



Prepared by:  
N Gumede (SHERQ  
Manager)

# SHERQ CLIENT SPECIFICATION 2023

SANSA -IMS-SHERQ-SPEC-014.01  
SHERQ Specification

Version: 0.0



**science & innovation**

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA



# Contents

1.	Introduction .....	4
2.	Scope of Work .....	4
3.	Abbreviations and Definitions.....	5
4.	Responsibilities .....	6
4.1	SANSA SHERQ Department shall .....	6
4.2	Client (SANSA) .....	6
4.3	Principal Contractor .....	6
4.4	Other Joint Responsibilities .....	7
4.5	Principal Contractor 's General Duties .....	7
5.	Safety, Health and Environmental Risk Assessments .....	7
5.1	Arrangements for Controlling Significant Site Risks.....	8
5.2	Development of Risk Assessments.....	8
5.3	Roles and Responsibilities for Risk Assessments .....	10
5.3.1	<b>SANSA</b> .....	10
5.3.2	<b>The Contractor shall</b> .....	10
5.3.3	<b>Other Requirements</b> .....	10
5.4	Review of Risk Assessment .....	11
5.5	Safe Operating/ Work Procedures.....	12
6.	Occupational Health and Safety Management .....	12
6.1.2	<b>Standard setting</b> .....	12
6.1.3	<b>Communication and cooperation</b> .....	12
6.1.5	<b>Information and training for people on site</b> .....	12
6.1.6	<b>Welfare</b> .....	13
6.1.7	<b>Site rules</b> .....	13
6.1.8	<b>Emergency procedures</b> .....	13
6.1.9	<b>Reporting of incident information</b> .....	13
6.2	Structure and Organization of SHE Responsibilities .....	14
6.2.1	<b>Overall Supervision and Responsibility for SHE</b> .....	14
6.2.2	<b>Further (Specific) Supervision Responsibilities for SHE</b> .....	14
7.	Safety, Health and Environmental File .....	14
8.	SHE Inspections .....	16
8.1	Housekeeping.....	16
Personal & Other Protective Equipment (Sections 8/15/23 of the OHS Act)		17

## **1. Introduction**

This specification development guideline identifies and encompasses the working behaviors and safe work practices that are expected of all SANSA (South African National Space Agency) employees, Contractors, Consultant, Visitors and Suppliers, engaged on SANSA managed projects as required by Occupational Health and Safety Act (85 of 1993). (The "Act")

The purpose of the abovementioned Specification is to:-

- Acquaint the Contractor about the need to determine the risks concerned with the specific project prior to making submissions to the Client for consideration of their request to do business with and within SANSA.
- Make sure that the Client's Safety, Health and Environmental Specification are used as the basis for the drafting of the Contractor's Safety, Health and Environmental Management Plan.
- Proactively the provided Safety, Health and Environmental Specification to be used as a Guideline to be followed by all Contractors to ensure mitigation measures are in place for the health and safety of all persons potentially at risk during the service delivery and that the environment is protected from any potential negative impacts that could arise as a result of the service delivery.

## **2. Scope of Work**

The scope of work will be job specific.

### **CONTEXT**

This specification must be read and used in conjunction with the technical and tender specifications, the Act, and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act. All requirements contained in this document must be adhered to at all times while executing the work and delivery of service.

This part of the specification has the objective to assist Contractors entering into contracts with SANSA that they comply with the Occupational Health and Safety (OHS) Act, No. 85 of 1993 and all applicable Environmental Legislation.

Compliance with this document does not absolve the Contractor from complying with minimum legal requirements and the Contractor remains responsible for the health and safety of his employees and those of his Mandataries.

Principal and other Contractors should therefore insist that this part of the Specification form part of any contract that he may have with other Contractors and/or Suppliers.

This section covers the development of a health and safety specification that addresses all aspects of occupational health and safety as affected by this contract. It provides for the requirements that Principal Contractors and other Contractors shall comply with in order to reduce the risks associated with this contract that may lead to incidents causing injury and/or ill health.

### **3. Abbreviations and Definitions**

**The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.**

**“Purpose of the Act” –**

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

**“Client”** – means any person for whom work is performed, i.e. SANSA

**“Contractor”** – means an employer, as defined in Section 1 of the Act, who performs work and includes Principal Contractors.

**“Health and Safety File”** – means a file, or other record in permanent form, containing the information required a contemplated in the regulations.

**“Health and Safety Plan”** – means a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified;

**“Health and Safety Specification”** – means a documented specification of all health and safety requirements pertaining to the associated works on a work site, so as to ensure the health and safety of persons;

**“Letter of Good standing”** – means a letter of good standing is the registration certificate issued by the workman’s compensation fund or any other licensed insurer when the insured has complied with all the requirements of the insurer and the requirements of the act.

The certificate will reflect the -

- i. Name of the insured company
- ii. Expiry date
- iii. The registration number.

The certificate will be issued without any alterations.

No contractor may do any work for SANSA without a valid letter of good standing.

**“Risk Assessment”** – means a program to determine any risk associated with any

hazard at a work site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

“OHS” means Occupational Health and Safety 85 of 1993

“Section 37(2) Agreement” – means

- This document is a legal agreement in terms of section 37(2) of the Occupational Health and Safety Act. The agreement is between the clients (SANSA) and the contractor.
- The agreement will confirm that the appointed person of any company will remain responsible and accountable for his own employees, including any labour hire employees.
- Have the agreement form completed and signed by the chief executive officer of your company as soon as possible and return it to the relevant project manager for his signature.
- The relevant project manager will sign the agreement on behalf of the

client. “SHE” - means Safety Health and Environment

“SHE Spec” - means Safety, Health and Environmental  
Specification

“SANSA ” - means South African National Space Agency

## **4. Responsibilities**

### **4.1 SANSA SHE Department shall:**

- 4.1.1. Be accountable for overall SHE performance of SANSA.
- 4.1.2. Provide Leadership and Resources for the implementation of the SHE policy.
- 4.1.3. Offer support to the implementation of the SHE Policy.
- 4.1.4. Ensure that the SHE Policy is available at the workstations.
- 4.1.5. Provide the SHE Policy to the contractor for implementation.
- 4.1.6. Approve and ensure proper communication of the SHE Policy.

### **4.2 Client (SANSA)**

- 4.2.1. Ensure that all his/her activities are in-line with the SANSA SHE SHERQ Management Policy.
- 4.2.2. Communicate the policy to his employees and contractors.
- 4.2.3. Provide Leadership and Resources for the implementation of the SHE policy.
- 4.2.4. Offer support to the implementation of the SHERQ Policy.
- 4.2.5. Ensure that the SHERQ Policy is available at the work stations.
- 4.2.6. Provide the SHERQ Policy to the contractor for implementation.

### **4.3 Principal Contractor**

- 4.3.1. Ensure that all his/her activities are in line with the SANSA SHERQ Policy.
- 4.3.2. Communicate the policy to his employees and contractors
- 4.3.3. Ensure that all employees under his control, are medically declared fit to work in elevated positions
- 4.3.4. Make provision for health & safety in its tender price as required by law.

#### **4.4 Other Joint Responsibilities**

- 4.4.1. SANSA, Agent, Principle, and contractors shall ensure that all cleaning activities do not contradict the SHE Policy of the SANSA
- 4.4.2. The contractor shall provide and maintain systems of work, plant and machinery that is safe and without risks to health, environment, and safety of people within SANSA.
- 4.4.3. Contractors shall take steps to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, contractors, visitors and suppliers, before resorting to personal protective equipment.

#### **4.5 Principal Contractor 's General Duties**

- 4.5.1. The Principal Contractor shall at all times ensure his status of an "employer" as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- 4.5.2. The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as prescribed by SANSA. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

##### **4.5.3. Legal Liabilities**

Common Law and Legislation

Based on two main criteria –

- (a) Would the reasonable person have foreseen the hazard?  
**That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration.**
- (b) Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven by failure on any or both of the above criteria (There may not necessarily be a relationship between criminal and civil liability!)

#### **5. Safety, Health, and Environmental Risk Assessments**

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

### 5.1. Arrangements for Controlling Significant Site Risks

Arrangements need to be defined for the identification and effective management of activities with significant SHE risks. This can be achieved by carrying out risk assessments and incorporating those prepared by other Contractors. Method statements addressing the identified hazards must then be prepared. These activities may be specific to a particular trade or to site-wide issues, and may include –

- a) the storage and distribution of materials.
- b) the movement of vehicles on site, particularly as this affects pedestrian and vehicular safety.
- c) control and disposal of waste.
- d) the provision and use of common mechanical plants.
- e) the provision and use of temporary services (e.g. electricity);
- f) commissioning, including the use of permit-to-work systems.
- g) Exclusion of unauthorized people - control measures to deal with this, including the protection of members of the public, must be clearly defined.

### 5.2. Development of Risk Assessments

Every Principal Contractor shall, before the commencement of any work and during such work, cause a risk assessment to be performed by a competent person, appointed in writing, and the risk assessment shall form part of the SHE plan and be implemented and maintained.

- a) To be completed **one week** before the execution of a job, and submitted to the Project Manager for approval, to avoid delays.
- b) Each Contractor shall submit a Risk Assessment Plan that will also include a monitoring and review plan.
- c) Attach **Safe-operating procedures** and **Method statements** to Risk Assessments.
- d) Each Supervisor to communicate Job specific Risk Assessments to every



person involved on the job and workmen must sign acknowledgment the communication of and understanding the risks related to the job and preventative measures and controls.

- e) The risk assessment shall include, at least:
  - i. the identification of the risks and hazards to which persons may be exposed.

- ii. the analysis and evaluation of the risks and hazards identified.
- iii. a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards that have been identified.
- iv. a monitoring plan and
- v. a review plan.

Based on the risk assessment, the Principal Contractor shall develop a set of site-specific SHE rules that shall be applied to regulate the SHE aspects of the work. The risk assessment, together with the site-specific SHE rules shall be submitted to SANSA before the work on site commences.

Despite the risk assessments listed in, the Principal Contractor shall conduct a baseline risk assessment and the aforesaid listed risk assessment shall be incorporated into the baseline risk assessment. The baseline risk assessment shall further include the standard working procedures and the applicable method statements based on the risk assessments.

Integral to the baseline assessment is the programme of impact assessment studies i.e. evaluating the effect the activities at a workplace (particularly in emergency situations) could have on the neighboring areas.

The baseline assessment is sometimes regarded as a "snapshot" of an industry's hazard profile at a particular time. It is meant to serve as a starting point for a permanent risk elimination programme and includes the set-up of a priority table based on the likelihood and criticality of the hazard identified, and listed on the profile.

It is important that the baseline assessment is periodically reviewed, in order to ensure that the profile always reflects an up to date priority profile of significant hazards.

1. Exposure to noise
2. Working at Heights
3. Access/Egress control
4. Working close to quay edge
5. Dust exposure
6. Hazardous chemical exposure
7. Uneven surfaces
8. Vehicle movement
9. Moving equipment
10. Pressure equipment

11. Fire hazard
12. Protection against dehydration and heat exhaustion
13. Protection from wet and cold conditions

### **5.3. Roles and Responsibilities for Risk Assessments**

#### **5.3.1. SANSA**

##### **SANSA SHERQ Department shall:**

- a) Identify hazards and risks in the various workplaces and control measures to prevent harm to employees and contractors.
- b) Communicate the hazards to the contractor.
- c) Provide specification to the contractor on measures to prevent exposures, injuries and harm to the environment.
- d) Audit and assess whether the contractor comply with the SHE specifications.

#### **5.3.2. The Contractor shall**

- a) Ensure that its risk assessments have been conducted.
- b) Communicate SANSA hazards, risks and SHE specifications to its contractors.
- c) Identify task-based hazards and risks for the services to be provided.
- d) Communicate task-based hazards and risks to its employees.
- e) Comply with the clients SHE specifications.

#### **5.3.3. Other Requirements**

- a) The hazards identified by contractors and control measures should be communicated to the contractor's employees.
- b) Proof of communication of risk assessment should be kept in the contractors' file as records.
- c) SANSA reserves the right to request this information from the contractor at any given time.
- d) In a situation where a risk assessment is not readily available or not communicated to contractor employees, the activity will be stopped until such time the contractor complies.

### **7.4 Procedure**

#### **7.4.1 Prior to commencement of any project within the port boundaries, a**

Safety, Health and Environmental risk assessment shall be conducted to identify hazards and risks that could impact on the health and safety of employees, contractors and the environment on which they are working on.

- 7.4.2 Risk assessment is a document compiled to show the risks identified and the actions to be taken to eliminate or mitigate all the identified risks and all possible hazards and conditions that can pose a threat to the health and safety of any person.
- 7.4.3 A competent person must be appointed in writing to do all risk assessments.
- 7.4.4 A risk assessment will be compiled for every task to be performed, including:
  - a) Transportation of passengers,
  - b) Transportation of materials and equipment
  - c) Use of all equipment
- 7.4.5 No contractor will be allowed to do any work without a proper Risk Assessment.
- 7.4.6 A risk assessment will include: -
  - a) Risk identification.
  - b) Risk analysis.
  - c) Clear and understandable controls to prevent or mitigate risk.
  - d) Matrix and rating (to show low, medium and high risk)
- 7.4.7 For all risk assessments reflecting a high risk, a safe work procedure will be compiled.
- 7.4.8 A monitoring plan to show the process to be followed to ensure that there is compliance to the risk assessment and to determine whether the risk assessment is suitable to ensure safe working practices.
- 7.4.9 A review plan to show the process to be followed to determine under which circumstances a risk assessment will be reviewed to ensure safe working practices.
- 7.4.10 Every principal contractor / contractor will ensure that all risk assessments are training documents and it will be compiled in such a way that all risks and controls are clearly understandable.
- 7.4.11 All risks will be considered and addressed; therefore all risk assessments will be comprehensive.
- 7.4.12 A training attendance register reflecting the dates of training and the names and signatures of all trainees will be kept in the safety file.

#### **5.4. Review of Risk Assessment**

The Principal Contractor shall review the hazard identification, risk assessments and standard working procedures at each production planning and progress report meeting as the contract work develops and progresses and each time changes are made to the designs, plans and work methods and processes.

The Principal Contractor shall provide SANSA, other Contractors and all other concerned parties with copies of any changes, alterations or amendments.

## 5.5. Safe Operating/ Work Procedures

### Specific Rule #1

<b>DO NOT work in hazardous areas without proper procedure being followed</b>
-------------------------------------------------------------------------------

For every task to be performed including, but not limited to:

- a) Site establishment - Fire fighting / Evacuation & emergency procedures / Rubble & refuse removal/Stacking & storage / Housekeeping / Loading & off-loading.
- b) PPE - Issue and control / Uses.
- c) Work areas –/ Safe Access & egress / Backfilling / Compacting / / Lifting & rigging / Steel fixing / / Elevated work / Use of ladders

## 6. Occupational Health and Safety Management

### 6.1.1. Standard setting

- a) SHE goals for the project and arrangements for monitoring and review of SHE performance.
- b) The SHE standards to which the project will be carried out. These may be set in terms of statutory requirements or higher standards SANSA may require in particular circumstances.

### 6.1.2. Communication and cooperation

- a) Means for communicating and passing information between the project team (including SANSA and SANSA 's representatives) the Designers, the Principal Contractor, other Contractors, workers on site and others whose health and safety may be affected;
- b) Arrangements for securing cooperation between Contractors for SHE purposes;
- c) Arrangements for management meetings and initiatives by which the SHE objectives of the project are to be achieved;
- d) Arrangements for consulting and coordinating the views of workers or

their representatives.

### 6.1.3. Information and training for people on site

- a) Arrangements are to be defined by which the Principal Contractor will check that people on site have been provided with:
  - i. SHE information and training (including induction); and
  - ii. information about the project (e.g. relevant parts of the SHE Plan),
- b) Arrangements also need to be defined for:
  - i. project-specific awareness training;
  - ii. toolbox or task health and safety talks; and
  - iii. the display of statutory notices.

### 6.1.4. Welfare

The arrangements for the provision and maintenance of welfare facilities.

### 6.1.5. Site rules

Arrangements for making site rules, setting them out in the SHE Plan and bringing them to the attention of those affected. There may be separate rules for Contractors, Workers, Visitors and other specific groups.

### 6.1.6. Emergency procedures

Emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences.

### 6.1.7. Reporting of incident information

#### Specific Rule # 2

**Report all injuries and incidents occurring on site immediately to the SANSA Project Manager and SHERQ Department**

Arrangements for passing information to the Principal Contractor about incidents, near misses, ill health and dangerous occurrences that regulating bodies are required to be notified of.

- a) The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
    - i. dies
    - ii. becomes unconscious.
    - iii. loses a limb or part of a limb.
    - iv. is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed.
- OR where:
- i. a major incident occurred.
  - ii. the health or safety of any person was endangered.

- iii. where a dangerous substance was spilled
- iv. the uncontrolled release of any substance under pressure took place.
- v. machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects

Report to the Provincial Director of the Department of Labor within seven days and at the same time to the Client and/or its Agent on its behalf.

Refer in this regard to Section 24 of the Act & General Administrative Regulation 8.

## **6.2. Structure and Organization of SHE Responsibilities**

### **6.2.1. Overall Supervision and Responsibility for SHE**

SANSA and/or its Agent on its behalf needs to ensure that the Principal Contractor implements and maintains the agreed and approved SHE Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.

- a) The Chief Executive Officer of the Principal Contractor in terms of Section 16(1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- b) All Occupational Health and Safety Act (85 /1993), Section 16(2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- c) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.

### **6.2.2. Further (Specific) Supervision Responsibilities for SHE**

Several appointments or designations of responsible and /or competent people in specific areas of work are required by the Act and Regulations. The following competent appointments, where applicable, in terms of the Work Regulations, are required to ensure compliance to the Act, Regulations and Safety Standards.



## **7. Safety, Health and Environmental File**

The Principal Contractor shall keep a Health & Safety File on site at all times that must include all documentation as prescribed by SANSA and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done.

The SHE File is a record of information, collected and kept throughout the project for SANSA or the end user. The information it contains alerts those who are responsible for the structure of the key SHE risks that will need to be dealt with during subsequent maintenance, repair and work (i.e. modifications).

9.1 The SHE file requirements are defined in terms of -

- a) layout and format.
- b) arrangements for the collection and gathering of information; and
- c) storage of information and whether it can be reused, recycled, or needs to be disposed of.

9.2 The SHE file will contain the following documentation.

- a) Letter of Good standing
- b) Organogram
- c) SHE Plan approved by client.
- d) SHE Policy
- e) Risks Assessments including
  - i. Base line risk assessments
  - ii. Daily Site Safety declaration and deviations reporting
- f) Overall Control Register (Indicating all personnel information)
  - i. Induction Training
  - ii. Personal CV's
  - iii. A Personal file of each employee with the details and telephone numbers of his next of kin, doctor etc. on site
  - iv. I.D. documents and other documents.
  - iv. Certificates of medical fitness
  - v. PPE Issue control sheet
  - vi. Training Records, including SHE Induction
- i) Environmental Management
  - i. Waste Procedures etc.
  - ii. Spillage responsibilities
- j) Housekeeping
  - i. Procedure
  - ii. Plan etc.
- k) Personal protective equipment
  - i. Registers
  - ii. Records
  - iii. Training

- 9.3 This file will be kept on site and will be available at all times to SANSA and Department Of Labor
- 9.4 At completion of contract, the Health and Safety file will be included in the consolidated file and it will be handed over to the SANSA representative (Project leader/SHERQ Office).

## **8. SHE Inspections**

SANSA SHERQ Office will conduct SHE inspections at a frequency determined and communicated to the contractor at all workplaces where the contractor deliver a service to SANSA , Saldanha.

### **8.1. Housekeeping**

Good housekeeping will be maintained at all times. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

Particular emphasis is to be placed on the following crucial elements of a work site:

- a) Phase priorities and production/plant layout
- b) Enclosures
- c) Pits, openings, and shoring
- d) Storage facilities
- e) Effective, sufficient, and maintained lighting or illumination
- f) Principal sources of injuries e.g. stairways, runways, ramps, loose building material
- g) Oil, grease, water, waste, rubble, glass, storm water
- h) Colour coding
- i) Demarcations
- j) Pollution
- k) Waste disposal
- l) Ablution and hygiene facilities
- m) First aid

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

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

## **9. Personal & Other Protective Equipment (Sections 8/15/23 of the OHS Act)**

The Contractor shall identify the hazards in the workplace and deal with them. He must either remove them or, where impracticable, take steps to protect workers and make it possible for them to work safely and without risk to health under the hazardous conditions.

Personal protective equipment (PPE) should, however, be the last resort and there should always first be an attempt to apply engineering and other solutions to mitigating hazardous situations before the issuing of PPE is considered.

### **Specific Rule # 3**

**Adhere to all the health and safety basic rules, standards and signals and always wear the required PPE (Personal Protective Equipment)**

The contractor shall ensure that his/her employees are provided with appropriate personal protective equipment. These shall include but is not limited to;

- a) Hand protection
- b) Head protection

### **Specific Rule # 4**

**For working at height risks ,Safety Harness and Head Protection (Hard Hat) Must Be Used In Accordance With SANS 1397; Only Hard Hats That Are Still In Force; I. E. The Replacement Timeframe Has Not Lapsed Are To Be Used On Site. (See manufacturers' marking on hard hat)**

- c) Non-slippery shoes
- d) Service provider uniform
- e) Steel toe-capped footwear.
- f) Hearing protection SABS 1451 approved hearing protection
- g) Wearing of short trousers/pants not allowed

## **10. Infection Control**

The contractor employees shall not be permitted to work if their body parts, in

particular hands and arms have cuts. The contractor employees shall be subject to SANSA first aid measures in cases of first aid cases being incurred at their workplace.

## **11. Equipment and Machinery**

- a) All equipment and machinery shall be in good working order and compliant with legal requirements.
- b) Cleaning or repairing of equipment is not permitted in offices areas.
- c) All equipment shall be stored in designated areas and not haphazardly.
- d) In case of material being stored haphazardly SANSA SHERQ Office issue a non-conformance report to the contractor, who will be required to reply within a specific period on corrective and preventative measures
- e) All equipment with a dangerous part must not be exposed, but adequately guarded as to prevent an employee to come in contact with the dangerous part.
- f) The contractor shall ensure that all tools and materials are kept under lock and key and an inventory be kept on site.
- g) The company is not responsible for the health and safety of a contractor's employees and/or for the loss of the contractor's equipment as a result of any cause whatsoever.
- h) Contractors shall provide their own equipment, which must comply with the standards put down in the Occupational Health and Safety Act (85 of 1993).
- i) On no account are contractors or unauthorized employees permitted to operate SANSA cranes, hoists, lifts, or any other equipment including vehicles and forklift trucks. If the use of any of the above equipment is required, application must be made to the person in charge, i.e. the Project Manager or SHE Manager.

## **12. Tools and Equipment**

- a) All tools and equipment must be inspected by the Supervisor/Safety before used on site.
- b) All equipment and machinery shall be in good working order and compliant with legal requirements.
- c) All equipment shall be stored in designated areas and not haphazardly.
- d) In case of material being stored haphazardly, SANSA SHERQ Office will issue a non-conformance report to the contractor, who will be required to reply within a specific period on corrective and preventative measures

- e) All equipment with a dangerous part must not be exposed, but adequately guarded as to prevent an employee to come in contact with the dangerous part.
- f) The company is not responsible for the health and safety of a contractor's employees and/or for the loss of the contractor's equipment because of any cause whatsoever.
- g) Contractors shall provide their own equipment, which must comply with the standards put down in the Occupational Health and Safety Act (85 of 1993).

### **13. Training**

The contents and syllabi of all training required by the OHS Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

#### **13.1. SHE Induction Programme**

- a) Before any commencement of work, all employees including contracting employees shall attend SANSA Safety, Health and Environmental Induction, prior starting with their respective working activities.
- b) The contractor shall contact SANSA for induction of his/ her employees.
- c) SANSA risks will be outlined in the induction programme.
- d) The induction shall be conducted the Monday prior to the commencement of the works/contract.
- e) The induction will include a competency test of which the contractors' employees must obtain 80% to pass or be re-inducted.
- f) No employee or contractor will be allowed to enter SANSA, Saldanha before he/she undergoes induction.

#### **13.2. General Induction Training**

All employees of the principal and other Contractors must be in possession of proof of General SHE Induction training.

#### **13.3. Site Specific Induction Training**

All employees of the principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

### **14. Periodic Medical**

All employees of contractors working within SANSA shall undergo annual medical surveillance which will include:

- a) Hearing Tests
- b) Audio Tests

- c) Vision screening
- d) Lung functioning, and any other test deemed necessary by a professional medical practitioner.



## **15. SHE Signage on plant and in buildings**

The contractors employees shall comply with all SHE signage posted at various locations of SANSA.

## **16. SHE Objectives and Targets**

SANSA target for disabling injuries (DI) is zero, and the contractor and his/her employees shall comply with this requirement by means of working safely.

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to SANSA on its behalf on a monthly basis.

## **17. SHE Communication & Awareness**

- a) SANSA SHE communication are channeled through SANSA Communications Office.
- b) Monthly news flashes are communicated by e-mail, and SHE notice boards.
- c) The contractors' employees will refer to the SHE noticeboards in their areas of work for SHE communication.
- d) Internal competitions will be held to test the level of understanding and knowledge with reference to SHE matters.
- e) The Contractor shall notify SANSA of any complaints lodged by a third party and request appropriate information and measures to address such complaints. SANSA is responsible for maintaining the complaints register in which all complaints are recorded, as well as action taken. This register shall be available to the Contractor on request.
- f) SHE Liaison between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the SHE Committee as per the procedures determined by the SHE Committee.
- g) In addition to the above, communication may be directly to SANSA or his appointed Agent, verbally or in writing, as and when the need arises.
- h) Consultation with the workforce on SHE matters will be through their Supervisors and SHE Representatives ('SHE – Reps')
- i) The Principal Contractor will be responsible for the dissemination of all relevant SHE information to the other Contractors e.g. design changes agreed with

SANSA and/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

## **18. Incident/Accident Reporting & Investigation**

- a) It is the responsibility of the Contractor to report the reportable incident/Accident according to the OHS Act 85 of 1993 to the Department of Labor stipulated within the Act
- b) The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital, or clinic. (General Administrative Regulation 9)
- c) The contractor or a duly authorized representative shall form part of the investigation process.
- d) The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)
- e) The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1)(b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.
- f) The Principal Contractor is responsible for the investigation of all road traffic accidents relating to the work site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.
- g) Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported in writing, irrespective of whether such incident gave rise to injury or damage.
- h) The contractor shall ensure that the recommendations upon acceptance are implemented successfully.

### **18.1. Accidents and Incident Investigation (General Administrative Regulation 9)**

The Principal Contractor shall be responsible for the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to be referred for medical treatment by a doctor, hospital or clinic. The results of the investigation shall be entered into an accident/incident register.

The Principal Contractor shall be responsible for the investigation of all minor and non- injury incidents as described in Section 24(1)(b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent

similar accidents in future.

## **18.2. Occurrences reporting & investigation.**

It is the responsibility of the Contractor to report the reportable incident/Accident according to the Occupational Health and Safety Act 85 of 1993 to the Department of Labor as stipulated within the Act.

The contractor or a duly authorized representative shall form part of the investigation process

The contractor shall ensure that the recommendations upon acceptance are implemented successfully.

The Principal Contractor shall provide SANSA with copies of all statutory reports required in terms of the Act within 7 days of the incident occurring.

## **19. Insurance**

The contractor shall effect at his own cost any insurance which he deem necessary in his own interest to cover lose and/or damage to the property of South African National Space Agency or a third party. The contractor shall within four weeks of the award of the contract submit to the Engineer the policy or policies of insurance and the receipts for payment of the current premiums. These insurances shall be maintained in force for the duration of the contract and shall be affected with insurers and on terms approved by South African National Space Agency.

The Contractor will be required to certify that he does carry the following insurance cover for the full duration of the Contract:

- a) Contractor's property - the full value of all material, plant and equipment brought to the site by the Contractor for the performance of his obligations in terms of the contract.

Such policy shall:

- i. be of full force and effect as from the commencement date.
- ii. not be cancelled or terminated by the contractor without the prior written consent of SANSA;

The contractor shall:

- i. pay the premiums for such insurance policy promptly on due date.
- ii. submit proof of payment to SANSA if requested to do so.
- iii. Not do or cause to be done, any act or omission, which shall affect the validity of such insurance policy or cause its cancellation.

## **20. Security**

The Contractor shall adhere to the SANSA security measures as enforced by the National Key Point Act. The contractor is responsible for the safeguarding of his own equipment and material while on site and/or working for SANSA.

## 20.1. Access Control

To control entrance/exit of personnel, vehicles, equipment, and materials on any project by implementing security systems.

Access control is the controlling of people, property, and vehicles in and out of a secured area. Security is responsible for the issuing of access control cards. Should you want to take private property through the access control point, contractors must declare the property at the gate.

Points of vehicle and pedestrian access to restricted areas shall provide the same level of physical protection as that provided at all other points along the secured perimeter. Gate hardware for security fencing shall be installed in a manner that will mitigate tampering.

Any property that you want to remove from the site, even scrap wood or empty containers, must be accompanied by a waybill signed by a senior employee who is authorized to give such permission to remove these items.

When transport property between two access control points, ensure that the original of the waybill is handed in at the exit point and a copy is handed in at the entry point. Do not enter a security area except through a gate controlled by security.

Vehicle permits are also issued by security, after the safety officer declared that your vehicle is roadworthy. Your supervisor will approve your application and then only will you be issued with a vehicle permit.

## 21. Environmental Management Plan

The contractor must comply with all applicable environmental legislation at all time in the work site. The contractor must ensure compliance with SANSA Integrated Management System.

The Contractor shall submit, for SANSA review, an Environmental Management Plan (EMP) which provides in detail measures to be implemented to manage and prevent environmental impacts associated with the planned works. This EMP must be submitted well before commencement of planned works, and must include, but shall not be limited to the following aspects:

- a) Description of scope of planned works;
- b) Description of appointments, roles and responsibilities of relevant staff that will ensure implementation of environmental management during execution of planned works.
- c) Management and communication (reporting, etc.) arrangements

during execution of planned works.

- d) Site establishment arrangements, explained in a proper method statement, including details on facilities and equipment to be installed/used.
- e) Waste management during execution of planned works (identification, handling and disposal of general and hazardous waste);
- f) Maintenance, repairs and servicing of equipment and plant;
- g) Refueling of plant and equipment
- h) Storm water and run-off management.
- i) Groundwater management/prevention of contamination.
- j) Hazardous substances management (identification, handling, storage and disposal of hazardous waste);
- k) Effluent monitoring.
- l) Spill response measures.
- m) Dust control/management
- n) Noise control/management
- o) Rehabilitation measures.
- p) Inspection, auditing and monitoring measures to be implemented during execution of planned works.

The Contractor is made aware of the following specifics:

### **21.1. Licensing and Permits**

Any activity that requires a license, permit of authorization from SANSA or any Government Authority that is prescribed by legislative requirements must be obtained before the undertaking of the work. The contractor shall strictly comply with conditions and requirements pertaining to the issue of such permits. The contractor shall ensure compliance to these licenses, always permits or authorizations. These include, but are not limited to the following;

- a) SHE Site Access Permit
- b) Security Site Access Permit
- c) Isolation/lock out
- d) Hot work permit

#### **Specific Rule # 5**

**All Hot work on site requires a HOTWORK PERMIT. The latter is issued by the South African National Space Agency SHERQ Office**

- e) Working at height (above 2 meters)

### Specific Rule # 6

**DO NOT work at height without fall protection equipment wherever required according to SANSA standards**

The permit is essentially a document which describes the work to be done and the precautions to be followed while doing the work; it sets out all necessary safety procedures and the equipment. The permit should clearly specify the particular item of equipment or area involved the extent of work permitted, what condition are to be observed and time and duration of validity. The number of permit required will vary with the complexity of the planned activity.

## 21.2. Waste management

A **Waste Management Plan** must be submitted for SANSA written approval.

Waste refers to all solid and liquid waste matter generated during the execution of planned works, including work debris (wrapping materials, timber, cans etc.), surplus food, food packaging, and spend grit and chippings generated during sandblasting, etc.

The Contractor shall institute an on-site waste management programme that is detailed in the Waste Management Plan and acceptable to the SANSA in order to prevent the spread of refuse within and beyond the site. The waste management program shall stipulate, among other:

- a) An inventory of expected wastes and their categories.
- b) Waste containment facilities (number, type and locations indicated on a site plan)
- c) Compliance with local authority requirements.
- d) Auditing and monitoring.
- e) Methods for dealing with spillages and clean up.

All waste shall be collected and contained immediately. The contractor shall institute a clean-up of the site if so, instructed by the SANSA. This clean up shall be for the contractor's account.

The contractor shall not dispose of any waste and/or work debris by burning or burying. The use of suitable waste bins and/or skips is mandatory. The bins shall be provided with lids and an external, secure closing mechanism to prevent their contents blowing out. The contractor shall ensure that all waste is deposited by employees in the waste bins for removal by the local authority. Bins shall not be used for any purposes other than waste collection and shall be emptied on a regular basis. All waste shall be disposed of off-site at approved landfill sites.

## 21.3. Indigenous plants and animals



- a) Indigenous plants and animals must not be disturbed or killed.
- b) Alien trees with birds' nests must be killed standing where possible.
- c) Collection of plants, part of plants or animals for medicinal or other purposes, may only take place with the appropriate permission.

## **22. Transportation**

- a) No transportation of passengers and material/equipment on the same load box will be allowed on site.
- b) No hanging over the back LDV or truck by people will be allowed within SANSA.
- c) Speed limit within SANSA is generally 20 km/h or as otherwise indicated and no speeding will be tolerated.

## **23. General Site Procedures**

Servicing and fueling should preferably occur off site.

However if these activities occur on site, the contractor shall ensure that all servicing of vehicles and equipment takes place in designated areas agreed upon by SANSA .

All waste generated by these activities shall be managed. The waste shall be collected and disposed of off-site at an appropriately licensed landfill site. All equipment that leaks onto the ground shall be repaired immediately or removed.

Similarly, no vehicles or machines shall be refueled on site except at designated refueling locations, unless otherwise agreed with SANSA. The contractor shall not change oil or lubricants anywhere on site except at designated locations, except if there is a breakdown or an emergency repair. In such instances, the contractor shall ensure that he has appropriate absorbent materials (or equivalent) and/or drip trays available to collect any oil, fluid, etc.

### **23.1. General Inspection, Monitoring and Reporting**

SANSA SHERQ department will conduct SHE inspections at a frequency determined and communicated to the contractor at all workplaces where the contractor deliver a service to SANSA, Hartebeeshoek Site.

### **23.2. Contractor's audits and inspections**

The Principal Contractor is to conduct his own monthly internal audits to verify compliance with his own SHE management system as well as with this specification.

### **23.3. Other audits and inspections by SANSA**

SANSA reserves the right to conduct other ad-hoc audits and inspections as deemed necessary. This will include site safety walks.

#### **23.4. Recording and review of inspection results**

All the results of the above-mentioned inspections shall be in writing, reviewed at SHE committee meetings, endorsed by the chairman of the meeting and placed on the SHE File.

#### **23.5. Review**

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the work develops and progresses and each time changes are made to the designs, plans and work methods and processes.

The Principal Contractor must provide SANSA and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

### **24. Site Rules and other Restrictions**

#### **24.1. Site SHE Rules**

The Principal Contractor must develop a set of site-specific SHE rules that will be applied to regulate the Health and Safety Plan and associated aspects of the work.

When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

### **25. Records**

The SHE Plan, Risk Assessments, Contractor SHE Activity Plans and results of SHE monitoring activities are retained for the duration of the project as a record of SHE arrangements. When the contract is complete, the SHE Plan has played its role and it ceases to exist except as a record document. Some of the information may contribute to the creation of the SHE File.

---

**Issued by:** SHERQ Department, SANSA Hartebeeshoek

**Approved by:** \_\_\_\_\_

\_\_\_\_\_  
Date