contaminated water ie. Suitable filtration method to be used;

- d) The prevention of dry cutting or drilling, a suitable wet method must be used;
- e) The prevention of dry brushing of asbestos products;
- f) The safe disposal of asbestos waste including contaminated water;

The Principal Contractor must ensure that asbestos work complies with the Asbestos Regulations and the accepted safe work procedures, which must include a full risk assessment of related risks

2.9.6 Alcohol and other drugs

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

2.9.7 Covid 19 – Carona Virus

Please refer to separate Covid 19 Specification & Risk Assessment issued.

2.9.10 Duties of Designers

A designer must ensure that he/she complies with the requirements of the Construction Regulations.

Designers have a duty both to assist in health and safety during construction as well as post construction to ensure safe occupation of the structures concerned. This will include informing the Principal Contractor in writing of any known or anticipated dangers or hazards relating to the construction work, and making available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered.

Designers must ensure that the following information is included in a report and made available to the Principal Contractor:

- A geo-science technical report where appropriate;
- The loading the structure is designed to withstand; and
- The methods and sequence of construction process.

Designers will need to carry out all necessary inspections of their designs to ensure the safety of all structures during construction and to ensure that such structures have been constructed in accordance with their designs. You are further mandated as contemplated in paragraph (g) in your final inspection of the completed structure in accordance with the National Building Regulations, to include the health and safety aspects of the structure as far as reasonably practicable, declare the structure safe for use, and issue a completion certificate to the client and a copy thereof to the contractor. Designers are hereby also mandated to stop any contractor from executing any construction work which is not in accordance with their design.

The above duties are hereby mandated by the Client as per construction regulations.

With reference to Building as well as earthworks contracts, a written report will be required from each Designer addressing the information set out below (in terms of Construction Regulation 6). The Construction Regulations (CR's) requires Designers (see definition of Designer in CR 1) to make certain information available to the Client (H&S Agent) and Contractors with the aim of 'designing out hazards' as far as possible. The aim of the report(s) would

be to address the various headings (set out below) as best possible in an effort to make as much information available to the contractors so that they can improve their H&S management on the actual site.

Items to be addressed by Designers in terms of CR 6:

1. Anticipated or known dangers or hazards (known at this stage) relating to the construction work, foreseen by the Designer, including the relevant information required for the safe execution of the work. This must also include health & safety information about the design which could have an influence on the pricing of the work.
2. Dangerous substances/materials foreseen which cannot be avoided during this particular type of construction.
3. Dangerous procedures foreseen which cannot be avoided.
4. Hazards and risks relating to the subsequent maintenance of the structure/building foreseen and resulting safe work procedures advised. In this case relating to the piling, lateral support, canal structures, services, etc.
5. Site inspections to verify whether construction of the relevant structures are being carried in accordance with the designs. How will this be handled by you and your team on the project?
6. The stoppage of contractors where required (by the Designer) - the envisaged protocol to be followed to stop an activity or process on site. How will this be handled by you and your team on the project?
7. The application of ergonomic principles during design - how has and will this be implemented by the respective Designers?
8. Design of temporary works if applicable on this portion of the project e.g. formwork and support work, back propping, lateral support, shoring and bracing of excavations, etc. You may merely need to refer to the temporary works designer as being a separate entity, appointed by the Contractor.
9. The loading that a structure can withstand and/or is designed to withstand - details on this must be included. Please pay special attention to the definition of 'structure' in Construction Regulation 1.
10. Geotechnical-science aspects where appropriate. You may merely have to refer to the geo-tech report and make this available to me and to the Contractors.

Note that no guidance notes have yet been made available from the Department of Labour and the above list therefore represents the Agent's interpretation of the Regulations.

PRIMARY HEALTH AND SAFETY COMPLIANCE

PROJECT: SANSA HERMANUS - NEW SPACE WEATHER STATION & ACCOMODATION

ANNEXURE A

The Principal Contractor and Contractors must submit compliance with Annexure 'A' **before any works can start** from receiving this Health & Safety Specification. **Compliance with Annexure 'A' must be maintained and proven to the Safety Agent.**

1. Valid letter of good standing with the compensation commissioner
2. Annexure 2 - Notification to Department of Employment & Labour with proof that it was submitted
3. Site Specific Health & Safety Plan based on Health & Safety Specification.
4. Signed Risk Assessment
5. Competency for the Risk Assessor & H&S Officer (SACPCMP registration certificate to be attached)
6. Fall protection plan
7. Competency for the Fall Protection Planner
8. Signed 37.2 mandatory agreement between Principal Contractor & Client
9. Covid 19 Management plan

GENERAL COMPLIANCE REQUIREMENTS

PROJECT: SANSA HERMANUS - NEW SPACE WEATHER STATION & ACCOMODATION

ANNEXURE B

The Principal Contractor and Contractors must comply with but not be limited to the requirements tabled below: Prove compliance with annexure 'C' at audits conducted by the safety agent.

Item	What	When	Output
C1	Construction phase Health & Safety Plan	Monthly review	Principal Contractor to indicate the status the status of Contractors' health & safety plans.
C2	Health & Safety File(s)	Open file when construction begins and maintain throughout.	Have a file on hand at audits. Contractors to report on their file at monthly health & safety audits by the Principal Contractor.
C3	Induction training	Every worker before he/she starts work.	Attendance registers to be kept.
C4	Awareness Training (Toolbox Talks)	At least weekly.	Attendance registers to be kept.
C5	Audits on sub-contractors by the P/Contractor	Monthly or as often as required.	Report covering <ul style="list-style-type: none"> • H&S File/Plan • WCA status • Appointment letters • Section 37(2) agreements • Risk assessment and method statement • Physical site inspection • Any other contractor specific requirements
C6	Emergency procedures and evacuation plan	Monthly evaluation of procedure	Compile written procedure as well as tel. numbers.
C7	Risk assessments & fall protection plan	Updated and signed off at least monthly.	Documented risk assessments to be available
C8	Method statements i.e. demolition work; roof work; etc.	Drawn up and distributed before workers are exposed to the risks.	Documented set of safe work procedures (method statements) reviewed and signed off.
C9	General Inspections	Daily	Report OHS Act compliance: <ul style="list-style-type: none"> • Portable electrical tools

C10	General Inspections	Weekly	<ul style="list-style-type: none"> • Scaffolding • Temporary Electrical Installations
C11	General Inspections	Monthly	<ul style="list-style-type: none"> • Fire fighting equipment • Ladders
C12	List of contractors	List to be updated weekly	Compile a list of Contractors: Name, supervisor, company tel. numbers and trade.

ANNEXURE C

In terms of the Construction Regulations (2014), it is the Client's duty to ensure that the cost for health & safety has been provided for by the Principal Contractor, before appointment.

Acting on behalf of our Client, we require the following health & safety costs to be provided for by the Contractors. It must be made very clear that these are just some of the health & safety costs to be included in your tender price. It is the duty of the Principal Contractor and its Contractors to ensure that all aspects of the Occupational Health & safety Act 85/1993 and Construction Regulations are catered for.

No.	ITEM	DETAILS	PRICE budgeted by Contractor
1	Personal protective equip. (PPE)	<ul style="list-style-type: none"> • Safe footwear. • Hard hats. • High vis vests. • General PPE as required (hearing protection, eye protection, fall protection systems – harness and life line systems for structural steel and roof work). All as per risk assessments by P/Contractor and Contractors. ○ Lockable, clean areas to store PPE. ○ Visitor PPE – hard hats and high vis vests. 	
2	H&S induction training	<ul style="list-style-type: none"> • All workers, Directs, and visitors – <u>Principal Contractor</u> to induct all personnel and visitors during the construction stage. This may include induction of direct contractor personnel and tenant contractor personnel at the end of the project if required. • Induction officer to be designated. This must <i>not</i> be the safety officer. • Induction venue (chairs and table) to be available on site. • Induction ID card system to be implemented. 	

3	First aid management	3 First aid box, splints and eye wash. 4 First aider by P/Contractor as soon as total workforce exceeds 10.	
4	Earthworks and trenching	<ul style="list-style-type: none"> • Battering back excavation sides to a safe angle. • Shoring and bracing where battering back to a safe angle cannot be achieved. • Orange netting to be set up around ALL excavations once a depth of 1m has been reached. • Excavation signage. • Daily inspections, including possible inspections by a geo-tech engineer when required. 	
5	Access control, security and site hoarding	<ul style="list-style-type: none"> • Access gate(s) – separate access for pedestrians and vehicles. • Chains and locks • Signage and notices (as per minimum requirements). • External site hoarding in compliance with the SANSA Hermanus requirements • Gate access control officer/person to be supplied by the Principal Contractor to sign persons in and direct to site office for induction, etc. 	
6	Traffic and pedestrian management – Sable rd and adjacent roads in the precinct	<ul style="list-style-type: none"> • Pedestrian accommodation adjacent Roads • Facility to clean construction vehicles when leaving site (excessive mud from wheels and chassis). Truck must also be inspected for any loose materials and whether loads are stabilized • Comprehensive vehicle management system to minimize road fouling (mud and silt on public roadway). 	
7	H&S officer	<ul style="list-style-type: none"> • Monthly rate for a part-time site safety officer visiting the site for a minimum of 4 hours per week. This person must comply with the requirements of the Construction 2014 (SACPCMP registered). • H&S administration – files and paperwork. • Consolidated H&S documentation at end of the project including all sub-contractor documentation • Desk, computer, office, telephone, printer, email and internet access. • Camera and cell phone. 	
8	Fire fighting equip.	<ul style="list-style-type: none"> • Fire extinguishers as per fire risk assessment by P/Contractor. • Flammable store – ventilated area separate from other stores. 	6

9	Electrical compliance	<ul style="list-style-type: none"> • Temporary electrical connection and supply in compliance with SANS 100142. • Temporary electrical boards in compliance with SANS 100142. CoC's and weekly inspections required. • Maintenance and repair. • Temporary lighting for work areas 	7
10	Temporary access and work platforms	<ul style="list-style-type: none"> • Ladders. • Scaffolding – including sufficient boards (fully boarded platforms, access ladders, toe boards, bracing, ties, signage, etc. All in compliance with SANS 10085-2004. • Trained scaffold inspector and erector(s). • Safe access to elevated decks and floors and roof by means of scaffold access towers not ladders • – based on number of persons to access these areas. 	8
11	Welfare facilities	<ul style="list-style-type: none"> • Toilets (1 toilet per 30 workers). Separate toilets for women. • Soap • Change area separate from eating areas. Tables and benches sufficient number for personnel, including subbies. • Drinking water. • toilet paper. • Lockable containers for PPE. 	9
12	Guarding of exposed elevated edges and openings as well as excavation edges	<ul style="list-style-type: none"> • Edge protection must be in the form of a solid barrier fitted at 500mm and 1000mm above each edge where there is a drop of more 1m or more. • Edges of the bulk excavation, trenches, and the canal must be guarded by orange barrier netting set back 1.5m from edge to protect personnel and vehicles from accessing such edges. • Walkways along the edge of excavations must be fitted with solid hand rails. <p>10 13.3. Danger tape is prohibited.</p>	
13	Medical assessments of personnel	<ul style="list-style-type: none"> • All construction personnel must be certified medically fit by a registered occupational health practitioner. • Hearing tests to form part of the medical assessments and must be carried out at least every two years or more often depending on previous audiogram. 	

14	Personal fall prevention systems	<ul style="list-style-type: none"> • Required for roof structures, roof coverings, and other areas where barriers cannot be fitted. 	
15	Scaffolding	<ul style="list-style-type: none"> • All necessary scaffold personnel to be appointed (Scaffolding erectors & inspectors) and to be on site full-time – P/Contractor or a designated, competent subbie. 	
16	Supervision	<ul style="list-style-type: none"> • P/Contractor to appoint a full-time construction manager designated to this project. • Assistant managers to be appointed for the two towers. • Section and activity supervisors to be appointed. • Each sub-contractor needs to appoint a full-time site supervisor to be on site while their work is taking place. • P/Contractor to have a supervisor on site during after-hours and all subbie work. 	
17	Covid 19 Requirements	<ul style="list-style-type: none"> • Drafting of an Covid 19 Management Plan & Management System including Covid 19 Risk Assessments on all task & processes. • Covid 19 Related Signage • Face Mask for COVID-19 (respiratory protection (as required)) • Surgical Gloves (for security and cleaning team) • Safety Goggles for Screening Person • Induction & continuous Training for COVID-19 • Other fixed-charge obligations for COVID-19 Hand Sanitiser - 500ml • Waste management for COVID-19 (especially hazardous waste which has to be discarded of according to requirements) • Cleaning and detergents for cleaning everyday • Screenings for Employees with COVID-19 Symptoms • Non-contact thermometers • 2 x Cloth Masks per employee • Labour in terms of Covid Control / Sanitizing etc... • Paper Towels for hand drying 	

CLIENTS BASELINE RISK ASSESSMENT

PROJECT: SANSA HERMANUS - NEW SPACE WEATHER STATION & ACCOMODATION

ANNEXURE D

NO	HAZARD	RISK	CONTROL MEASURES	RISK RATING
1	Bricklaying	Caustic contamination with mortar Hand injuries	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 5. Suitable, safe working platform required, where working at height 6. Safe means of access to be provided 	Low
2	Boundary and access control/public liability/exposure/access to site	Members of public entering site – public getting injured Civil claims against Principal Contractor	<ol style="list-style-type: none"> 1. Ensure construction site is suitably and sufficiently fenced off (as per OHS Specifications provided) 2. Erect signage warning people not to enter the construction site Provide a controlled access point to prevent the unauthorized entry of persons 	Medium
3	Brick/tile cutting machine	Injury from contact with blades Unsafe machinery	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Fit all machinery with emergency stop devices 4. Conduct regular toolbox talks with all workers 5. Implement SOP for the activity 6. Conduct regular safety inspections on all equipment 7. Keep proof of inspection 	Medium
4	Electricity	Shock Burns Fire Property damage Fatalities	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 	High

			<ul style="list-style-type: none"> 5. Implement lock out / tag out procedure 6. Obtain lock out / tag out kit 7. Appoint competent person to do electrical work 	
5	Electrical tools and electrical installations	Electrical shock Property damage Finger and hand injuries	<ul style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 5. Conduct regular safety inspections on all equipment 6. Keep proof of inspection 	Medium
6	Exposure to Dust	Long term health effects – Lung damage	<ul style="list-style-type: none"> 1. Ensure all workers are in position of a valid medical fitness certificate 2. Provide workers with the correct PPE 3. Where possible, employ dust suppression measures 	Low
7	Exposure to noise	Long term health effect – Hearing loss	<ul style="list-style-type: none"> 1. Ensure all workers are in position of a valid medical fitness certificate 2. Provide workers with the correct PPE 	Low
8	Exposure to vibration	Injuries to workers	<ul style="list-style-type: none"> 1. Provide employees with the correct PPE 2. Train employees on how to use equipment safely 	Low
9	Fire	Property damage Injuries to workers	<ul style="list-style-type: none"> 1. Ensure emergency plan is available 2. Train employees on their roles and responsibilities 3. Ensure emergency team members are appointed 4. Ensure fire detection equipment is uncovered & live when the site is unoccupied 	Medium
10	Temporary work	Collapse of temporary works	<ul style="list-style-type: none"> 1. Ensure temporary work is done by trained competent person 2. Ensure inspections are completed on a regular basis 3. Keep proof of all inspection conducted 	Medium
11	Hand tools	General hand injuries	<ul style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 	Medium

			<ul style="list-style-type: none"> 4. Implement SOP for the activity 5. Conduct regular safety inspections on all equipment 6. Keep proof of inspection 	
12	Hazardous Substances, use and storage	Environmental hazard Skin burns Eye damage Ingestion	<ul style="list-style-type: none"> 1. Obtain MSDS forms for all chemicals used 2. Train employees on how to use chemicals safely 3. Label chemical containers 4. Provide employees with the correct PPE 	Medium
13	Hot Works	Equipment unearthed Incorrect connection Poor operations/technique Unsafe equipment Property damage General burn injuries	<ul style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 5. Conduct regular safety inspections on all equipment 6. Keep proof of inspection 7. Implement permit to work system 8. Only trained employees to use equipment 	Medium
14	Housekeeping on construction work	Slip, trip and fall hazard	<ul style="list-style-type: none"> 1. Conduct regular housekeeping inspection on the premises. This should be a daily activity 	Medium
15	Electrical Installations inspection of	Shock Burns Fire Property damage	<ul style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 5. Implement lock out / tag out procedure 6. Obtain lock out / tag out kit 7. Appoint competent person to do electrical work 	High
16	Ladder use	Falling from height General injuries	<ul style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 5. Conduct regular safety inspections on all equipment 6. Keep proof of inspection 7. Obtain fall prevention plan 	Medium

17	Manual handling of general items	General injuries	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 	Medium
18	Painting	Environmental hazard Health hazard	<ol style="list-style-type: none"> 1. Obtain MSDS forms for all chemicals used 2. Train employees on how to use chemicals safely 3. Obtain spill kit for the premises 4. Provide employees with the correct PPE 	Medium
19	Plastering	General injuries	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 	Medium
20	Plumbing	Falling material Work at Height Hazardous fumes Fire	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Emergency Preparedness to be in place 	Medium
21	Portable and Bench grinder	Shock Burns Fire Property damage General injuries	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all workers 4. Implement SOP for the activity 5. Conduct regular safety inspections on all equipment 6. Keep proof of inspection 7. Emergency Preparedness to be in place 	Medium
22	Portable electrical equipment	Shock Burns Fire Property damage General injuries	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Provide employees with the correct PPE 4. Conduct regular toolbox talks with all workers Implement SOP for the activity 5. Conduct regular safety inspections on all equipment 3. Keep proof of inspection 	Medium

23	Scaffolding erection/dismantling	Falling from height General injuries	<ol style="list-style-type: none"> 1. Ensure scaffolding is erected, used & dismantled by trained competent person 2. Ensure inspections are completed on a regular basis 3. Keep proof of all inspection conducted 4. Obtain medical fitness certificate for all workers on site 	High
24	Use and storage of flammable liquids	Environmental hazard Health hazard	<ol style="list-style-type: none"> 1. Obtain MSDS forms for all chemicals used 2. Train employees on how to use chemicals safely 3. Obtain spill kit for the premises 4. Provide employees with the correct PPE 5. Ensure emergency plan is available for the premises 6. Post applicable signage 	High
25	Waste Generation	Environmental hazard	<ol style="list-style-type: none"> 1. Identify area for waste storage 2. Ensure work area is cleaned at the end of the day 	Low
26	Backfilling	Struck by material falling from the truck Speed Limits Overloading Truck Dust	<ol style="list-style-type: none"> 1. PPE adherence on site 2. Stand clear from the machine and adhere to the instructions from the spotter 3. Hard hats & dust masks to be worn. Stand clear from any truck being loaded or with a full load 4. Truck driver to adhere to speed limits 5. No overloading of trucks – Maximum capacity of truck to be known & communicated 	Medium
27	Compacting & Filling	Contact with tipping materials Contact with moving plant Vehicles/employees falling into excavations Contact with underground services Hearing Loss	<ol style="list-style-type: none"> 1. Train banksmen to control vehicle movement 2. Train employees on how to perform activity safely 3. PPE adherence on site 4. Clearance of area when materials are being tipped & compacted 5. Use stop blocks & signs to warn vehicles re: excavations 6. Establish underground services positions to prevent damage 7. Only trained employees to use equipment 	High

28	Compactor Operations	Feet Injuries	<ol style="list-style-type: none"> 1. Train employees on how to perform activity safely 2. Only trained employees to use equipment 3. PPE adherence on site – operators to wear steel toe-capped shoes 	High
29	Compressors and Other Pneumatic Equipment	<p>Unsafe machinery Possible explosion – damage to property & injury to employees Obstruction of access route Fire or explosion Air entering bloodstream</p>	<ol style="list-style-type: none"> 1. Train employees on how to use equipment safely 2. Only trained employees to use equipment 3. Proper maintenance & inspections to be conducted as per OHS Act & keep records on site 4. Suppliers to provide inspection certificate 5. Provide employees with the correct PPE 6. Conduct regular toolbox talks with all workers 7. Implement SOP for the activity 	Medium
30	Concrete Mixer	<p>Exposure to cement dust Exposure to Noise Exposure to Vibrations Moving Machinery</p>	<ol style="list-style-type: none"> 1. Train employees on how to use equipment safely 2. Only trained employees to use equipment 3. Proper maintenance & inspections to be conducted & keep records on site 4. Provide employees with the correct PPE 5. Conduct regular toolbox talks with all workers 6. Implement SOP for the activity 	High
31	Concrete Pumping	<p>Collapse/bursting of structure Concrete burns Hit by pump</p>	<ol style="list-style-type: none"> 1. Train operators on how to use equipment safely 2. Only trained employees to use equipment 3. Provide employees with the correct PPE 4. Approval from competent designer for design of structure being loaded 5. Structure to be inspected before, during a& after loading 6. Pump to be well maintained 	High
32	Cutting Off Discs	<p>Noise Moving machinery Fire Flying debris Blade shattering Exhaust fumes</p>	<ol style="list-style-type: none"> 1. Train operators on how to use equipment safely 2. Only trained employees to use equipment 3. Provide employees with the correct PPE 4. Measures for hot work to be deployed 5. Ensure PPE compliance 	Medium

			of bystanders	
33	Fragile Materials	Items or employees falling through fragile materials	<ol style="list-style-type: none"> 1. All fragile materials to be identified & protected prior to work commencement 2. Where coverage is selected, it should be securely in place 3. Signage to be posted to warn all parties 	Low
34	Health Risk from the Environment	Snake bites Dog bites Bee Stings	<ol style="list-style-type: none"> 1. Qualified first aider on site 2. Emergency Preparedness to be in place 3. Employees to be questioned regarding allergies 	Medium
35	Lifting and Lowering Operations	Falling materials Crushing by Materials Toppling equipment	<ol style="list-style-type: none"> 1. Maintenance & testing of lifting equipment to be in place 2. Ensure lifting equipment is rated to carry loads 3. Train operators on how to use equipment safely 4. Only trained employees to use equipment 5. Provide employees with the correct PPE 6. Conduct regular toolbox talks with all workers 7. Restricted access to area when lifting is in progress 8. Ensure materials being lifted are properly packaged & slung 	Medium
36	Loading & Offloading of materials	Materials falling from trucks Dropping of loads Incorrect lifting & carrying of loads	<ol style="list-style-type: none"> 1. Train operators on correct lifting techniques 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all employees 	Medium
37	Manual & Mechanical handling	Trip, fall, stumble Collapses Struck by falling load Scattered or protruding objects	<ol style="list-style-type: none"> 1. Train operators on stacking and 2. Storage Provide employees with the correct PPE 3. Conduct regular toolbox talks with all employees 4. Good stacking & storage practices to be in place 5. Demarcated areas in place 6. Regular inspections to be conducted and records to be kept 	Medium

			on file	
38	Manual handling of general & especially heavy items	Materials falling Dropping of materials being carried Incorrect lifting & carrying Contamination of what is being carried	<ol style="list-style-type: none"> 1. Train operators on correct lifting techniques 2. Provide employees with the correct PPE 3. Conduct regular toolbox talks with all employees 4. Good housekeeping practices to be employed 5. Use mechanical lifting equipment of carrying aids 6. Maximum lifting capacity of one person can only be one third of his / her weight. 	High
40	Protection from wet and cold conditions	Lung diseases Loss of productivity	<ol style="list-style-type: none"> 1. Scheduling of work to limit exposure 2. Provide employees with the correct PPE – waterproof clothing 3. Conduct regular toolbox talks with all employees 	Low
41	Tower Scaffold Mobile Scaffold	Overturning Work at Height Falling materials	<ol style="list-style-type: none"> 1. Ensure scaffolding is erected, used & dismantled by trained competent person 2. Ensure inspections are completed on a regular basis 3. Keep proof of all inspection conducted 4. Obtain medical fitness certificate for all workers on site 5. Caution to be taken when working near overhead lines 6. No movement in strong winds 	High
42	Working at Height	Work at Height Falling materials Working in area under work at height	<ol style="list-style-type: none"> 1. Ensure working at height equipment are erected, used & dismantled by trained competent person 2. Ensure inspections are completed on a regular basis 3. Keep proof of all inspection conducted 4. Obtain medical fitness certificate for all employees performing work at height 5. Caution to be taken when working near overhead lines 6. Train operators on how to perform tasks safely 7. Only trained employees to perform work at height 	

			<p>8. Provide employees with the correct PPE</p> <p>9. No access equipment to be loaded above the level of the guardrail</p>	
43	Crime	<p>Employees robbed / assaulted</p> <p>Property damaged / stolen</p>	<p>1. Access control measures to be put into place</p> <p>2. Storage areas to be kept locked</p> <p>3. Key control measures to be put into place</p>	Low (SANSA Security on site)
44	Covid 19 – Carona Virus	Rapid Spread of disease / severe illness / death	1. Refer to separate issue based Risk Assessment in this regards.	High
45	Snakes	Death / amputations due to snake bite	<p>1. Land to be cleared by environmental company beforehand.</p> <p>2. Initial vegetation clearing to be done by machine.</p>	Medium
46	Bees / Bee stings	Allergic people on site can have potentially die from a bee sting.	1. Person being stung can be allergic to bees & develop severe allergic reaction leading to a fatality – procedures to be developed to address this risk.	Medium



ANNEXURE E

PROJECT: SANSA HERMANUS - NEW SPACE WEATHER STATION &
ACCOMODATION

Acknowledgement of receipt:

I, _____ representing
_____ Principal Contractor

have received the Health and Safety Specifications in good order and shall ensure that we comply with all requirements in respect thereof. This document is legally binding in terms of Regulation 5(1)(k) of the Construction Regulations (2014).

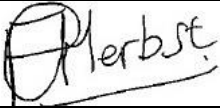
Signature of Principal Contractor

Date

Signature of Client / Client Agent

Date

Risk Assessment and Rating	COVID 19 RISK ASSESSMENT		Doc No	001
			Revision	001
			Date	21 / 10 / 2020

REVISION NUMBER	1	WRITTEN BY	<p align="center">SANSA HERMANUS – NEW SPACE WHEATHER STATION</p>
NAME		Frik Herbst	
SIGNATURE			
DATE WRITTEN		21 / 10 / 2020	
REVIEW DATE			

A INJURY SEVERITY		RATING	
		RISK CLASSIFICATION	RISK VALUE
0	No injury		
1	Minor laceration, wound (first aid case)	LOW	0---6
2	More severe injury medical attention	MEDIUM	6---16
3	Serious injuries, broken bones, amputation etc	HIGH	16---32
4	Loss of life / fatality	CRITICAL	32---40
C POTENTIAL DAMAGE / LOSS		ACTION REQUIRED	
1	No damage, minimal costs R10 – 100	LOW	Supervision, training, certification, method/risk assessments, safe work procedures training, toolbox talks. Good instruction.
2	Minor damage, small costs R100 – 1000	MEDIUM	Competent supervision, training certification, method/risk assessments, safe work procedures training, toolbox talks. Change method, mitigate
3	Med damage, stoppage (On site repair) medium cost R1000 – 5000	HIGH	Competent supervision, training certification, method/risk assessments, safe work procedures training, toolbox talks. Change method, mitigate.
4	More serious damage // loss / delay < R5000 - +	CRITICAL	Close competent supervision, training certification, method/risk assessments, safe work procedures, PJO's, work permits, training, toolbox talks. Intolerable, change method, transfer risk.
5	Severe damage, long term stoppage, high costs		

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CURRENT RISK								REMEDIAL		RESIDUAL RISK						
No	Task	Classificatio	Hazard	Risk	Probability		Severity/Loss	Rating	Hierarchy of Controls	Control Implemented	Probability	Severity/Loss	Rating			
1	Social Distancing	Health	Poor hygiene etiquette	COVID-19 Infection	Has Happened Before - 75% Chance	4	Multiple Fatalities	5	23	Elimination/ Prevention	No shaking of hands with any person. Avoid the unnecessary touching of other people; When talking or sitting with others keep a distance of at least 2m between them. Wash hands thoroughly with soap and water before eating, after eating, after site walks, after ablutions and if other interactions require this (for at least 20 seconds). Wash hand basins and soap will be available together with alcohol-based sanitizer at site entry and exit points. This will be available for use on site and in the site offices for use after touching hand rails, door handles, paper, envelopes. Avoid close contact with any person who has a fever or cough and that such a person are reported to site management and supervision. Where ever possible work that requires close contact shall be planned to reduce the number of people involved at any one time.	Could Occur - 50% Chance	3	Multiple Fatalities	5	15

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2	Driving vehicles/ Operators of Machinery	Health	Poor hygiene etiquette	COVID-19 Infection	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4	17	Elimination/ Prevention	Drivers/Operators to be issued with sanitizer. Hands to be cleaned prior to entering and on exiting. Only one driver/operator per vehicle/machine. Cabs to be cleaned after the shift. Travel between destinations must be minimised with the number of occupants kept to a minimum. Normal adherence to the social distancing and hygiene requirements SWP to be adjusted and training provided. Display of posters to inform.	Not Likely - 25% Chance	2	Single Fatality, Occupational injuries -	4	8
3	Clean and disinfect objects and surfaces that are frequently touched in terms of Breathalysing	Health	Contaminated Surface	COVID-19 Infection	Has Happened Before - 75% Chance	4	Multiple Fatalities	5	23	Elimination/ Prevention	Random passive or scheduled Alcohol Breathalysers, (irrespective of the type or model) are suspended. Any person who shows signs of "being intoxicated" will be asked to leave the site.	Could Occur - 50% Chance	3	Multiple Fatalities	5	15
4	Clean and disinfect objects and surfaces that are frequently touched in terms of using Biometric finger print reader	Health	Contaminated Surface	COVID-19 Infection	Has Happened Before - 75% Chance	5	Multiple Fatalities	5	25	Elimination/ Prevention	All persons who are required to use a Biometric finger print reader will be required to wash their hands with a hand sanitiser before and immediately after they have used the finger print reader Site clerk and safety officer to ensure this is implemented. Fingerprint readers will be cleaned every 10 minutes during peak times and every 30	Not Likely - 25% Chance	2	Multiple Fatalities	5	10

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5	Clean and disinfect objects and surfaces that are frequently touched in terms of site decontamination	Health	Contaminated Surfaces	Cross - contamination	Common Occurrence; 100% Chance; Incurred more than once per year	5	Multiple Fatalities	5	25	Elimination/ Prevention	minutes during off peak times with a sanitiser / isopropyl alcohol solution (70% alcohol) on a damp cloth / tissue / disposable paper towel. Signage displayed at Biometric finger print reader and training to be provided in terms of hygiene requirements for the user of the Biometric finger print reader.								
											will have an designated decontamination team whereby one person will be stationed at the main site toilets to maintain these constantly during the course of the day. The other two will be decontaminating / cleaning the mass area, contractor camp, stores, wash up areas, handrails of stairs or any other surface or object required by site management to be disinfected. Decontamination team are NOT to be used for any other purpose whatsoever. A 70% alcohol-based disinfectants will be used on a daily basis, three times a day. Decontamination team will be trained and will be used with an impermeable apron & impermeable elbow length gloves, Face shield with a dust/face mask.	Not Likely - 25% Chance	2	Multiple Fatalities	5	10			

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6	Clean and disinfect objects and surfaces that are frequently touched in the Site Office	Health	Contaminated Surfaces	Cross - contamination	Common Occurrence;	5	Multiple Fatalities	5	25	Elimination/ Prevention	Site Office will have an designated person that will decontaminate the site office; toilets / desk / door handles / hand rails / Basins / Taps / Toilets / Tables / Chairs / Computer keyboards / cell phones / Photo copiers 3 times per day. A 70% alcohol-based disinfectants will be used and such a person will be trained. Following PPE also be issued; impermeable apron, impermeable elbow length gloves, Face shield with a dust/face mask. As far as practicable an attempt will be made to have disposable crockery and eating utensils in the kitchen. Sufficient bins to be placed in the site office in order to dispose of paper towels.	Could Occur - 50% Chance	3	Multiple Fatalities	5	10
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SANS HERMANUS - NEW SPACE

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7	Clean and disinfect objects and surfaces that are frequently touched at On site Takeaways	Health	Infection	COVID-19 Infection	Common Occurrence;	5	Multiple Fatalities	5	25	Elimination/ Prevention	<p>On site Takeaways will have an designated person that will decontaminate the internal surfaces, equipment, utensils etc. 3 times per day. A 70% alcohol-based disinfectants will be used and such a person will be trained.</p> <p>Following PPE also be issued; impermeable apron, impermeable elbow length gloves, Face shield with a dust/face mask.</p> <p>Sufficient bins to be placed in the food container. Adequate amount of hand sanitiser with soap and water will be readily available in the container and hands of food handlers to be regularly washed or sanitised. Said food handlers to make use of a hair net, apron and dust mask when preparing food.</p> <p>Customers outside are required to conform to social distancing and to wait in a single file in front of the food container. Overcrowding at the sell/receive point of goods are not permitted. Sufficient bins to be placed in the food container in order to dispose of paper towels.</p>	Not Likely - 25% Chance	2	Multiple Fatalities	5	10
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8	Use of eating and toilet facilities	Health	Overcrowding	COVID-19 Infection	Common Occurrence;	5	Multiple Fatalities	5	25	Elimination/Prevention	The amount of people using these facilities at one time is to be restricted to allow for the requirements of social distancing. A strict social distancing regime will be maintained in this space and break time of contractors will be staggered for contractors. A timetable for tea and lunch breaks will be distributed and communicate to the contractors / labour. This mass area will be an decent space with proper lighting and ventilation and equipped with water, soap and hand sanitiser. All chemical toilets will also be fitted with wash hand basins. Sufficient bins to be placed in the site abluion facilities in order to dispose of paper towels.	Could Occur - 50% Chance	3	Multiple Fatalities	5	15
9	Site Meetings /Inductions/ Toolbox Talks	Health	No social distancing / Overcrowding	Cross - contamination	Has Happened Before - 75% Chance	4	Multiple Fatalities	5	23	Elimination/Prevention	No meetings where spacing of people less than 2m apart are to be permitted. Site meetings shall be reduced to only those that are essential and shall wherever possible be held via video conference. Mass Toolbox Talks ceased. Each Supervisor / Foreman will be required to have his employees in a toolbox talk meeting. Contractors will be required to do the same. Toolbox talks shall be limited to a maximum	Could Occur - 50% Chance	3	Multiple Fatalities	5	15

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										duration of 15 minutes and shall be in groups that allow a 2m spacing but do not require the talker to shout. Toolbox Talks must be held in well ventilated areas. The same applies to DSTI and risk assessment communication with employees and sub-contractors. The awareness of hand washing and other hygiene behaviours is to be communicated daily.						
10	Persons including visitors entering or leaving at main site entrance (Pedestrian Gate)	Health	Infected person entering the site	Cross - contamination	Has Happened Before - 75% Chance	4	Multiple Fatalities	5	23	Elimination/ Prevention	Each person entering and leaving site will need to wash / sanitise hands and get temperature screened . All staff and site visitors need to undertake this protocol prior to coming to the site and will stand in single file 2m apart when waiting to be screened. Adhoc visitors to sites or offices are to be denied access. Visitors are required to schedule visits a day in advance with Construction Manager for approval. Visitors registers at entry points will be completed by the security guard and not by the Visitor	Could Occur - 50% Chance	3	Multiple Fatalities	5	15

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11	Persons waiting at the main pick up point at university entrance.	Health	No social distancing / Overcrowding	COVID-19 Infection	Common Occurrence;	5	Multiple Fatalities	5	25	Elimination/ Prevention	Main pick up point at university entrance: A queuing system will be implemented by means of erecting storm netting and droppers with clearly demarcated 2m spacing's between for the labour to adhere to social distancing. A security guard at this point will be stationed to ensure this is adhered to. The chemical toilet at this point will also be equipped with a wash hand basin for hygiene purposes. The security guard stationed at this point will be tasked to decontaminate this toilets (including door and handle etc.) each morning at start of shift, and once again when shift is over. This guards shift will only be from 6am till 9am everyday, thereafter he will move to the site main entrance gate.	Could Occur - 50% Chance	3	Multiple Fatalities	5	15
12	Fever Screening of persons entering site	Health	Exposure to COVID-19 Infection or similar illnesses	Poor Containment Protocol	Has Happened Before - 75% Chance	5	Multiple Fatalities	5	25	Engineering Controls/ Re- Use & Recycle	The security guard operating the thermometer will wash / sanitise their hands and clean the thermometer with a disposable paper cloth using a 70% Isopropyl solution. Dispose of the damped disposable paper cloth in a lined dust bin. Check their own temperature. If it is elevated leave the station and report to the safety officer overseeing	Could Occur - 50% Chance	3	Multiple Fatalities	5	15

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13	Fever Screening of persons entering site	Health	Exposure to COVID-19 Infection or similar illnesses	Poor Containment Protocol	Common Occurrence;	5	Multiple Fatalities	5	25	Engineering Controls/ Re- Use & Recycle	<p>the process / procedure. The Operator will then be kept away from all other employees and send to a hospital for further medical testing. If own temperature is normal, wash / sanitise their hands and then proceed to put on the issued PPE, eye protection (face shield) and dust/face mask.</p> <p>Employees with an elevated temperature (38 degrees and above) will be isolated in a designated area, supervisor/site management to phone the national hotline; 08000 29999 for further guidance and will be transported to nearest hospital/clinic/Doctor. A dust face mask to be worn at all times to assist with containing the infection. Employees who are sent home/hospital will only be allowed back with a Doctor's note declaring them fit for work or a COVID-19 Negative certificate. Employees who have had direct exposure (within 2 meters, physically touched or in the presence of coughing or sneezing) with an infected person shall have themselves tested as well as self-quarantine until a negative test confirms that they are infection</p>	Not Likely - 25% Chance	2	Multiple Fatalities	5	10					

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										free. and Sub-contractors will comply with the Basic Conditions of Employment Act. In the event of an employee being suspected of contracting COVID-19, and relies on public transport he/she is to be isolated from the rest of their team in an isolated area until arrangements are made to safely transport them to a designated medical centre.						
14	Persons enter/wait at the site office.	Health	Infected person entering the site office	Cross - contamination	Common Occurrence;	5	Multiple Fatalities	5	25	Elimination/ Prevention	All persons entering the office need to sanitise hands upon entry. Signage/notices displayed in this regard.	Could Occur - 50% Chance	3	Multiple Fatalities	5	15

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15	Containment protocol of suspected exposure or actual infection with COVID-19.	Health	Person Under Investigation	Cross - contamination	Could Occur - 50% Chance	3	Multiple Fatalities	5	17	Substitution/ Reduction Source	<p>Employees with an elevated temperature (38 degrees and above) or shows signs or symptoms of being infected will be isolated in a designated area, supervisor/site management to phone the national hotline; 08000 29999 for further guidance and transported to nearest hospital. A dust/face mask to be worn at all times to assist with containing the infection. Employees who are sent home/hospital will only be allowed back with a Doctor's note declaring them fit for work or a COVID-19 Negative certificate. Employees who have had direct exposure (within 2 meters, physically touched or in the presence of coughing or sneezing) with an infected person shall have themselves tested as well as self-quarantine until a negative test confirms that they are infection free. and Sub-contractors will comply with the Basic Conditions of Employment Act. In the event of an employee being suspected of contracting COVID-19, and relies on public transport he/she is to be isolated from the rest of their team in an isolated</p>	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4
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										area until arrangements are made to safely transport them to a designated medical centre.						
16	Drivers of vehicles who transports Person Under Investigation to hospitals, doctors or	Health	Person Under Investigation	Cross - contamination	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries - unemployabl	4	17	Engineering Controls/ Re- Use & Recycle	If the employee has their own transport they will be advised of the protocol to be tested as well and will need to proceed with getting tested as soon as possible whilst eliminating contact with other people.	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4	16
17	Reporting COVID- 19 amongst employees and subcontractors	Health	Failure to disclose infected persons	Cross - contamination	Could Occur - 50% Chance	3	Multiple Fatalities	5	20	Admin Controls/ Treatment / Abatement	All cases of COVID-19 amongst employees and subcontractors must be reported to site management. Supervisors / managers will phone the national hotline; 08000 29999 who will give guidance on the next steps to be taken by the ill / affected person. Medical records of employees exposed to COVID-19	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4	17

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										are to be retained and maintained according to local legislative requirements.						
18	Awareness Training	Health	Uninformed employee	COVID-19 Infection	Has Happened Before - 75% Chance	4	Multiple Fatalities	5	23	Admin Controls/ Treatment / Abatement	Contractor to promote awareness of COVID-19 amongst employees and subcontractors in offices , notice boards, high trafficable areas , toolbox talks, etc. COVID-19 training and awareness are also included in new employee site inductions. PTO conducted weekly by site management and supervision to monitor.	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4	17
19	Mandatory USE of dust/face masks and personal 200 ml hand sanitiser bottles.	Health	Site employee fail to use/wear dust/face mask	COVID-19 Infection	Could Occur - 50% Chance	3	Multiple Fatalities	5	20	PPE / Disposal	All persons on site (staff and visitors included) will wear a dust/face mask at all times. will issue two dust/face masks to every person on site per week (including subbies) will also issue a 200ml bottle of hand sanitiser to each person on site and will re-fill when necessary. Registers are implemented and maintained on a daily basis when items are issued	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4	17

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20	Health Care of General Waste	Health	Contaminated General Waste	COVID-19 Infection	Could Occur - 50% Chance	3	Single Fatality, Occupational injuries -	4	17	PPE / Disposal	Used surgical masks or handmade masks and COVID-19 protective material such as aprons, gloves, paper towels (not used in a clinical or testing setting) must be managed as health care general waste as per SANS 10248- 1:2008. This waste must be placed in plastic rubbish bags and tied when full. The plastic rubbish bags shall be stored, handled, transported and disposed of as general waste.	Not Likely - 25% Chance	2	Single Fatality, Occupational injuries -	4	8
21	Travelling to work – public transport – exposure to the virus	Health	Contamination of employees and further spread of the virus	COVID-19 Infection	Has Happened Before - 75% Chance	4	Multiple Fatalities	5	24		Postpone travel if possible (can you work from home?) Limit all travel to a minimum where possible Public transport should be avoided where possible Provide employees with information on the virus and precautions to take during travel Provide alternative travel arrangements where possible Wherever possible workers should travel to site alone using their own transport If workers have no option but to share transport: Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows	Could Occur - 50% Chance	3	Multiple Fatalities	5	15



COVID 19

SPECIFICATION

Rev 001

**SOUTH AFRICAN
NATIONAL SPACE
AGENCY – NEW SPACE
WEATHER CENTRE &
ACCOMODATION**

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29. COVID 19 ADDITIONAL COST PROVISIONS

	Issue Date	Description of Revisions Made	Author
001	01/05/2020	Document Started	Frik Herbst
002	12/08/2020	Document updated to include latest legislation	Frik Herbst
003	06/09/2020	Document updated to include latest legislation	Frik Herbst
004	21/10/2020	Final Revision on formatting before first issue	Frik Herbst

1. INTRODUCTION

The recent Regulations promulgated under the National Disaster Management Act, and the lockdown of 26 March 2020 have closed all construction projects except for those involved with essential infrastructure services and emergency facility preparedness. The Covid-19 pandemic has catapulted the role of health and safety (H&S) into the forefront of all activities. Going forward as the lockdown is slowly lifted, the construction industry will be required to focus as never before to protect the vulnerable who are often at the forefront of any project.

This Covid 19 Specification will therefor assist the Principal Contractor & Contractors to comply with new Covid 19 Legislation and assist in the fight against the spread of the Virus.

NB:

- **This Epidemic is unprecedented & therefor this document is not an exhaustive & further revision can be expected as guidelines are changed & received.**
- **There are very few Carona Virus / Covid 19 Experts in the world, This document has been written ONLY as a guide to assist The Principal Contractor & Contractors is advised to continue with work & mitigate the risk of the virus entering & spreading in the workplace.**
- **By following these guidelines, does not by any means guarantee that any Employee / visitor are unable to contract the virus.**
- **Where this document & Regulations Conflict, Regulations should receive preference.**

2. APPLICABLE LEGISLATION

- Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020,
- Directive by the Minister of Employment and Labour in terms of Regulation 10 (8) of the regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002),
- Notice on Compensation for Occupationally- Acquired Novel Corona Virus Disease (Covid -19) and the Compensation for Occupational Injuries and Diseases Act, 1993 (No. 130 Of 1993) as Amended
- Risk Adjusted Strategy Regulations 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002)

3. AIM

The aim of this guideline is to assist The Principal Contractor & Contractors is advised to:

- The prevention of quick spreading of the virus & therefor overloading the Health System
- Early and timeous identification and diagnosis of workers at risk of COVID-19 infection.
- Early referral for appropriate treatment, care and timeous return to work of affected workers.
- The protection of other unaffected workers, visitors and clients on site.
- To be legally compliant with Government Regulations.

4. STANDARD OPERATING PROCEDURE

These Standard Operating Procedure is based on the guidelines from the National Institute of Communicable Diseases (NICD), National Institute of Occupational Health (NIOH) and Department of Employment and Labour (DEL) that are aligned with guidelines received from the World Health Organisation.

This Standard Operating Procedure is intended to introduce consistent measures on construction sites of all types and sizes where Q Safety represents its clients, in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

Where it is not possible to comply fully with social distancing guidelines in relation to a particular activity, it should be considered whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Employees should be screened for COVID -19 related symptoms prior to entering the construction site or be able to report such symptoms to a designated person in order for a decision to be made as to the staff member's continued attendance at work. Employees with symptoms of COVID-19 should not come to work and must follow the Government guidelines. Generic Questionnaire attached.

Reporting to the employer of possible exposure or symptoms at home must be allowed for and must be managed as prescribed especially no victimization of victims.

Before the shift & at the end of a shift the designated persons of the Principal Contractor must check with employees whether they have experienced sudden onset of any of the following symptoms as prescribed by the Department of Health:

- Cough - in the past 24 hours.
- Sore Throat - in the past 24 hours.
- Shortness of Breath - in the past 24 hours.

- Fever/Chills ($\geq 38^{\circ}\text{C}$ measured temperature) - in the past 24 hours.

Management should consult Medical Practitioners regarding vulnerable employees (those with underlying illnesses) as per the latest Medical Certificate of Fitness to determine if those employees are at high risk of contracting COVID-19.

Should an employee report any additional symptoms, s/he should be provided with a surgical mask and referred to the occupational health clinic, family practitioner or primary care clinic for where self-isolation is not possible. Guidelines must be provided to such an employee on the process to be followed.

A positive COVID-19 test in an employee will require all potential contacts in the workplace to be assessed as prescribed by the Department of Health.

5. BASIC SITE RULE / SHORT GUIDELINES FOR WORKFORCE

The Principal Contractor & Contractors is advised to:

- Always keep Social Distancing at a maximum preferable or at a minimum 1,5 to 2 meters.
- Do not share cutlery, crockery or anything that can facilitate the spread of the virus.
- Always wear your mask. When removing for lunch or tea, ensure that it is placed safe for re-use.
- Avoid touching your eyes, nose and mouth where possible. Wash or sanitize your hands prior to removing your mask.
- Cough or sneeze in your mask, if not possible, make use of a tissue which must be disposed of.
- Wash your hands as frequent as possible for no less than 20 seconds. If not available use sanitizer.
- Do not crowd or gather if it can be avoided.
- If you do not feel well, do not come to work, inform your manager.
- If you become ill during working hours, report this to your manager immediately.
- Sanitize **ANY** object before giving to another person.

6. TRAVEL TO AND FROM WORK

The Principal Contractor & Contractors is advised to:

- Where possible employees should travel to site alone using their own transport. If not possible
- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

Principal Contractor to consider:

- How someone taken ill would get home.
- Where public transport is the only option:
 - Changing and staggering site hours to reduce congestion on public transport.
 - Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)
- Where site provides transport buses the same occupancy rules of 70% as with public transport applies.
 - Regularly clean the vehicle using gloves and standard cleaning products, with emphasis on handles and other surfaces which may be touched during the journey.

7. SCREENING AT SITE ACCESS POINTS

The Principal Contractor & Contractors is advised to ensure:

- All employees and visitors must be screened daily when entering the premises with a non-contact thermometer.
- Employees are to keep a distance of two-meters while waiting for access.
- Employees with a temperature of $\geq 38^{\circ}\text{C}$ must be required to go home and self-isolate until cleared from any symptoms.
- The above will apply each time someone enters the site.
- A register is to be completed daily on entering the workplace.

8. SITE ACCESS AND EGRESS POINTS

The Principal Contractor & Contractors is advised to:

- Stop all non-essential visitors and deliveries.
- Introducing staggered start and finish times to reduce congestion and contact.
- Plan site access and egress points to enable social distancing – change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.
- Use signage such as floor markings, to ensure 2-meter distance is maintained between people when queuing.
- Reminding employees not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines.
- Remove or disable entry systems that require skin contact.
- Require all employees to sanitize or wash their hands for 20 seconds using soap and water when entering and leaving the site.
- Regularly clean common contact surfaces such as turnstiles.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Where loading and offloading, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitize their hands before handling any materials.
- Public access to site is always to be limited, and non-essential visitors are not to be allowed entry. There is always required to be staggered access. The following aspects are to be included in a policy document as to how such issues will be managed, inter alia:
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak times.

9. SIGNAGE

The Principal Contractor & Contractors is advised to: is to review all current signs and notices displayed on site. The PC is to avoid conflicting messages/notices that have been in place prior to lockdown and review according.

Access rules

The contractor shall install additional signage with site rules specific to the prevention of spreading the COVID-19 virus at the access control points of the site.

Notices/Posters with protocols

Notices and posters shall be placed and installed to raise awareness and regarding protocols to be followed on site. These notices and posters shall be placed conspicuously at various points on the site including the following places:

- Entrance
- Site notice board
- Site Office
- Eating areas
- Next to toilets and bathrooms
- Hand washing stations
- Storerooms

10. WELFARE FACILITIES

The PC is advised to adapt arrangements regarding the provision of welfare facilities to be in line with Government guidelines and requirements.

- No communal drinking facilities (shared cups etc.)

The PC to provide adequate supplies of bottled water to all employees on site. Empty bottles to be disposed of as normal waste. Training and awareness to address procedures and the importance of good hygiene practice.

- Larger meeting areas/ preferably use technology (Skype, Zoom, Microsoft teams):

11. EATING AREAS

The Principal Contractor & Contractors is advised to:

- limit the number of employees at all activities to the minimum. Stagger lunchbreaks and resting periods for work teams. Training and awareness to address procedures and the importance of good hygiene practice and social distancing.
- Workers are required to stay on site once they have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area;
- Workers should be asked to bring pre-prepared meals and refillable drinking bottles from home;
- Social distancing to be applied whilst eating and avoid all contact;
- Where catering is provided on site, it should provide pre-prepared and wrapped food only;
- Crockery, eating utensils, cups etc. should be disposable if supplied;
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced;
- Tables should be cleaned and disinfected between each use;
- All rubbish should be put straight in the bin and not left for someone else to clear up;
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles and payment devices.

12. REGULAR HAND WASHING

The Principal Contractor & Contractors is advised to:

- Allow regular breaks to wash hands.
- Provide additional hand washing facilities to the usual welfare facilities.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
- Provide 70% Alcohol Based hand sanitizer where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

- Display the guideline posters for hand washing and sanitizing at all washing/sanitizing stations.
- All people shall wash their hands with soap and water or approved alcohol based sanitizer when entering or leaving a site, before eating, after eating, after site walks, after ablutions after touching hand rails, door handles, paper, envelopes etc. and if other interactions require this (for at least 20 seconds).
- Basins with soap and water or alcohol based hand sanitizer must be provided at site access points, at offices, at ablutions and eating areas and at appropriate areas around the site such that a person does not need to walk further than 50m to access these facilities.
- Where soap and water is provided for hand cleaning so to must paper towels be provided for drying of hands.
- Workers who work in close contact shall have access to facilities to wash their hands regularly.
- Security guards, Employees / visitors will wash their hands every time they use the visitors register and pen / supply their own pen.
- Security guards and safety officers shall ensure every person who uses the fingerprint reader wash their hands before and after the use thereof.

- Train workers on bellow correct hand wash procedures:



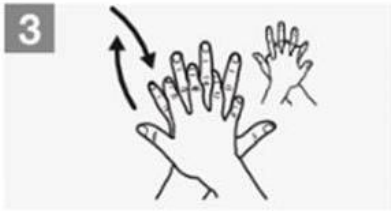
Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

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13. TOILET FACILITIES

The Principal Contractor & Contractors is advised to:

- Restrict the number of people using toilet facilities at any one time.
- Wash or sanitize hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- The capacity of each toilet facility should be clearly identified at the entrance to the facility, and where necessary attendants provided to supervise compliance with social distancing measures.
- Ablution facilities are an essential facility that must be available for workers across a site. Facilities are a high risk area and increased cleaning regimes are required to be introduced. A policy on how this will be done is required, that will cover both portable and permanent facilities. The following are considerations, which include, inter alia Portable toilets to be provided at a 1:10 ratio
- Cleaners to continually clean and have a formal cleaning regime
- Hand washing facilities (soap and water, paper towel) to be available where possible, and if not, to provide hand sanitizer
- Induction training to educate to ensure all users are hand washing correctly
- Flush toilets preferably 1:15 unless increased cleaning regime present;
- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant;
- Wash hands before and after using the facilities;
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush;
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently;
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal that need to be managed as hazardous waste;
- Introduce staggered start and finish times to reduce congestion and contact at all times;

- Consider increasing the number or size of facilities available on site if possible, and
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

14. CLEANING

The Principal Contractor & Contractors is advised to:

- As far as practicable ensure that crockery and eating utensils should be disposable.
- Sites are to ensure that soap and water is always available and hand sanitiser levels are kept at levels that are sufficient.
- Adequate rubbish bins will be provided for the disposal of paper towels.
- Cleaning registers will be used in the areas where regular cleaning is required.
- All persons who are required to use a Biometric finger print reader will be required to wash their hands with a hand sanitiser before and immediately after they have used the finger print reader.
- Site and Office management shall ensure there are hand sanitisers or water, soap and paper towels available at these access points.
- Clean and disinfect objects and surfaces that are frequently touched. This must be done at regular intervals and shall include:
 - door handles.
 - hand rails.
 - Basins.
 - Taps.
 - Toilets.
 - Showers.
 - Tables.
 - Chairs.
 - Computer keyboards.
 - Telephones / cellphones.
 - Photocopiers.
 - Gates.

15. EMERGENCY PLANNING

The Principal Contractor & Contractors is advised to ensure:

An updated emergency plan is to be completed that is in line with the current Regulations of the National Disaster Management Act.

- First aid
 - Extra gloves, and disinfectants are to be available, first aiders are to be issued with at least FFPT2 masks should they be required to respond
- Evacuation plans
 - Evacuation plans should consider social distancing.
- Isolation of potentially infected workers
 - The emergency plan is to consider how anyone who arrives on site and displays any of the symptoms or has a raised temperature.
- Transportation potentially infected workers
 - The Principal Contractor to decide on procedure to transport a potentially infected person from site for testing / self-isolation.

16. PROCEDURE IF SOMEONE FALLS ILL

The Principal Contractor & Contractors is advised to ensure:

If a worker develops a high temperature or a persistent cough while at work, they should:

- Maintain a 5m distance from all other people and isolate until they are able to leave the workplace.
- Inform your manager and get directive from them in terms of what to do. (If the employee is working away from home they shall report to the site manager who will agree the process to

follow)

- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- First aider or anyone coming close to person to wear disposable gloves, surgical mask & face shield / eye protection.

17. WASTE MANAGEMENT FOR COVID-19 WASTE

The Principal Contractor & Contractors is advised to ensure:

Waste management arrangements to be updated to include provision for the disposal of additional waste generated due to preventative measures implemented. All waste to be managed as hazardous waste.

- Disposal of any gloves, masks

The contractor shall dispose of all used gloves and masks as hazardous waste and provide sealable bags and containers for the safe disposal of this waste.

- Paper towels

The contractor shall provide adequate supplies of paper towels on site. At points where these towels are provided lined waste bins to be placed in order to collect all used towels and then to be disposed of in hazardous waste.

- Disinfectant solution

The contractor to provide adequate supplies of disinfectant on site where the use of water and soap for cleaning is not practical. If disinfectant dispensers are not refilled it should be disposed with other hazardous waste.

- Wastewater

Wastewater at washing points, toilets, and bathrooms to be contained in a drainage system that prevent surface spills. If wastewater is contained in waste buckets it must be sealed when removed and disinfected after it is cleaned.

18. REST AND EATING AREAS

The Principal Contractor & Contractors is advised to ensure:

- Where possible, employees should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.
- Increasing the number or size of facilities available on site if possible.
- The capacity of each resting/eating areas should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.
- Break times should be staggered to reduce congestion.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Hand cleaning facilities or hand sanitizer should be available at the entrance to any room where people eat and should be used by employees when entering and leaving the area.
- A distance of 2 meters should be maintained between users.
- All rubbish should be put straight in the bin and not left for someone else to cleanup.
- Tables should be cleaned between each use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use. Employees should bring their own.

19. CHANGING FACILITIES AND SHOWERS

The Principal Contractor & Contractors is advised to:

- Increase the number or size of facilities on site if possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two meters.
- Restrict the number of people using these facilities at any one time.
- Introduce staggered start and finish times to reduce congestion and contact.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

20. WORK PLANNING TO AVOID CLOSE CONTACT

The Principal Contractor & Contractors is advised to ensure:

Where it is not possible to follow the social distancing guidelines in relation to a particular activity, consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organized to avoid crowding and minimize the risk of spread of infection.

Sites should remind the workforce of the specific control measures necessary to protect them, their colleagues and families.

Reusable face masks should be worn in environments where they do not impact other PPE requirements.

Avoid congregating or heavy traffic work in stale or low air flow environments such as basements and ensure proper ventilation is provided at all times.

21. CHANGE MANAGEMENT AND DOCUMENTATION

The Principal Contractor & Contractors is advised to ensure:

Documentation such as Policies, Safe Operating Procedures, Risk Assessments and Audit Sheets must be adjusted to allow for the COVID-19 requirements. Records must be kept as proof of compliance.

Appoint a person designated to control Hygiene & sanitation as well as co-ordinate all Covid 19 controls

22. RISK ASSESSMENT & ITEMS INFLUENCING RISKS

It will be incumbent upon the Principal Contractor to establish a suitable and sufficient procedures for the identification of potentially infected employees and workers, the management of exposure to the corona virus on the project, including visitors and suppliers. Including a response plan for persons suspected of being infected with or exposed the virus. The procedure is to be applicable to all levels of management and supervision, employees and local labour.

As part of this procedure, the contractor is to maintain a register of all employees and workers on the project, including sub-contractor employees and workers, keeping records of the following information as a minimum (note the NIOH document that is currently available):

Age of employee

The procedure is to take cognizance of the vulnerability of older workers and make provision for additional or more frequent screening of workers above a specified age. A certificate of fitness should be available to make the worker fit for duty, and should be available on site at all times.

Health status

A detailed record of all current and previous health conditions, specifically those identified as creating a higher risk for contracting Covid-19, to be kept for all workers. The procedure is to make provision for stringent testing procedures and management of exposure to the virus for workers with higher vulnerability due to underlying health conditions. Such records are confidential and will remain with the Occupational Health facility. A certificate of fitness must be available for each worker on site, including management and contractors.

Socio economic status / Unskilled labour

The procedure is to consider the socio-economic status and skill level of workers, taking cognizance of the fact that these may have an impact on the worker's level of exposure to the virus outside of the workplace and the risk of being asymptomatic carriers of the virus to the project/site.

Contact with or exposure to other people

The Risk Assessment is to consider the how close to one another employees

23. ALCOHOL AND DRUG TESTING

The Principal Contractor & Contractors is advised to:

Alcohol testing may only be done using single use test units and must be disposed of in the appropriate contaminated waste. Drug testing will only be done by an occupational health facility either using urine or blood sampling. A protocol will be drawn up by the PC to manage this with the occupational health service being used.

24. PEOPLE PROHIBITED FROM COMING ON TO SITE

The Principal Contractor & Contractors is advised to:

- Anyone with any one of the following criteria should not come to work:
- Has a high temperature or a new persistent cough.
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).
- Is living with someone in self-isolation who has tested positive for COVID-19

25. MEDICAL SURVEILLANCE

The Principal Contractor & Contractors is advised to ensure:

The normal requirements of pre-placement, periodic and exit medicals will remain, with the Occupational health service providing a methodology of how they will be including factors relating to Covid-19. No lung functions or peak flows will be done until deemed safe to do so by the South African Thoracic Society.

Any person who contracts the virus may need to be reported to the Compensation Commissioner as an occupational disease where their work is to monitor and in contact with others. Such details are provided in the Compensation for Injuries and Diseases Act (COIDA).

Isolation of workers who have a temperature or any symptoms, and removal to the closest facility for testing and treatment, through the numbers provided. The PC is to ensure their policy on this includes such information.

Workers will be required to complete COVID-19 questionnaires prior to returning to site. Any worker with any symptoms is not to return to work, or notify the PC of same

26. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Principal Contractor & Contractors is advised to ensure:

The hierarchy of control applies with the use of PPE. Specific regard for the type and usage,

training and control is to be outlined in the policies and procedures.

a. Masks

Masks are compulsory for all employees; personnel and professional team members, reducing the potential of inhaled COVID-19 droplets. For general administration purposes, for essential staff on site only, cloth masks may be worn. N95 masks are **only** to be worn by first aiders or high-risk workers, due to the international shortage thereof.

All employees to have access to N95 or FFPT2 masks when required, only in instances of



High Risk of Exposure

All N95 and FFPT2 masks to be disposed with or after 1 day's use. Induction is to include training on the correct use of face masks.

Cloth face masks to be used on entering and leaving the site. It is advised that each worker is supplied with at least 3 cloth face masks. This would assist ensuring that the masks are hygienic (1 on the face; 1 in the wash and 1 as a backup).

The PC must ensure that sufficient stock is at all-time available on site. This will also have depended on the type of mask being issued.

All disposable masks are biological waste and must be properly disposed of. This must be disposed in container (locked) or in bags to be either removed as medical biological waste by

registered service provider.

CLEARLY IDENTIFIABLE BINS INDICATING BIOLOGICAL WASTE TO BE PROVIDED



b. Face Shields

The principal contractor could also look at options such as full-face shields for preventing spreading of virus through eyes. This would assist the employee who is doing hard physical work to breathe more easily but still protecting the mouth, eyes and nose.

Face shields should be cleaned daily before the shift and at the end of the shift. Proper cleaning agents/disinfectant must be used. Face shields should be issued to employees and no sharing is allowed.



c. Overalls

The principal contractor is advised that All employees should be issued with 3 overalls (1 overall wearing; 1 overall in the wash and one as the backup). This will ensure that the employee will be able to wear clean hygienic overalls. This must form part of the COVID-19 training for all employees.



d. Hand Gloves

It is preferable that surgical gloves are **not** worn due to international shortage, unless indicated and workers trained in the proper use thereof. Gloves must only be used when the activity demand the wearing of specific type of hand gloves (collecting hazardous waste on site / applying first aid. This will be directed by the PC risk assessment.



Site office personnel need to be made aware of the risks in the office environment, this include to handling of documents and plans. These employees could be issued with the appropriate hand gloves or sufficient hand wash / sanitizing facilities must be available in the site office.

The Principal Contractor & Contractors is advised to ensure:

- All people on site will be required to wear reusable cloth masks.
- All people on site will be required to wear safety glasses.
- When public transport is used from home to work or back home, workers are encouraged to wear face masks and glasses.
- Workers who have to work in close contact shall wear appropriate PPE.
- Workers shall be trained how to wear, remove, clean and where appropriate dispose of their PPE properly.
- Bins for the disposal of masks shall be provided.
- Safety and supervisory personal shall ensure no close contact work is carried out by workers

who are using defective PPE.

- Wash issued non-disposable face masks, glasses, clear face shield, hardhat and overalls daily.
- Non-disposable PPE must be cleaned with warm water and soap or a 70% alcohol based Isopropyl solution.
- All sites are to educate all people working on site that they are not to share any PPE with any other person. They should keep re-usable PPE clean and safe from outside contact when they are not wearing it.
- PPE which will be deemed re-useable is classified as follows:
 - Re-usable face masks
 - Glasses.
 - Clear face shields.
 - Overalls (Normal issue).
 - High Visibility Vests (Normal issue and use by non-High visibility overall wearers).
 - Safety Boots / Gum Boots (Normal issue).
 - 100ml Hand Sanitiser Bottle to use and when empty can be refilled on the site.
 - Gloves (normal issue).

27. STORAGE AREAS

The Principal Contractor & Contractors is advised to ensure:

- A sufficient stock of hand sanitizer, soap and paper towels must be kept and made available in the storage area.
- Store man to maintain a 2 m distance from all staff collecting tools, a Perspex panel can be installed to reduce contact.
- The store man must sanitize his hands after each “transaction”.
- A sanitizing station must be at the entrance to the store, employees collecting tools and goods must sanitize prior to entry.
- All commonly used tools must be sanitized on returned to the store.
- Material delivered to the store, must be done in such a way that close contact is avoided where possible.

- Where possible, drivers are to remain in their vehicles at all times.

28. COVID MANAGEMENT SYSTEM FILE TO BE ON SITE (MINIMUM INDEX):

The Principal Contractor to ensure a Covid Management System File is available on site:

NB: The Principal Contractors Covid 19 Management System does not have to look exactly like the below, but have the minimums as per the list below (can even be incorporated in OHS System)

- A. Site Visitor Register & Covid 19 Screening / Temperature Recording
- B. Covid 19 Self Declaration & Visitor Covid 19 Site Rules Induction
- C. Covid 19 Case Identification Emergency Procedures
- D. Covid 19 Emergency Numbers
- E. Covid 19 Infected Person Register & Monitoring Tool
- F. Proof Of Informal Ongoing Covid 19 Training
- G. Covid 19 Risk Assessments
- H. Covid 19 Client Provided Requirements & Approval Documents
- I. Covid 19 Plan Job Observations
- J. Covid 19 Legal Appointments
- K. Proof Of Covid 19 & Safety Induction & Formal Training Of Staff
- L. Covid 19 Management Plan
- M. Covid 19 Policy
- N. Steps Taken To Ensure Workplace Is Ready, Open Date & Hours
- O. Timetable for Phased Return To Work & List Of Staff Who Can Stay Home
- P. Covid 19 Procedures Regarding People Other Than Employees
- Q. Covid 19 Regulations
- R. Covid 19 Uif & Coida Procedures & Forms
- S. Covid 19 Inspection And Audit Reports

29. COVID 19 ADDITIONAL COST PROVISIONS

The Principal Contractor to indicate that adequate provisions have been made in terms of cost, typical Covid 19 Related cost includes:

- Review of Existing OHS Management System & Drafting of an Covid 19 Management Plan & Management System including Covid 19 Risk Assessments on all task & processes.
- Covid 19 Related Signage
- Face Mask for COVID-19 (respiratory protection (as required))
- Surgical Gloves (for security and cleaning team)
- Safety Goggles for Screening Person
- Induction & continuous Training for COVID-19
- Other fixed-charge obligations for COVID-19 Hand Sanitiser - 500ml
- Waste management for COVID-19 (especially hazardous waste which has to be discarded of according to requirements
- Cleaning and detergents for cleaning everyday
- Screenings for Employees with COVID-19Symptoms
- Non-contact thermometers
- 2 x Cloth Masks per employee
- Labour in terms of Covid Control / Sanitizing etc...
- Paper Towels for hand drying
- Other

NB: The purpose of the above list is to assist the Principal Contractor to make adequate provisions for Covid 19 Measures & should not be used as complete cost associated with requirements.