




CDC/630/20

**STANDARD ENVIRONMENTAL
SPECIFICATION FOR TSHWANE
AUTOMOTIVE SEZ**

Control of Revisions:

Rev.	Date	Section	Observations
0	30/04/2020	New	
1	6/05/2020	Reviewed for textual inconsistencies	

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document

	Prepared by	Reviewed by	Approved by
Date: 6/05/2020	Name: S. Silwana	Name:	Name:
	 Signature:	Signature:	Signature:

Distribution:	
----------------------	--



TABLE OF CONTENTS

<i>Scope</i>	6
2.1 APPLICATION	6
2.2 DEFINITIONS	6
2.3.1. CDC:	6
2.3.6. Cement laden water:	7
2.3.7. Contaminated water:	7
2.3.8. Environment:	7
2.3.9. His:	7
2.3.10. Method Statement:.....	7
2.3.11. Potentially hazardous substance:.....	8
2.3.12. Reasonable:	8
2.3.13 Silt laden water.....	8
2.3.14 Site.....	8
2.3.15 Solid waste:	8
<i>Materials</i>	8
3.1 MATERIALS HANDLING, USE AND STORAGE	8
3.2 STOCKPILING	9
3.3 SOLID WASTE MANAGEMENT	9
3.4 WATER USE.....	10
3.5 HAZARDOUS SUBSTANCES	10
3.6 CONTAMINATED WATER	11
3.7 CEMENT AND CONCRETE BATCHING	11
<i>Plant</i>	12
4.1 FUEL (PETROL, DIESEL) AND OIL	12
4.1.1 Fuel Storage.....	12
4.1.2 Refuelling.....	13
4.1.3 Used oil and hydrocarbon contaminated materials.....	14
4.2 ABLUTION FACILITIES	14
4.3 EATING AREAS	15
4.4 SITE STRUCTURES	15
4.5 LIGHTS.....	15
4.6 WORKSHOP, EQUIPMENT MAINTENANCE AND STORAGE.....	16
4.7 NOISE.....	16
4.8 DUST CONTROL	17
<i>Construction</i>	17



5.1	METHOD STATEMENTS	17
5.1.1	<i>Solid waste management (Clause 3.3)</i>	18
5.1.2	<i>Contaminated water (Clause 3.6)</i>	18
5.1.3	<i>Contractors SHE Officer (Clause 5.2)</i>	18
5.1.4	<i>Site division (Clause 5.4)</i>	18
5.1.5	<i>Emergency procedures (Clause 5.10)</i>	18
5.1.6	<i>Importing of material (Clause 3.1)</i>	19
5.1.7	<i>Hazardous substances (Clause 3.5)</i>	19
5.1.8	<i>Cement and concrete batching (Clause 3.7)</i>	19
5.1.9	<i>Fuel storage and use (Clause 4.1)</i>	19
5.1.10	<i>Workshop and drip trays (Clause 4.6)</i>	19
5.1.11	<i>Dust (Clause 4.8)</i>	19
5.1.12	<i>Environmental awareness training (Clause 5.3)</i>	19
5.1.13	<i>Access Routes (Clause 5.7)</i>	19
5.1.14	<i>Assistants to the Contractor’s SHE Officer (Clause 5.2)</i>	20
5.1.15	<i>Fire Officer (Clause 5.9)</i>	20
5.2	CONTRACTOR’S SHE OFFICER AND ASSISTANT	20
5.3	ENVIRONMENTAL AWARENESS TRAINING	21
5.4	SITE DIVISION	22
5.5	SITE DEMARCATION	22
5.6	"NO GO" AREAS	22
5.7	ACCESS ROUTES/ HAUL ROADS	22
5.8	CONSTRUCTION PERSONNEL INFORMATION POSTERS	22
5.9	FIRE CONTROL	23
5.10	EMERGENCY PROCEDURES	23
5.10.1	<i>Fire:</i>	24
5.10.2	<i>Accidental leaks and spillages:</i>	24
5.11	COMMUNITY RELATIONS	24
5.12	PROTECTION OF NATURAL FEATURES	25
5.13	STORMWATER MANAGEMENT	25
5.14	EROSION AND SEDIMENTATION CONTROL	25
5.15	AESTHETICS	25
5.16	TEMPORARY SITE CLOSURE	25
5.16.1	<i>Fuels / flammables / hazardous materials stores</i>	26
5.16.2	<i>Safety</i>	26
5.16.4	<i>Water contamination and pollution</i>	26

Scope

This Specification covers the requirements for controlling the impact on the environment of construction activities undertaken with the realm of Programmes implemented by the Coega Development Corporation.

It applies to Cluster 4 of the proposed TASEZ Development that consists of constructing infrastructure and buildings for manufacturing and warehousing industries.

2.1 APPLICATION

This SESC-EP contains clauses that are generally applicable to the undertaking of construction works as it is necessary to impose pro-active controls on the extent to which the **construction activities** impact on the environment.

2.2 DEFINITIONS

For the purposes of this SESC-EP, the following definitions and abbreviations shall apply:

2.3.1. CDC:

Means Coega Development Corporation (Pty) Ltd.

2.3.2. Agent:

Means a competent person who acts as a representative for the Client;

2.3.3. Principal Agent (PA):

Means a person or entity appointed by a client and who has full authority and obligation to act in terms of the construction contract;

2.3.4. SHE Agent

Means a person or entity appointed by a client who has full authority and obligation to act in terms of Safety, Health and Environmental Legal Compliance of the construction contract;

2.3.5 SHE Project Manager (SHEPM)

Means the client's Safety, Health and Environmental Project Manager who oversee the performance of the Contractor and CDC Project Manager in terms of SHE compliance of the construction;

2.3.6. Cement laden water:

Means water containing cement or concrete arising from the Contractor's activities.

2.3.7. Contaminated water:

Means water contaminated by the Contractor's activities such as with hazardous substances, hydrocarbons, paints, solvents and runoff from plant, workshop or personnel wash areas but excludes water containing cement/ concrete or silt.

2.3.8. Environment:

Means the surroundings within which human beings exist and these comprise of:

- (i) The land, water and atmosphere of the earth;
- (ii) Micro-organisms, plant and animal life;
- (iii) Any part or combination of (i) and (ii) and the interrelationships among and between them; and
- (iv) The physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being.

2.3.9. His:

Means his or her, as applicable;

2.3.10. Method Statement:

Is a written submission by the Contractor in response to the Specifications or to a request by the CDC Project Manager/SHEPM/PA/SHE Agent, setting out the plant (construction equipment), materials, labour and method the Contractor proposes using to carry out an activity, identified by the relevant specification or the CDC Project Manager/SHEPM when requesting the Method Statement. The Method Statement shall be in such detail that the CDC Project Manager/SHEPM is able to assess whether the Contractor's proposal is in accordance with the Specifications and/or will produce results in accordance with the Specifications.

The Method Statement shall cover applicable details with regards to:

- Construction procedures;
- Materials and equipment to be used;
- Getting the equipment to and from Site;
- How the equipment/ materials will be moved while on Site;
- How and where materials will be stored;
- The containment (or action to be taken if containment is not possible) of leaks or spills of any liquid or material that may occur;
- Timing and location of activities;



- Compliance/ non-compliance with the Specifications; and
- Any other information deemed necessary by the SHEPM.

2.3.11. Potentially hazardous substance:

Is a substance, which, in the reasonable opinion of the CDC Project Manager/SHEPM/PA/SHE Agent, can have a detrimental effect on the Environmental. Hazardous Chemical Substances are defined in the Regulations for Hazardous Chemical Substances published in terms of the Occupational Health and Safety Act.

2.3.12. Reasonable:

Means, unless the context indicates otherwise, reasonable in the opinion of the CDC Project Manager/SHEPM/PA/SHE Agent after he has consulted with a representative of the Contractor;

2.3.13 Silt laden water

Means water containing sand and silt arising from the Contractor's activities and/or as a result of natural run-off.

2.3.14 Site

This is the area in the possession of the Contractor for the construction of the Works. Where the area is not demarcated, it will include all adjacent areas, which are reasonably required for the activities for the Contractor, and approved for such use by the PA.

2.3.15 Solid waste:

Means all solid waste, including construction debris, excess cement/ concrete, wrapping materials, timber, tins, cans, drums, wire, nails, food and domestic waste (e.g. plastic packets and wrappers);

Materials

3.1 MATERIALS HANDLING, USE AND STORAGE

The Contractor shall ensure that any delivery drivers are informed of all procedures and restrictions (including "no go" areas) pertaining to their work activities required to comply with the Specifications. The Contractor shall ensure that the delivery drivers are

supervised during off loading, by someone with an adequate understanding of the requirements of the Specifications.

Materials shall be appropriately secured to ensure safe passage between destinations. Loads including, but not limited to sand, stone chip, fine vegetation, refuse, paper and cement, shall have appropriate cover to prevent them spilling from the vehicle during transit. The Contractor shall be responsible for any clean-up resulting from the failure by his employees or suppliers to properly secure transported materials.

All manufactured and/ or imported material shall be stored within the Contractor's camp, and, if so required by the Project Method Statement, out of the rain. All lay down areas outside of the construction camp shall be subject to the Principal Agent approval.

Imported gravel, fill, soil and sand materials shall be free of weeds, alien invasive seed matter, plant material, litter and contaminants and shall be obtained from sources approved by the PA. A Method Statement detailing the source and methods to ensure compliance with this specification shall be submitted to the CDC Project Manager and PA.

3.2 STOCKPILING

Any stockpiling of gravel, cut, fill or any other material including spoil shall be in areas approved by the PA within the defined working area.

The Contractor shall ensure that the material does not blow or wash away. If the stockpiled material is in danger of being washed or blown away, the Contractor shall spray it with Dustex or cover it with a suitable material, such as hessian or plastic. Stockpiles of topsoil shall not be covered with plastic.

3.3 SOLID WASTE MANAGEMENT

No on-site burning, burying or dumping of any waste materials, litter or refuse shall occur. The Contractor shall provide vermin and weatherproof bins with lids of sufficient number and capacity to store the solid waste produced on a daily basis. The lids shall be kept firmly on the bins at all times.

Bins shall not be allowed to overflow and shall be emptied at least once a day. The waste from bins may be temporarily stored on Site in a central waste area that is weatherproof and scavenger-proof, and which the CDC Project Manager and PA have approved.

Recyclable waste shall be disposed of into separate skips/bins and removed off-site for recycling.

All solid waste shall be disposed of off-site at an approved landfill Site. The Contractor shall supply the CDC Project Manager with the appropriate disposal certificates.

The Contractor shall submit a solid waste management Method Statement to the CDC Project Manager.

Should the contractor for whatever reason come across any medical waste whether buried or dumped in the construction area, you should immediately stop the operation in the said area and immediately inform the PA who would subsequently inform the relevant hospital representatives. The contractor shall protect the area in such a manner that no one is exposed to such waste. Once the medical waste has been safely removed, then the contractor can commence with the works as instructed by the PA.

3.4 WATER USE

All source of water for construction purposes must be approved by the PA in writing before any such sources can be used to obtain water.

3.5 HAZARDOUS SUBSTANCES

The transportation and handling of hazardous substances must comply with the provisions of the Hazardous Substances Act (Act No.187 of 1993) and associated regulations as well as SABS 0228 and SABS 0229. The Contractor shall also comply with all other applicable regional and local legislation and regulations with regard to the transport, use and disposal of hazardous substances. Hazardous chemical substances (as defined in the Regulations for Hazardous Chemical Substances) used during construction shall be stored in secondary containers. The relevant Material Safety Data Sheets (SDS) shall be available on Site. Procedures detailed in the SDSs shall be followed in the event of an emergency situation. The Contractor shall be responsible for the training and education of all personnel on Site who will be handling hazardous materials about their proper use, handling and disposal.

If potentially hazardous substances are to be stored or used on Site, the Contractor shall submit a Method Statement to the CDC Project Manager detailing the substances / materials to be used, together with the transport, storage, handling and disposal procedures for the substances.

3.6 CONTAMINATED WATER

Potential pollutants of any kind and in any form shall be kept, stored, and used in such a manner that any escape can be contained and that the water table is not endangered. Water containing such pollutants as chemicals, washing detergents, sewerage, fuels, paints and solvents and hydrocarbons shall be contained and discharged into an impermeable storage facility for removal from the site or for recycling. This particularly applies to runoff from fuel depots/workshops/truck washing areas. The Contractor may direct contaminated water into a sewerage main, provided that authorisation has been obtained from the local authority and that the PA has provided written permission for this action.

Wash down areas shall be placed and constructed in such a manner so as to ensure that the surrounding areas are not polluted. The Contractor shall notify the CDC Project Manager and the PA immediately of any pollution incidents on Site.

The Contractor shall submit a Method Statement to the CDC Project Manager and the PA detailing how the contaminated water will be managed on Site.

3.7 CEMENT AND CONCRETE BATCHING

The proposed location of batching areas (including the location of cement stores and sand and aggregate stockpiles) shall be indicated on the Site layout plan and approved by the PA.

All wastewater generated from the operation and cleaning of concrete batching equipment and other sources of concrete shall be passed through a concrete wastewater settlement system as depicted in the appropriate drawing. The water from this system shall not be allowed to flow into any "no go" area or water course but must permeate through the ground before it reaches any such water course.

The accumulated sludge in the settlement system must be regularly cleaned out and appropriately disposed of as solid waste.

The Contractor shall ensure that minimal water is used for washing of concrete batching equipment.

Used cement bags shall be disposed of in weatherproof bins on site to prevent the generation of wind-blown cement dust and the bags from blowing away.

During construction, the contractor must ensure that concrete is mixed on mortar boards, all visible remains of concrete are removed and disposed of as waste and that all surplus aggregate is removed.

A Method Statement detailing all actions to be taken to comply with the cement and batching requirements shall be submitted to the CDC Project Manager and the PA.

Plant

4.1 FUEL (PETROL, DIESEL) AND OIL

4.1.1 Fuel Storage

Fuel can be stored on site. The location of the fuel storage area will be approved by the PA and will be situated at least 100m away from any major drainage systems, residential areas or “no go” areas. All necessary approvals with respect to fuel storage and dispensing shall be obtained from the appropriate authorities. Symbolic safety signs depicting “No Smoking”, “No Naked Lights” and “Danger” conforming to the requirement of SABS 1186 shall be prominently displayed in and around the fuel storage area. There shall be adequate fire-fighting equipment at the fuel storage area.

The Contractor shall ensure that all liquid fuels and oils are stored in containers with lids, which are kept firmly shut and under lock and key at all times. The capacity of the container shall be clearly displayed, and the product contained within the container clearly identified using the emergency information system detailed in SABS 0232 part 1. Fuel storage tanks shall have a capacity not exceeding 9000 litres and shall be kept on site only for as long as fuel is needed for construction activities, on completion of which they shall be removed.

Tanks on site shall not be linked or joined via any pipe work, but shall remain as separate entities. The tanks shall be situated on a smooth impermeable base with a bund. The volume inside the bund shall be 110% of the total capacity of the largest storage tank. The base may be constructed of concrete, or of plastic sheeting with impermeable joints with a layer of sand over to prevent perishing. The impermeable lining shall extend to the crest of the bund. The floor of the bund shall be sloped to enable any spilled fuel and/or fuel-contaminated water to be removed. Appropriate material, approved by the PA that absorbs/ breaks-

down or encapsulates minor hydrocarbon spillage and which is effective in water shall be installed in the sump.

The tanks and bunded areas shall be covered by a roofed structure, as detailed in appropriate drawing, to prevent the bunded area from filling up with rain water. This structure shall be constructed in such a way, and to the approval of the PA, to ensure that it is not dislodged by wind. If any water does collect in the bunded area it shall be removed within a day of this occurring and taken off Site to a disposal site approved by the PA, and the material that absorbs/ breaks-down or encapsulates minor hydrocarbon spillage shall be replenished.

Only empty and externally clean tanks may be stored on the bare ground. Empty and externally dirty tanks shall be sealed and stored on an area where the ground has been protected.

Adequate precautions shall be provided to prevent spillage during the filling of any tank and during the dispensing of the contents. The dispensing mechanism for the fuel storage tanks shall be stored in a waterproof container when not in use.

A Method Statement shall be submitted to the CDC Project Manager and the PA detailing the design, location and construction of the fuel storage area as well as for the filling and dispensing from storage tanks and for the type of absorbing/ breaking-down or encapsulating material to be used.

4.1.2 **Refuelling**

Where reasonably practical, plant shall be refuelled at a designated re-fuelling area/depot or at a workshop as applicable. If this is not reasonably practical then the surface under the refuelling area shall be protected and appropriately bunded against pollution to the reasonable satisfaction of the CDC Project Manager and PA prior to any refuelling activities.

If fuel is dispensed from 200 litre drums, the proper dispensing equipment shall be used, and the drum shall not be tipped in order to dispense fuel. The Contractor shall ensure that the appropriate fire-fighting equipment is present during refuelling operations.

The Contractor shall ensure that there is always a supply of absorbent material readily available to absorb/breakdown or where possible, be designed to encapsulate minor hydrocarbon spillages. The quantities of such materials shall be able to handle a minimum of 200 ℓ of hydrocarbon liquid spill. Prior to any refuelling or maintenance activities, the PA must approve this material.

4.1.3 **Used oil and hydrocarbon contaminated materials**

Used oil shall be stored at a central location on Site prior to removal off Site for disposal at an approved disposal or recycling site.

Old oil filters and oil, petrol and diesel-soaked material shall be treated as hazardous waste. The Contractor shall remove all oil, petrol, and diesel-soaked sand immediately and shall dispose of it as hazardous waste or treat it on site with material that breaks-down or encapsulates such spillages as approved by the CDC Project Manager and the PA.

4.2 ABLUTION FACILITIES

Washing, whether of the person or of personal effects, and acts of excretion and urination are strictly prohibited other than at the facilities provided. The Contractor shall provide the necessary ablution facilities for all his personnel prior to the commencement of work and shall ensure that his personnel make use of the facilities.

Toilet facilities shall be supplied by the Contractor for the workers at a ratio of at least 1 toilet per 15 workers in areas approved by the PA. Every 1-man urinal will be taken as supplying the equivalent of 5 men in addition to the 15 men per toilet on site.

Toilets shall be situated within 200m of any area where work is taking place in numbers sufficient to meet the ratio depicted above for the workers in the area.

The facilities shall be maintained in a hygienic state and serviced regularly. Toilet paper shall be provided. Temporary/ portable toilets shall be secured to the ground to prevent them toppling due to wind or any other cause, to the satisfaction of the PA.

Discharge into the environment and burial of waste is strictly prohibited. The Contractor shall ensure that no spillage occurs when the toilets are cleaned or emptied and that the contents are removed from the Site. Toilets shall be emptied before the Contractors' holidays or any other temporary site closure.

4.3 EATING AREAS

The Contractor shall designate eating area/s, subject to the approval of the PA and the CDC Project Manager. No cooking is allowed outside of the Contractor's camp area on Site.

At meal times all workers must eat in designated eating areas. More than one area may be required for large Sites. These areas shall have shade for the workers. The eating areas may be in existing structures or in temporary/ transportable structures that shall be well constructed using wood or metal for the frame and screened on the top and sides with shade cloth/ canvas or other material to the satisfaction of the PA/CDC PROJECT MANAGER. These areas shall be well demarcated and in locations approved by the PA and shall not be within 100m of any "no go" areas or any major drainage systems, on or adjacent to the Site.

Sufficient bins as specified in Section 3.3 of this Environmental Specification shall be present in these areas. All disposable food packaging must be disposed of in the bins after every meal.

The feeding or leaving of food for animals is strictly prohibited.

4.4 SITE STRUCTURES

All site establishment components (as well as equipment) shall be positioned to limit visual intrusion on neighbours and the size of the land area disturbed. The type and colour of roofing and cladding materials to the Contractor's temporary structures shall be selected to reduce reflection.

The Contractor shall supply and maintain adequate and suitable sheds for the storage of materials. Sheds for the storage of materials that may deteriorate or corrode if exposed to the weather shall be weatherproof, adequately ventilated and provided with raised floors.

4.5 LIGHTS

The Contractor shall ensure that any lighting installed on the Site for his activities does not interfere with road traffic or cause a reasonably avoidable disturbance to the surrounding community or the hospital itself.

4.6 WORKSHOP, EQUIPMENT MAINTENANCE AND STORAGE

It is not envisaged that this will be applicable in this project. However, should it be applicable the following shall apply: Where practical, all maintenance of equipment and vehicles on Site shall be performed in a workshop. If it is necessary to do maintenance outside of the workshop area, the Contractor shall obtain the approval of the PA prior to commencing such activities. No maintenance, including emergency maintenance, of plant can take place within 20m of any "no go" area or drainage system.

The Contractor shall ensure that in his workshop and other plant maintenance facilities, including those areas where, after obtaining the PA's approval, the Contractor carries out emergency plant maintenance, there is no contamination of the soil or vegetation. The workshop shall have a smooth impermeable (concrete or thick plastic covered with sand) floor. The floor shall be bunded and sloped towards an oil trap or sump to contain any spillages. When servicing equipment, drip trays shall be used to collect the waste oil and other lubricants. Drip trays shall also be provided in construction areas for stationary plant (such as compressors) and for "parked" plant (such as scrapers, loaders, vehicles).

All vehicles and equipment shall be kept in good working order and serviced regularly. Leaking equipment shall be repaired immediately or removed from the Site.

The washing of equipment shall be restricted to urgent or preventative maintenance requirements only. All washing shall be undertaken in the workshop or maintenance areas, and these areas must be equipped with a suitable impermeable floor and sump/oil trap. The use of detergents for washing shall be restricted to low phosphate and nitrate containing and low sodding-type detergents.

A Method Statement must be submitted to the PA and CDC Project Manager detailing the design of the bunding of the workshop and how run-off from the workshop will be managed as well as how drip trays used under plant will be managed.

4.7 NOISE

The Contractor shall take precautions to minimise noise generated on Site (e.g. Install and maintain silencers on machinery where possible). The Contractor shall comply with the Noise Induced Hearing Loss Regulations published under the Occupational Health and Safety Act of 1993.

Appropriate directional and intensity settings are to be maintained on all hooters and sirens.

No amplified music shall be allowed on Site. The use of radios, tape recorders, compact disc players, television sets etc. shall not be permitted unless the volume is kept sufficiently low as to avoid any intrusion on members of the public within range. The Contractor shall not use sound amplification equipment on Site unless in emergency situations.

4.8 DUST CONTROL

The Contractor shall be responsible for the continued control of dust arising from his operations. The Contractor shall inform the PA/CDC PROJECT MANAGER 48 hours in advance of anticipated 'unavoidable' dust generating activities. The Contractor shall take all reasonable measures to minimize the generation of dust as a result of construction activities to the satisfaction of the CDC Project Manager AND PA. Appropriate dust suppression measures include: erection of dust screens, spraying or dampening with water, using a commercial dust binder (such as Hydropam or Dustex), rotovating straw bales, planting of open cleared space and the scheduling of dust-generating activities. If the conditions are such that the Contractor cannot satisfactorily dampen the dust, then the Contractor must halt operations until the conditions are more suitable for lower dust generating construction.

Damping of all gravel haul and access road with water must be ongoing and special attention must be given to specific area from the entrance to construction site area.

Areas (site access) that are to have the topsoil stripped for construction purposes must be limited and only stripped when work is about to take place.

Other activities and situations that may result in a dust nuisance include: site clearance and stockpiles of topsoil or sand and activities associated with batching plant.

A Method Statement detailing how dust will be managed for different operations on the site must be submitted to the CDC Project Manager and PA for his approval before any work that could result in dust being generated is undertaken.

Construction

5.1 METHOD STATEMENTS

The following Method Statements shall be provided by the Contractor and submitted with the SHE file for reviewing prior to the Contractor starting work on site.

5.1.1 Solid waste management (Clause 3.3)

Expected solid waste types, quantities, methods and frequency of collection and disposal as well as location of disposal sites;

5.1.2 Contaminated water (Clause 3.6)

Methods of minimising, controlling, collecting and disposing of contaminated water.

5.1.3 Contractors SHE Officer (Clause 5.2)

The name and letter of appointment of the Contractors SHE Officer must be included in the SHE file and the terms of reference for the work to be undertaken by the SHE Officer must be detailed including time on site, CV, roles and responsibility, interaction with the Contractor and CDC Project Manager, etc.

5.1.4 Site division (Clause 5.4)

The location, layout and method of establishment of the construction camp (including all buildings, offices, lay down yards, vehicle wash areas, fuel storage areas, batching areas and other infrastructure required for the running of the project). Construction site should be clearly separated from the existing police station.

5.1.5 Emergency procedures (Clause 5.10)

Emergency procedures for fire and accidental leaks and spillages of hazardous substances (including fuel and oil); Include details of risk reduction measures to be implemented including fire-fighting equipment, fire prevention procedures and spill kits (materials and compounds used to reduce the extent of spills and to breakdown or encapsulate hydrocarbons).

Other Method Statements that will be required during the course of construction are to be provided by the Contractor a minimum of 20 days prior to commencement of the works or activities to which they apply (no work can commence on site before these Method Statements have been approved):

- 5.1.6 **Importing of material (Clause 3.1)**
Detail the source of any gravel, soil, aggregate or sand imported onto site and precautions taken to ensure no vegetative contamination.
- 5.1.7 **Hazardous substances (Clause 3.5)**
Details of any hazardous substances / materials to be used, together with the transport, storage, handling and disposal procedures for the substances;
- 5.1.8 **Cement and concrete batching (Clause 3.7)**
Location, layout and preparation of cement/ concrete mixing areas including the methods employed for the mixing of concrete and particularly the containment of run-off water from such areas and the method of transportation of concrete.
- 5.1.9 **Fuel storage and use (Clause 4.1)**
The design, location and construction of the fuel storage area as well as for the filling and dispensing from storage tanks;
- 5.1.10 **Workshop and drip trays (Clause 4.6)**
Location, layout, design and pollution control for Workshop as well as management of drip trays under plant.
- 5.1.11 **Dust (Clause 4.8)**
Details on the methods for managing dust on the site.
- 5.1.12 **Environmental awareness training (Clause 5.3)**
Number, dates, trainer and logistics for awareness courses for the Contractor's employees and for the management staff.
- 5.1.13 **Access Routes (Clause 5.7)**
Details, including a drawing, showing where and how the access points and routes will be located and managed;

Any additional Method Statements as required by the CDC Project Manager must be provided by the Contractor. The Contractor shall not commence the activity until the Method Statement has been approved in writing and shall, except in the case of emergency activities, allow a period of 7 working days for approval of the Method Statement.

The CDC Project Manager and PA may require changes to a Method Statement if the proposal does not comply with the specification or if, in the reasonable opinion of the CDC Project Manager and PA, the proposal may result in, or carries a greater than reasonable risk of, damage to the environment in excess of that permitted by the Specifications or any legislation.

Approved Method Statements shall be readily available on the Site and shall be communicated to all relevant personnel and subcontractors. The Contractor shall carry out the Works in accordance with the approved Method Statement. Approval of the Method Statement shall not absolve the Contractor from any of his obligations or responsibilities in terms of the Contract. No claim for delay or additional cost incurred by the Contractor shall be entertained due to inadequacy of a Method Statement.

Details of the following appointments are required within 7 days of commencing work on site:

5.1.14 Assistants to the Contractor's SHE Officer (Clause 5.2)

The name and appointment letter of at least one assistant to the Contractor's SHE Officer must be given to the CDC Project Manager/SHEPM and the work to be undertaken by this assistant must be detailed including time allocated to these roles and their responsibility and interaction with the Contractors SHE Officer.

5.1.15 Fire Officer (Clause 5.9)

The name and appointment letter of the Fire Officer must be included in the SHE organogram.

5.2 CONTRACTOR'S SHE OFFICER AND ASSISTANT

The Contractor shall appoint a Contractor's SHE Officer who shall be responsible for undertaking a daily site inspection to monitor compliance with this Specification and the relevant Project Specification.

The Contractor shall submit the name of the Contractor's SHE Officer as well as a Method Statement detailing his CV, roles and responsibilities to the CDC Project Manager/SHEPM for his approval before work can commence on site.

The Contractor will also appoint a competent SHE Representative, who will assist and report to the Contractor's SHE Officer, to the following positions:

- Litter Assistant to ensure that the site is cleaned every day and that dustbins are not overflowing, and litter does not blow off the site into the surrounding areas.
- Hydrocarbon and Contaminated Water Assistant to ensure that any hydrocarbon spills or leaks are dealt with immediately, vehicles are not leaking hydrocarbons on site, there is no pollution of any water course/ drainage system on or adjacent to site due to any construction activities, all stationary plant has bunds around them that are kept in good working order, the fuel storage and refuelling area is free of spills and leaks of hydrocarbons and any other issues to do with hydrocarbon housekeeping on site. He will also ensure that no contaminated water is escaping onto the site and that the toilets are kept in a clean and good working condition.
- Demarcation and Dust Assistant to ensure that all fencing and demarcation is in place when it is required and that such fencing or demarcation is in good order on a daily basis. This person will also be responsible to ensure that excessive dust is not generated from the construction area and will ensure that the roads are watered, and other areas dampened where necessary and any other actions taken to limit dust generation from site.

These appointments will be made within the first 7 days of work commencing on site and will be given to the CDC Project Manager/SHE PM in writing.

5.3 ENVIRONMENTAL AWARENESS TRAINING

Environmental awareness training ('toolbox' talks) shall be run for all personnel on site. Toolbox talks shall be run during normal working hours at a suitable venue provided by the Contractor. All attendees shall remain for the duration of the talk and sign an attendance register on completion that clearly indicates participant's names, a copy of which shall be kept in the SHE file.

Subsequent sessions shall be run for any new personnel coming onto site. A Method Statement with respect to the organisation of these courses shall be submitted.

Notwithstanding the specific provisions of this clause it is incumbent upon the Contractor to convey the sentiments of this Environmental Specification to all personnel and Subcontractors involved with the Works.

5.4 SITE DIVISION

The Contractor shall restrict all his activities, materials, equipment and personnel to within the area specified.

A Method Statement detailing the location, layout and method of establishment of the construction camp (including all buildings, offices, lay down yards, vehicle wash areas, fuel storage areas, batching areas and other infrastructure required for the running of the project) shall be submitted to the PA. No accommodation for any staff is permitted on the Site.

5.5 SITE DEMARCATION

The Contractor shall erect and maintain permanent and / or temporary fences of the type and in the locations directed by the PA and CDC Project Manager. Such fences shall be erected before undertaking designated activities.

5.6 "NO GO" AREAS

If so required, certain areas within or next to the Site may be declared as "no go" areas. The Contractor shall ensure that, insofar as he has the authority, no person, machinery, equipment or materials enter the "no go" areas at any time.

5.7 ACCESS ROUTES/ HAUL ROADS

On the Site, the Contractor shall control the movement of all vehicles and plant including that of his suppliers so that they remain on designated routes, are distributed so as not to cause an undue concentration of traffic and that all relevant laws are complied with. In addition, such vehicles and plant shall be so routed and operated as to minimise disruption to regular users of the routes not on the Site. On gravel or earth roads on Site and within 500m of the Site, the vehicles of the Contractor and his suppliers shall not exceed a speed of 20 km/hr or as directed by the CDC Project Manager.

The Contractor shall supply the CDC Project Manager and PA with a Method Statement detailing the location and management of all access points.

5.8 CONSTRUCTION PERSONNEL INFORMATION POSTERS

The Contractor shall erect and maintain information posters for the information of his employees depicting actions to be taken to ensure compliance with the SES. Construction

personnel information posters shall be laminated and erected in all eating areas, workshops and site offices. The Contractor shall ensure that the construction personnel information posters are not damaged in any way and shall replace them if any part becomes illegible.

5.9 FIRE CONTROL

The Contractor shall take all the necessary precautions to ensure that fires are not started because of his activities on Site. No open fires shall be permitted on the Site. Any fires that occur shall be reported to the CDC Project Manager and PA immediately. Smoking shall not be permitted inside offices and those areas where there is a fire hazard. Such areas shall include the workshop and fuel storage areas and any areas where the vegetation or other material is such as to support the rapid spreading of an initial flame.

The Contractor shall appoint a Fire Officer who shall be responsible for ensuring immediate and appropriate actions in the event of a fire and shall ensure that employees are aware of the procedures to be followed. The Contractor shall forward the name of the Fire Officer to the PA for his approval within 7 days of being on site.

The Contractor shall ensure that there is basic fire-fighting equipment available on Site at all times. This shall include at least rubber beaters when working in urban open spaces and natural areas, and at least one fire extinguisher of the appropriate type when welding or other "hot" activities are undertaken. The Contractor shall be liable for any expenses incurred by any organisations called to assist with fighting fires that were started as a result of his activities or personnel, and for any cost relating to the rehabilitation of burnt areas, or consequential damages.

5.10 EMERGENCY PROCEDURES

Emergency procedures, including the names and contact details of responsible personnel and emergency services shall be made available to all staff and shall be clearly displayed at relevant locations at the Site. The Contractor shall advise the PA/CDC PROJECT MANAGER of any emergencies on Site, together with a record of action taken, within 24 hours of the emergency occurring.

Telephone numbers of emergency services shall also be posted conspicuously in the Contractor's office near the telephone.

The Contractor shall submit a Method Statement covering the procedures for the following emergencies:

5.10.1 Fire:

The Contractor shall advise the relevant authority of a fire as soon as one starts and shall not wait until he can no longer control it. The Contractor shall ensure that his employees are aware of the procedures to be followed in the event of a fire.

5.10.2 Accidental leaks and spillages:

The Contractor shall ensure that his employees are aware of the procedures to be followed for dealing with spills and leaks, which shall include notifying the CDC Project Manager AND PA and the relevant authorities. The Contractor shall ensure that all the necessary materials and equipment for dealing with spills and leaks are available on Site at all times. Treatment and remediation of the spill areas shall be undertaken to the reasonable satisfaction of the PA.

In the event of a hydrocarbon spill, the source of the spillage shall be isolated, and the spillage contained. The area shall be cordoned off and secured. The Contractor shall ensure that there is always a supply of absorbent material readily available to absorb/ breakdown or where possible, be designed to encapsulate minor hydrocarbon spillages. The quantities of such materials shall be able to handle a minimum of 200 ℓ of hydrocarbon liquid spill.

Any spills must be cleared, and the contaminated soil/sludge disposed of in an appropriate manner, approved by the PA, or at a licensed hazardous waste disposal site.

5.11 COMMUNITY RELATIONS

The Contractor shall keep a "Complaints Register" on Site. The Register shall contain all contact details of the person who made the complaint, and information regarding the complaint itself and note the date and time that the complaint was resolved.

The PA shall be responsible for responding to queries and/or complaints and may request assistance from the Contractor's Management Staff.

5.12 PROTECTION OF NATURAL FEATURES

The Contractor shall not deface, paint, damage or mark any natural features (e.g. rock formations) situated in or around the Site for survey or other purposes unless agreed beforehand with the PA. Any features affected by the Contractor in contravention of this clause shall be restored / rehabilitated to the satisfaction of the PA.

5.13 STORMWATER MANAGEMENT

Natural run-off must be diverted to stormwater arrangement. The Contractor shall take appropriate measures to prevent sand, silt and silt-laden waters from entering any surface water course. The Contractor shall take reasonable measures to control the erosive effects of stormwater runoff particularly where excavation and construction activities form temporary channels. Suitable energy breaking devices, cut-off drains, diversions and retention ponds shall be employed to ensure that storm water runoff from the Site is dissipated and does not exceed the capacity of the surrounding stormwater system and excessive suspended solids are settled before they enter the stormwater system or any surface water course.

5.14 EROSION AND SEDIMENTATION CONTROL

The Contractor shall take all reasonable measures to limit erosion and sedimentation due to construction activities and shall, in addition, comply with such detailed measures as may be required by the Project Specification.

Where erosion and/or sedimentation, whether on or off the Site, occurs despite the Contractor complying with the foregoing, rectification shall be carried out in accordance with details specified by the PA. Where erosion and/or sedimentation occur due to the fault of the Contractor, rectification shall be carried out to the reasonable requirements of the PA/CDC PROJECT MANAGER and at the expense of the Contractor.

5.15 AESTHETICS

The Contractor shall take reasonable measures to ensure that construction activities do not have an unreasonable impact on the aesthetics of the area.

5.16 TEMPORARY SITE CLOSURE

If the Site is closed for a period exceeding 5 days, the Contractor's SHE Officer in consultation with the CDC Project Manager shall carry out the following checklist procedure and ensure that the following conditions pertain and report on compliance with this clause:

5.16.1 Fuels / flammables / hazardous materials stores

- Fuel stores are as low in volume as practicable.
- There are no leaks.
- The outlet is secure and locked.
- The bund is empty.
- Fire extinguishers are serviced and accessible.
- The area is secure from accidental damage through vehicle collision and the like.
- Emergency and contact numbers are available and displayed.
- There is adequate ventilation in enclosed spaces.
- There are no stores or containers within the 1:50 year flood line.

5.16.2 Safety

- Site safety checks have been carried out in accordance with the Occupational Health and Safety Act (No. 85 of 1993) prior to site closure.
- An inspection schedule and log for use by security or contracts staff is developed.
- Emergency and Management contact details are prominently displayed. Security personnel have been briefed and have the facilities to contact or be contacted by relevant management and emergency personnel.
- Night hazards such as reflectors, lighting, traffic signage etc. have been checked.
- Fire hazards identified, and the local authority notified of any potential threats e.g. large brush stockpiles, fuels etc.
- Pipe stockpiles are wedged / secured.
- Scaffolds are secure.
- Structures vulnerable to high winds secure.

5.16.3 Erosion

Wind and dust mitigation measures such as straw, brush packs, irrigation etc. is in place.

Excavated and filled slopes and stockpiles are at a stable angle and capable of accommodating normal expected water flows.

Re-vegetated areas have a watering schedule and the supply to such areas is secured.

There are sufficient detention ponds or channels in place.

5.16.4 Water contamination and pollution

- Hazardous fuel stores are secure.
- Cement and materials stores are secure.
- Toilets are empty and secured.



- Refuse bins are empty and secured.
Bunding is clean and treated with appropriate material that will absorb/
breakdown and where possible be designed to encapsulate minor
hydrocarbon spillage.
- Drip trays are empty & secure.

Acknowledgement:

I, _____ representing

_____ Contractor have
satisfied myself with the content of the Standard Environmental Specification for
Construction works Cluster 4 TASEZ (Aeroklasduys & Automould facilities) and shall
ensure that we will comply with all relevant obligations in respect thereof.

Signature of Contractor

Date

Signature of Agent

Date

Comments:



ANNEXURE B
Health Safety and Covid Specification



**OCCUPATIONAL HEALTH AND
SAFETY + COVID -19
SPECIFICATION FOR FACTORIES,
ACCESS ROADS AND RELATED
ENGINEERING SERVICES FOR
TSHWANE SEZ: PRETORIA**

DOCUMENT INFORMATION H&S SPECIFICATION

Title of Report : *Safety, Health and Environment Management System*

Type of Report : *Occupational H&S + Covid 19-Specification for the Factories, Access roads and Related Engineering Services :Tshwane SEZ*

Report Number : *CDC-OP-SPC*

Prepared by : *Simphiwe Silwana*

Typed by : *Simphiwe Silwana*

Business Unit : *Operations BU – H&SQ Programmes*

Prepared for : *Tender Documents/ Contractors*

Date of Issue : *15 August 2020*

Copyright

All rights reserved. No part of this document may be reproduced or distributed in any form or by any means, electronic, mechanical, photocopying or recording or otherwise, or stored in a database or retrieval system, without the prior written permission of the Coega Development Corporation (Pty) Ltd.

©

DOCUMENT CONTROL H&S SPECIFICATION

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the CDC.


PROJECT NAME : *CONSTRUCTION OF AEROKLASDUYS AND AUTOMOULD FACTORIES, ACCESS ROADS AND RELATED ENGINEERING SERVICES FOR TSHWANE SEZ: PRETORIA*

DOCUMENT TITLE : *PROJECT SPECIFIC OCCUPATIONAL HEALTH AND SAFETY + COVID 19-SPECIFICATION FOR FACTORIES, ACCESS ROADS AND RELATED ENGINEERING SERVICES FOR TSHWANE SEZ: PRETORIA*

DOCUMENT No. : *CDC-OP-SPC-001-15*

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 19 August 20202	Name: Simphiwe Silwana	Name:	Name:
	Signature: 	Signature:	Signature:

This document, and the information or advice which it contains, is provided by Quality Management solely for the use by the Coega Development Corporation (Pty) Ltd and for reliance by its Executive Management and the Board in performance of the CDC's duties.

REVISION CHART

REVISION	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:
Document Title	OCCUPATIONAL H&S + COVID 19 SPECIFICATION FOR CONSTRUCTION OF AEROKLASDUYS AND AUTOMOULD FACTORIES, ACCESS ROADS AND RELATED ENGINEERING SERVICES FOR TSHWANE SEZ		
Document Control Number CDC-OP-SPC-001-15	Revision 0	Issue Date 19 August 2020	

<i>Revision Number</i>	<i>Alteration</i>	<i>Date</i>
1		
2		
3		
4		
5		

This document, and the information or advice which it contains, is provided by Quality Management solely for the use by the Coega Development Corporation (Pty) Ltd and for reliance by its Executive Management and the Board in performance of the CDC's duties.

TABLE OF CONTENTS

1. INTRODUCTION AND BACKGROUND	11
1.1 Background to the Occupational H&S Specification	11
1.2 Purpose of the Occupational Health and Safety Specification	11
1.3 Implementation of the Occupational Health and Safety Specification-Programmes (OHSS-P) and COVID-19 Requirements	12
2. OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	12
2.1 Scope	12
2.2 Interpretation	13
2.3 Definitions	13
2.4 General Health and Safety Provisions	14
2.5 Occupational Safety	23
2.6 Plant and Machinery	24
2.7 Occupational Health	30
2.7 Penalties	32
2.8 Close - Out Requirements	33

1. INTRODUCTION AND BACKGROUND

1.1 Background to the Occupational H&S Specification

Historically, the Building or Construction Industry has had poor health and safety record. Due to the complex and potentially dangerous operations being undertaken, there is a high risk of incidents and injuries. In many instances poor adherence to the Occupational Health and Safety Act (OHSA) has resulted in severe consequences for Health and Safety performance. The Coega Development Corporation (CDC) is determined that the highest health and safety standards are implemented and full commitment from all parties to achieving best practices recognised internationally.

To achieve this goal the CDC has prepared and published an Occupational Health and Safety + COVID 19 Specification for the construction of the Aeroklasduys and Automould Factories at the TASEZ site. The OHSS-P sets out guidelines and minimum levels of awareness and guidance for health and safety requirements within CDC services. Contractual responsibility for adhering to these requirements rests with Contractors. In particular all employees are encouraged to be pro-active in compliance. The CDC is committed to ensuring the highest health and safety standards for all work undertaken on construction sites.

1.2 Purpose of the Occupational Health and Safety Specification

The purpose of the OHSS-P is to assist the contractor in achieving compliance with the OHS Act, Construction Regulations of 2014, COVID-19 Occupational Health and Safety Measures in Workplace and The Disaster Management Risk Adjusted Strategy Regulation and all relevant regulations revolving the contractor's scope of works and to reduce injuries in the work environment.

The OHSS-P is a performance measurement to ensure all stake holders such as the Client, Consultants, Principal Contractors and Sub-Contractors achieve an acceptable level of OHS performance.

This health and safety specification - programmes must be included in all tender documents for construction works and will assist contractor with guidelines as to what the Client requires during the various construction phases.

Therefore the principal contractor is at all times required to and will remain responsible to address all requirements and standards of the OHS Act, Construction

regulations and all relevant regulations in the project health and safety plan and implementation thereof.

The OHSS-P is a performance specification to ensure that the CDC and any bodies that enter into formal agreements with the CDC such as Consultants, Contractors, and Sub-Contractors achieve an acceptable level of OHS performance. No advice, approval of any document required by the OHSS-P such as hazard identification and risk assessment action plan or any other form of communication from the CDC shall be construed as an acceptance by the CDC of any obligation that absolves the Contractor from achieving the required level of performance and compliance with legal requirements. Further, there is no acceptance of liability by the CDC which may result from the Contractor failing to comply with the OHSS-P unless the CDC has issued an instruction to any requirement, i.e. the Contractor remains responsible for achieving the required performance levels.

1.3 Implementation of the Occupational Health and Safety Specification-Programmes (OHSS-P) and COVID-19 Requirements

This OHSS-P forms an integral part of the Contract, and Contractors are required to make it an integral part of their Contracts with Sub-Contractors and Suppliers. It will be disseminated by the CDC persons responsible for the design of the construction works, who will ensure that it is included in the Tender Document(s) issued to prospective Contractors. The prospective Contractors shall incorporate the requirements of the OHSS-P in their submission of tenders to the CDC.

The Contractor shall sign a CDC acknowledgement in Annexure A that he / H&S has familiarised him / herself with the content of the OHSS-P and he / H&S shall comply with all his / her obligations in respect thereof. The successful Contractor will be required to compile an H&S Plan and file based on the requirements of the OHS Act and these Specifications, which will need to be approved by the appointed H&S Agent prior commencement with construction work.

2. OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1 Scope

The scope is as per clearly specified in detail in the Scope of Works of the Tender Document.

(Refer to Scope of Works in the Tender Document)

Health and Safety is everyone's responsibility, report Unsafe Acts and Unsafe Conditions to your superior immediately.

2.2 Interpretation

The OHSS-P contains clauses that are generally applicable to building / construction and to impose pro-active controls associated with activities that impact on human health and safety as it relates to plant and machinery.

Compliance to the requirements of the OHS Act is in addition to the requirements of the OHSS-P and is part of the Contractor's responsibility.

The CDC will monitor that the Contractors comply with the requirements of the OHS Act and will not prescribe to the Contractor how such compliance is achieved.

2.3 Definitions

For the purpose of the OHSS-P the definitions, acronyms given hereunder shall apply:

2.3.1 Construction Work (as defined in the Construction Regulations, 2014) means any work in connection with –

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

2.3.2 Hazard Identification and Risk Assessment and Risk Control means a documented plan, which identifies hazards, assesses the risks and detailing

2.3.4 Site

Means the area in the possession of the 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 Contractor and approved for such use by the Client or its representative.

2.3.5 The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (ACT NO. 85 of 1993) and Regulations promulgated there under.

2.3.6 CDC

Coega Development Corporation (Pty) Ltd.

2.3.7 Hazard

Means a source of or exposure to danger (source which may cause injury or damage to persons, or property)

2.3.8 Risk

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

2.3.9 Contractor's Responsible Person

Means any person appointed in writing by the Contractor to supervise construction or building work. The appointment shall be as required by the OHSAct which shall stipulate health and safety responsibilities, area of responsibility and the proposed duration of the project.

2.3.10 Employer's Personnel

As defined in the relevant contract Documents.

2.3.11 OHSS-P

Occupational Health and Safety Specification

2.3.12 DMR

The Disaster Management Act, 2002 (Act No. 57 of 2002)

2.3.13 C19 OHS

COVID-19 Occupational Health and Safety Measures in Workplace

2.4 General Health and Safety Provisions

2.4.1 Application for Construction Work permit

The client will apply for the construction work permit to the Provincial Director of the Department of Labour, in the form of Annexure 2 in the Act, in the relevant geographic location of intention to commence work (as is required by CR3). Application shall be sent to the Pretoria **Provincial Office Gauteng offices**. For any demolition work, it must be clearly stated that demolition work will form part of the construction project.

A copy of the signed and completed notification is to be included in the H&S File which is submitted to CDC for consideration, with proof of submission to the DOL.

2.4.2 Assignment of Contractor's Responsible Persons to Supervise Health and Safety on Site

The Contractor shall submit supervisory appointments as well as any relevant appointments in writing (as stipulated by the OHSA), prior to commencement of work. The Contractor shall submit CV's of the responsible persons for approval by the CDC/Appointed H&S Agent prior to the commencement of work on site. Proof of competency is to be included with all appointments, in the form of C.V. and Certificates.

The Contractor shall appoint a competent **Full-Time H&S Officer** who is registered with **SACPCMP** has at least the necessary competencies and 2 years practical experience in the type of construction work (Superstructure Building) associated with the Project and who shall be responsible for overseeing overall compliance of H&S issues on the project.

The full time officer can also be the Covid Compliance Officer (CCO) for the duration of the project.

The CCO will oversee:

- implementation of the plan;
- adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
- develop a plan for the phased-in return of the employees to the workplace, prior to reopening the workplace for construction, which plan must contain the following information:
 - which employees are permitted to work;
 - what the plans for the phased-in return of the employees to the workplace are;
 - what health protocols are in place to protect employees from COVID-19;

- phase in the return of the employees to work to manage the return of employees from other provinces, metropolitan and district areas; and
- develop measures to ensure that the workplace meets the standards of health protocols, for adequate space for employees and social distancing, hand washing, wearing of face masks measures as required.

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

The Contractor shall submit a copy of their valid letter of good standing with the Compensation Insurer to the CDC by including it in the Project H&S File which will include the following:

- Occupational Health and Safety Policy
- Health and Safety Policy
- Covid-19 Policy
- Environmental Policy
- Substance Abuse Policy
- HIV Policy
- Disciplinary Code

2.4.5 Health and Safety Organogram

The Contractor shall submit a Project Specific organogram in the H&S File, outlining the Health and Safety Site Team as required and as related to the relevant appointments by the OHSAct. In cases where appointments have not been made, the organogram shall reflect the position. The organogram shall be updated, when there is a change in the site team.

2.4.6 Risk Assessments

2.4.6.1 Baseline Risk Assessment

The Contractor shall submit a baseline risk assessment, which shall form part of the health and safety plan applied on site. This baseline risk assessment will need to be comprehensive and may well lead to further, separate, more in depth risk assessment studies.

The Risk Methodology applied should follow the hierarchy of controls mitigation and must form part of the Risk Assessment and be included in the H&S File.

Should the Contractor commence work without approval of the risk assessment, or should the risk assessment not reflect the activities being undertaken, the CDC may instruct the work to be immediately halted, and the Contractor will have no claim against the CDC in such a case for lost time or costs, irrespective of whether it can be demonstrated that the work was being safely undertaken

The risk assessment should include the following:

- (a) the identification of the risks and hazards to the health and safety to which persons may be exposed;
- (b) the analysis and evaluation of the hazards identified;
- (c) a documented plan and safe working procedures to mitigate, reduce or control the risks identified; and
- (d) The monitoring and review plan of the risks and hazards.
- (e) The relevant personal protective equipment or clothing.

The Contractor shall ensure that all persons entering the site are informed of all hazards on site; record of this is to be kept on the H&S File.

The risk assessment should take into consideration the following key processes, but not limited to:

- Site clearance
- Clearing of vegetation (where applicable)
- Site Establishment
- Identification of existing services, exposure and protection thereof
- Work at heights
- Brickwork
- Scaffolding
- Painting of Walls
- Plumbing
- Glazing
- Joinery
- Night Work
- Working in Confined Spaces

- Excavating of trenches/foundations (hand and mechanical)
- Backfilling of trenches
- Pipe laying (sewer & stormwater)
- Movement of Construction Vehicles (Inclusive of Bakkies)
- Accommodation of traffic
- Bulk Earthworks
- Control of access of public to site
- All work near underground services
- Fuel storage
- Batching Plant on site
- Electrical works and connection of electricity to municipal supply or other
- All health hazards that can be present during any of the above activities and should include individual dusts, gases, fumes, vapours, noise, extreme temperatures, illumination, vibration and ergonomic hazards.
- Exposure to occupational hazard (COVID-19)

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

2.4.6.2 Issue Based Risk Assessment

As circumstances and needs arise, separate risk assessment studies will need to be conducted. These will be associated with a system for the management of change. An additional risk assessment will need to be conducted and submitted to the CDC for verification when for example:

- (a) A new machine is introduced onto site;
- (b) A system for work is changed or operations altered;
- (c) After an accident or a 'near miss' has occurred
- (d) New knowledge comes to light and information is received which may influence the level of risk to employees on site.

2.4.6.3 Continuous Risk Assessment

This is the most important form of risk assessment which should take place continually, as an integral part of day-to-day management.

This should be conducted by frontline supervisors on site and it is essential that formal training be provided to enable this process to be efficient.

The Contractor shall be responsible for making sure that all employees under his / her control are conversant with the content of the Risk Assessment and what appropriate measures have been put in place to either eliminate or reduce the identified risks. The Contractor shall outline to employees what role they are expected to play in the Risk Assessment and control measure process. Records are to be kept of this communication.

2.3.7 Health and Safety Representative(s)

The Contractor shall ensure that at least One (1) Health and Safety Representative(s) are / is elected and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative shall carry out regular inspection, keep records and report to the supervisor to take appropriate action.

He/she shall attend Health and Safety Committee Meetings. The H&S Representative shall be part of the team that will investigate incidents, accidents & non-conformances.

The Contractor is required to elect and appoint a health and safety representative regardless of the number of employees on site. Such representative shall at all times be on site and report to the Full-time Safety Officer and Construction Management Representative.

2.3.8 Health and Safety Committee

The Contractor shall ensure that monthly health and safety committee meetings are held and minutes are kept on record. Meetings must be organised and chaired by the Contractor's Responsible Person. The Contractor shall ensure that the CDC H&S Project Manager and H&S Agent are invited to attend the meeting as observer.

2.3.9 Health and Safety Training

The Contractor shall at project start-up conduct a training needs analysis to ascertain what health and safety training is required. A plan of action should be drafted and included in the H&S file. Once the identified people have attended the training, the Contractor must ensure copies of the certificates are kept on the H&S File.

2.3.9.1 Induction

The Contractor shall conduct Project Specific Inductions to all new employees and visitors on site. Proof of inductions in the form of attendance registers must be kept in the H&S File.

2.3.9.2 Awareness

The Contractor shall conduct, on site, periodic toolbox talks, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be kept and signed by all attendees.

A record of who attended and the content of the topic will be kept on the site health and safety file as evidence of training.

2.3.9.3 Competency

After the Contractor has identified the training to be conducted, based on the Hazard Identification & Risk Assessment (HIRA); he / H&S shall send the relevant persons on appropriate courses and keep certificates of training for reference.

2.3.9.4 General Record Keeping

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

2.3.9.5 General Inspection, Monitoring and Reporting

A table of intended inspections is to be included in the H&S plan, including responsible person and frequency. Inspection registers must be kept on the H&S File.

2.3.9.6 Internal Audits

The Principal Contractor shall conduct monthly H&S audits of the project Health and Safety Management System, including the sub-contractor records, to ensure compliance with the OHSAct and OHSS. Records of audits must be kept and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

2.3.9.7 External Audits

The CDC, or its relevant Representative, shall conduct monthly Audits on site. All documentation held by the Contractor shall be available for inspection. The Contractor shall provide any additional information required. The Contractor is required to participate in the Audit.

2.3.9.8 Emergency Procedures

The Contractor shall submit a detailed Emergency Procedure for approval by in the H&S File.

The procedure shall detail the response plan including the following key personnel:

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

Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees, use of hazardous substances, damage of vital clinic resources such as water and electricity etc. NB: a separate Risk Assessment and Safework Procedure for the Identification, location, exposure and protection of Existing Services is required for submission, review and approval by the CDC H&S Project Manager or the H&S Agent Client in with the relevant members of the Technical Team.

A contact list of all service providers (Fire department, Ambulance, Police, Medical and Clinic, etc) must be maintained and available to site personnel.

2.3.9.9 First Aid Box and First Aid Equipment

The Contractor shall ensure that it appoints a trained **Level 2 First Aider(s)** on site regardless of number of labour on site.

The appointed First Aider(s) are to be sent for accredited first aid training **before** starting on site. Valid certificates are to be kept on site. The Contractors shall provide an on site First Aid Box,

adequately stocked at all times, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider. The contractor shall ensure that there is a qualified First Aider at all times on site.

2.3.9.10 Accident / Incident Reporting and Investigation

The Contractor shall investigate record and report all reportable incidents as per the OHSAct. The Investigations shall be conducted by a competent person.

The Contractor shall advise the CDC H&S Agent and H&S PM and any relevant party immediately, followed up with a written notification, of any medical treatment cases, lost-time, disabling incident or fatality. Incident Investigation Report is to be submitted to the CDC H&S PM via the H&S Agent **within 7 working days**, unless requested otherwise.

2.3.9.11 Unanticipated Hazards

The Contractor shall immediately notify Project Management of any hazardous or potentially hazardous situations arising during the performance of activities.

2.3.9.12 Personal Protective Equipment (PPE)

A PPE needs analysis is to be conducted in accordance with the HIRA. PPE is to be issued free of charge. The contractor is to indicate procedure for Lost or Stolen and Worn Out or Damaged PPE. The following PPE shall be used on site as minimum required for everyone on site:

- Steel-Toe Safety Shoes/Boots;
- Hard-hat;
- Hi-Viz Vest in cases where visibility is impaired
- Face masks
- Face shields

2.3.9.13 Occupational Health and Safety Signage

The Contractor shall ascertain and provide adequate on site Warning, Prohibition, Mandatory and General Signage, Covid-19 .

The Contractor shall be responsible to maintain the quality and replacement of signage.

2.3.9.14 Permits

The Contractor shall implement a Permit to Work System. The System shall cover the following works:

- Hot Works / Welding;
- Working in Confined Space;
- Use of a Hazardous Chemical Substance, e.g. Asbestos, Lead;
 - Excavation works
 - Use of Explosives
 - Electrical works (Liaise with the Technical Project Manager through The Principal Agent to ensure proper lock-out system.

2.3.9.15 Sub-contractors

The Contractor shall implement a Contractor Management System to ensure compliance to the OHSAct and OHSS. The Contractor Management System procedures are to be stipulated in the H&S Plan.

2.5 Occupational Safety

2.5.1 Excavations, Shoring, Dewatering or Drainage

The Contractor shall make provision in his /her Tender for barrier adjacent, shoring within, and dewatering or drainage of any excavation that requires it unless otherwise stipulated elsewhere in the contracts. Means of complying with relevant legislation is to be included in the H&S Plan.

2.5.2 Stacking of Materials

The Contractor shall ensure that there is an appointed stacking supervisor and all materials, scaffolding and all equipment are stacked and stored in accordance with legislation.

2.5.3 Speed Restrictions and Protection

The Contractor shall ensure that all persons in their employ and all those that are visiting the site are aware and comply with the site speed restriction(s). The speed limit is set to not exceed 20km/h when entering the clinic premises inclusive of the construction site.

2.5.4 Hazardous Chemical Substances (HCS)

In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the H&S Plan that:

- Safety Data Sheets (SDS's) of the relevant materials/hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All SDS's shall be available for inspection by the agent at all times.
- Risk assessments are to be done when new HCS are introduced on site.
- How the relevant HCS's are being/going to be controlled by referring to:
 - Limiting the amount of HCS
 - Limiting the number of employees
 - Limiting the period of exposure
 - Substituting the HCS
 - Using engineering controls
 - Using appropriate written work procedures
- The correct PPE is being used.
- HCS are stored and transported according to SABS 072 and 0228.
- Training with regards to these regulations is conducted.

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

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

2.5.5 Asbestos

No Asbestos work is envisaged in this project.

2.5.6 Noise Induced Hearing Loss

Where noise is identified as a hazard, the requirements of the NIHL regulations must be complied with and means of compliance is to be stipulated in the H&S Plan. The contractor is to ensure that noise is minimised to acceptable levels and try to conduct noisy activities at times where it would not make any nuisance to members of the public. Proper planning and finding means of reducing noise levels with regards to these activities is highly encouraged.

2.6 Plant and Machinery

2.6.1 Construction Plant

“Construction Plant” encompasses all types of plant including but not limited to, cranes, piling frames, boring machines, and excavators, draglines, dewatering equipment and road vehicles with or without lifting equipment.

The Contractor shall ensure that all such plant complies with the requirements of the OHSA. The Contractor shall inspect and keep records of inspections of the tools and equipment used on site. Only authorised persons are to use machinery under proper supervision. Appropriate PPE and clothing and as specified by the HIRA, shall be provided and maintained in good condition at all times.

2.6.2 Pressure Equipment or Gas Bottles Including Operations

The Contractor shall comply with Pressure Equipment Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Providing and maintain appropriate signage in areas where Pressure equipment are used;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate fire fighting equipment (Fire Extinguishers).

2.6.3 Fire Extinguishers and Fire Fighting Equipment

The Contractor shall provide adequate regularly serviced fire extinguishers located at strategic points on site. The Contractor shall keep spare serviced portable fire extinguishers. Safety signage shall be posted up in all areas where fire extinguishers are located. The Contractor shall have adequate persons trained or competent to use the Fire Fighting Equipment.

2.6.4 Hired Plant and Machinery

The Contractor shall ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHSA as well as those that are stipulated by this OHSS, shall apply. The Contractor shall ensure that operators hired with machinery have proof of competency to operate the machinery, proof of medical certificate of fitness and undergo a health and safety induction, appropriate tool box talks and be issued with the necessary PPE.

2.6.5 Scaffolding / Elevated positions including roof work

The Contractor shall ensure that a detailed fall protection plan and HIRA has been undertaken and submitted for approval to the CDC before commencement on site. The Contractor shall appoint and train scaffold inspectors and erectors to ensure all scaffolding is erected according to SANS 10085.

2.6.6 Form and Support Work for Structures

It is not envisaged that this type of work will be in this project. However should it be necessary to execute such activities, the Contractor shall ensure that formwork and support work structures are examined and checked for suitability by a competent Person, Structural Engineer, before use, during and after placement of concrete. Records of such examinations are to be kept on the H&S file.

2.6.7 Lifting Machine and Tackle

The Contractor shall ensure that lifting machinery and tackle is inspected before use and/or on a monthly basis. The Contractor shall have lifting machinery and tackle inspector who will inspect the equipment daily or before use, taking into account that:

- All lifting machinery and tackle have a safe working load clearly indicated;
- Records of inspections and load testing certificates are kept on site.
- There is proper supervision in terms of guiding the loads which includes a trained banks man to direct and check lifting tackle if it is safe for use.

2.6.8 Ladders and Ladder work

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

2.6.9 General Machinery

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

2.6.10 Portable Electrical Tools / Explosive Power Tools

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

The Contractor shall consider that:

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

2.6.11 High Voltage Electrical Equipment and any electrical works

The Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment that a SWP is drafted and approved by a competent person and the H&S Agent and that approval document to be kept in the H&S File. Such SWP shall include relevant risk management procedures (e.g. Lock-out Procedure). The Contractor shall communicate with the relevant clinic representatives prior to commencement to any electrical works.

2.6.12 Public Health and Safety

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

Both the CDC and the Contractor have a duty in terms of the OHSA to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes and to be aware and put preventative measures in place.

The visitors to site shall go through a visitor's health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks.

2.6.13 Night Work

The Contractor will be undertaking night work. The Contractor shall ensure that adequate lighting is provided for all night work and failure to do so shall result in work being stopped.

2.6.14 Facilities for Safekeeping and Eating Area (Mess Room) for workers

The Contractor shall provide facilities for safekeeping, e.g. lockers etc.

There shall be a temporary shaded structure to serve as a mess room or eating area. The structure should be suitable for use during adverse weather such as rain.

The weather conditions might be unsuitable for workers to be exposed to, e.g. in rainy season. In terms of the OHSA, employers have to provide employees with facilities for safekeeping.

2.6.15 Transport of Workers

The Contractor shall refer and comply with the requirements set in the National Road Transport Regulations, 2000. The Contractor shall, and not be limited to:

- Not transporting persons together with goods or tools unless there is an appropriate area or section to store them.
- Not transport persons in a non-enclosed (top) vehicle, e.g. truck, there must be a proper canopy (properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle.
- Not transporting workers on the back of open bakkies.
- Provision of a serviced portable fire extinguisher in vehicles at all times.

2.6.16 Care of Workers on site (welfare)

Symptom Screening

The PC must conduct symptom screening which will entail the following:

- Utilise an infra-red thermometer to record an employee's temperature.
- PC must screen workers for symptoms of COVID19 at the time that they report for work, namely: fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing);
- Additional symptoms to be noted: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.

Social Distancing

- Workplaces must be arranged to ensure a minimum of 1½ meters between employees. If this is not practicable, physical barriers must be

erected and workers must be supplied free of charge with appropriate Personal Protective Equipment (PPE).

- Social distancing must be implemented in all common areas in and around the workplace to prevent crowding (including working spaces, canteens, meeting rooms etc.)

Sanitizers and disinfectants

- Provide enough quantities of hand sanitizer with at least 70% alcohol content.
- Ensure that work surfaces, equipment and common areas such as toilets, door handles and shared equipment are regularly cleaned and disinfected; and
- Provide adequate facilities for hand washing with soap and clean water and sufficient paper towels.

Masks

- Employees must wear masks at work. Employers must also require members of the public entering a workplace to wear masks.
- Employers must provide each employee, free of charge, with at least two cloth masks to wear while at work or commuting.
- There must be suitable arrangements for washing and drying masks. Ultimately, the employer remains responsible for the maintenance and upkeep of PPEs. Where a risk assessment indicates, workers must be provided with alternative appropriate PPE (e.g. FFP1) to provide a greater level of protection.

Eating Areas

- It is recommended that eating times include division of workforce into small groups and be staggered to avoid concentration of workers in this common area.

General Offices

- No persons to congregate in this area.
- Recommend should an urgent meeting be required- try meeting outside where permitted and or limit the number for the meeting and the time of the meeting.

It is vital that all those exposed to the hazards or risks are made aware of the risk and what control measures have been put in place to prevent the occurrence of incidents.

2.7 Occupational Health

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

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

All Contractors are to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions. Tests conducted should include full lung function.

All Contractors will be responsible for the full cost of medical treatment that his staff may require; the Contractor is therefore required to ensure that all his personnel are medically fit prior to being allowed onto the work site.

Any person normally working on the site and subsequently away from site for more than one month shall be required to undergo another medical upon return.

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

2.7.1 Medical Service

The Contractor shall ensure that all employees undergo Pre-Employment medical examination and certified fit for duty and Exit- medicals upon demobilization. These medicals must be conducted by an Occupational Health Practitioner and fitness certificates (as legislated) must be kept in the H&S File.

2.7.2 HIV/Aids Programme

CDC commits itself to providing guidance and leadership in the implementation of HIV and AIDS, TB and Sexually Transmitted Infections (STI) programmes by all stakeholder organisations. It is a requirement that Principal Contractors shall provide HIV/Aids awareness training and roll out an HIV/Aids Programme for all employees.

It is required that each Contractor provide an HIV/Aids Coordinator who speaks and understands all the local languages spoken by the Workers and who shall be on site during all stages of the construction period. The Contractor shall ensure that the HIV/AIDS Coordinator has been trained on the basic HIV/AIDS information, the support services available and the necessary skill to handle questions regarding the HIV/AIDS programme in a sensitive and confidential manner.

The Contractor must provide an outline of HIV/Aids Awareness Plan forming part of the Health and Safety plan for approval prior to commencement on site.

The HIV/Aids Awareness Programme Requirements:

- HIV Programme Coordinator appointed
- Appoint and train Peer Educator/s
- Male condom dispensers, sufficient male condom available and is it placed in high trafficked areas.
- Female condom dispenser, sufficient female condoms available and is it in high trafficked area
- All types of HIV/Aids related posters displayed in a high trafficked area and in a good condition.
- HIV/Aids Awareness workshops/tool box talk
- HIV/Aids Prevention Measures
- HIV/Aids Care and Support
- Free voluntary HIV testing

Duties of the HIV/AIDS Coordinator:

- Ensure on-site programme implementation
- Ensure Peer Educators are elected, trained and active and supported
- Ensure Voluntary Counselling and Testing takes place
- Ensure awareness talks and education initiatives take place
- Posters, awareness materials and condoms are freely available on site
- Ensure that evidence of programme implementation is readily available
- Facilitate Site Management commitment

No Contractor shall require an employee, or an applicant for employment, to undertake an HIV test in order to ascertain that employee's HIV status. As provided for in the Employment Equity Act, employers may approach the Labour Court to obtain authorisation for testing.

All Personnel must be encouraged to undertake voluntary testing. Voluntary Testing and Counselling (VCT) must be encouraged by all contractors.

2.7 Penalties

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs OHS Plan; neither the PC nor any other Contractor or SMME shall have a claim for extension of time or any other compensation.

In cases of any **repetitive non-conformances**, the non-conforming party shall be penalised as per the table below:

The following constitute examples of the types of non-conformances that will attract penalties:

Minor: Fine: R50/count	Medium: Fine: R500/count and a non-conformance	Severe Fine: R5000/count, a non-conformance and/or activity stoppage
Non-use of basic PPE supplied (e.g. Overalls, Safety Shoes, Hardhats) per person	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without OHS Plan approval
Non completion of registers for plant and equipment on site	Contractors not audited	Workers transported in contravention of the OHS Plan or legal requirements
Lack of OHS signage at work areas	Working without training or the appropriate OHS Method Statements / SWP / HIRA	Invalid/expired Letters of Good Standing with licensed Compensation Insurer
Tools and equipment identified in poor condition during inspections	Non-conformances identified during the previous audit and not addressed within the agreed time frame	Allow people to work at heights without proper training and PPE
	No internal monthly Audit Report on file.	Fall Arrest Harness not tied off / worn when a risk of falling exists
	No Medical Certificates of Fitness for relevant workers	Threat to the OHS of persons
	Unsafe work at heights	3 rd Offence on Unsafe Work at Heights
	Poor Housekeeping	Failure to submit consolidated H&S report and relevant document.

All penalties shall be communicated to the Principal Contractor and the relevant Professional Team Members on a monthly basis.

The Principal Contractor will be expected to confirm receipt of such penalty/ies. The total deductible amount as per penalties issued shall be tabled in the Monthly Progress Meeting for noting purposes. All monthly penalties shall be deducted from the Certified Certificates submitted by the Principal Contractor.

2.8 Close - Out Requirements

The Principal Contractor shall submit a formal letter to the project appointed H&S Agent, consolidating and confirming the H & S history of the project.

The following **summary** of information is required in the letter, but not limited to:

- Monthly H&S Agents H&S audit reports
- Minutes of the monthly Health and Safety Committee meetings
- Incidents & IOD
- WCA Claims
- Total Man-hours and DIFR
- Monthly H&S audit report
- Environmental rehabilitation status
- H&S Non conformances (current/outstanding)

Handover of the consolidated H&S file can only commence once all personnel has been demobilized and nil man-hours are recorded. Electronic submission must be provided to the CDC H&S Project manager.

The H&S Agent will evaluate the H&S performance of the principal contractor i.e. compliance, performance, quality and refer same in their cover letter which will be added to the Principal Contractors portfolio of evidence.

Annexure A

Acknowledgement:	
I, _____ representing _____ Contractor / Agent have satisfied myself with the content of the Occupational Health and Safety+ Covid -19 Specification (OHSS) and shall ensure that the Contractor and his / her personnel comply with all relevant obligations in respect thereof.	
_____ Signature of Contractor	_____ Date
_____ Signature of Agent	_____ Date
Comments:	



ANNEXURE C
Covid 19 Baseline Assessment



COVID-19 BASELINE RISK ASSESSMENT FOR THE CONSTRUCTION OF AEROKLASDUYS AND AUTOMOULD FACTORIES, ACCESS ROADS, AND RELATED ENGINEERING SERVICES

This Risk assessment is based and applicable to the requirements of the Construction Regulations 2014, COVID-19 and any other applicable regulations pending the scope of works. The Principal Contractor must therefore be mindful to ensure that these regulations are integrated to the risk assessments. It is the responsibility of the appointed Principal Contractor to ensure detailed issue-based risk assessments are conducted prior to any construction works commencing.

RISK ASSESSMENT TEAM:			REVIEW		
Name and Surname	Designation	Signature	Name and Surname	Designation	Signature
Simphiwe Silwana	SHE Programme Manager		Pr. CHSA		

FREQUENCY SCALE (F)	SEVERITY SCALE (S)	PROBABILITY SCALE (P)
Frequent occurrence / daily It has happened / monthly Could occur / yearly	Catastrophic (Many fatalities / > 10 Million damage) Disaster (Fatal injury / > 1 Million damage) Very Serious (Reportable Accident / > R100,000 damage) Serious (Disability Injury (LTI) / > R100,000 damage) Important (Non-disabling Injury / > R1,000 damage) Of Concern (Minor injury / > R100 damage)	Has happened before (3) Quite possible (2) Unusual but possible (1)

RISK RANKING / PRIORITY FACTOR	
If score is 61 to 72	AA Potentially Catastrophic – action needed immediately.
If score is 46 to 60	A Potentially Major – action to be taken within 24 hours.
If score is 31 to 45	B Potentially Serious – action to be taken within 48 hours.
If score is 01 to 30	C Potentially Minor – action to be taken within 7 days.

NO	LIST TASK WITH ALL TASK STEPS	POTENTIAL AND EXISTING HAZARDS	RISKS	RISK SCORE				PREVENTATIVE MEASURES AND CONTROLS	
				PROBABILITY	SEVERITY	FREQUENCY	SCORE TOTAL		RISK RANK
1.	Travel to site -Deliveries -Use of public transport	<ul style="list-style-type: none"> • Nil decontamination of public transport • Passengers in public transport not using face masks • Nil social distancing in public transport • Nil decontamination of supplies and deliveries 	<ul style="list-style-type: none"> • Staff contracting the virus during use of public transport • Staff contracting virus during handling of contaminated supplies 	3	6	3	54	A	<ul style="list-style-type: none"> • All staff to ensure that they use a face mask and sanitise when using the public transport • Contractor could arrange for a dedicated transport for all staff to and from work. • Staff are not to use their work PPE when travelling on public transport. • All staff to follow decontamination procedures when entering work site
2	Management to prepare site before construction works commence	<ul style="list-style-type: none"> • Nil decontamination of offices and facilities • Overgrown vegetation on site • Failure to align policies and procedures to COVID 19 virus • Failure to display related signage's for site access due to COVID virus. • Nil PPE and sanitisers(COVID related) for staff to return to work • Management not inducted/educated on COVID 19 	<ul style="list-style-type: none"> • Possible contamination to staff • Presence of snakes due to overgrown vegetation • Staff returning to work are not educated on policy changes • Unauthorised persons entering site • Returning staff not provided with COVID related PPE and disinfectants • Management unable to provide correct information to staff on COVID 19 issues 	2	6	3	36	B	<ul style="list-style-type: none"> • Management to ensure all offices, facilities are disinfected with proper disinfectants • Overgrown vegetation to be cut before any staff can return to site • Required access control signage's (COVID related) to be displayed at main entrance before site can reopen • Management to rearrange facilities area to ensure social distancing • Policies and procedures (COVID related) to be amended and approved before site can reopen. This is to be communicated to all staff when site reopens. • An induction program (COVID 19)is to be prepared which is to be communicated to all staff when site reopens • Required COVID 19 PPE is to be purchased and made available for staff when site reopens.



NO	LIST TASK WITH ALL TASK STEPS	POTENTIAL AND EXISTING HAZARDS & RISKS POSSIBLE AGENTS:	RISKS	RISK SCORE					PREVENTATIVE MEASURES AND CONTROLS
				PROBABILITY	SEVERITY	FREQUENCY	SCORE TOTAL PXSXF	RISK RANK	
3	Entering of construction work site	<ul style="list-style-type: none"> Staff may be infected with the virus Staff fail to use required PPE Congestion of staff at main entrance to site Failure of contractor to screen staff entering site 	<ul style="list-style-type: none"> Staff spreading of the virus to other staff Staff not maintaining social distancing Staff causing a disturbance to residences Infected staff entering site 	3	6	3	54	A	<ul style="list-style-type: none"> Due to lockdown, staff are to declare their movement, medical history during lockdown. These records are to be kept on site for record/tracing purposes All staff are to be tested as per contractor's protocol to enter the site. Taking of staff temperature and sanitising of entire staff. An infrared thermometer is to be used. All staff to follow the required social distancing when at main entrance Contractor to ensure all staff conducting the required testing is provided with the required PPE and is supervised by management. A hazardous waste container to be available for all contaminated waste Contractor to consider staggering the work hours to mitigate congestion at main entrance Staff are not permitted to enter the site with their work PPE. Work PPE is to be left on site when leaving site to prevent possible contamination of work PPE

NO	LIST TASK WITH ALL TASK STEPS	POTENTIAL AND EXISTING HAZARDS & RISKS POSSIBLE AGENTS:	RISKS	RISK SCORE					PREVENTATIVE MEASURES AND CONTROLS
				PROBABILITY	SEVERITY	FREQUENCY	SCORE TOTAL PXSXF	RISK RANK	
									<ul style="list-style-type: none"> Any staff tested with a high temperature or signs of COVID is to follow the quarantine procedure until staff can be tested by the DOH for possible COVID 19 infection. The potential infected staff is to be isolated away from staff and management is to inform the local clinic of potential infection. All staff medicals is to be reviewed. Staff with a history of respiratory illness or any illness that compromises the immunity system is not permitted to be on site. All staff to ensure their personal belongings are kept in lockers within a designated place Nil personal belongings are to be taken to the work site
4.	Manual tasks	<ul style="list-style-type: none"> Nil social distancing on site Staff socialising on site Staff not using their required PPE to prevent COVID infections 	<ul style="list-style-type: none"> Spreading of the virus to other staff Possible infections Possible closure of site due to infection 	2	6	3	36	B	<ul style="list-style-type: none"> Identified tasks are to be evaluated to encourage social distancing All staff to have the required PPE when on site Staff to decontaminate all tools prior to use Monitoring to be done by management Inductions to be done for all staff on social distancing whilst at work. Failure of staff to comply with COVID control measures are to be removed off site.
5.	Use of facilities during break intervals	<ul style="list-style-type: none"> Nil social distancing Nil hygiene been maintained at break intervals 	<ul style="list-style-type: none"> Possible contamination of staff Staff not practising adequate hygiene control measures 	3	6	3	54	A	<ul style="list-style-type: none"> Breaks are to be staggered to allow social distancing of staff All staff are to take their breaks at the identified facilities area Layout of facilities area to be planned to encourage



NO	LIST TASK WITH ALL TASK STEPS	POTENTIAL AND EXISTING HAZARDS & RISKS POSSIBLE AGENTS:	RISKS	• Possible spread of virus	RISK SCORE					social distancing	PREVENTATIVE MEASURES AND CONTROLS
					PROBABILITY	SEVERITY	FREQUENCY	SCORE TOTAL PXSXF	RISK RANK		
		<ul style="list-style-type: none"> Inadequate provision of hand wash /sanitisers for staff Nil paper towel provided for staff at wash facilities Lack of chairs for staff at facilities area Staff having their meals at work site 									<ul style="list-style-type: none"> Table and chairs to be disinfected before and after all break intervals Toilets to be disinfected at frequent interval. Adequate hand wash and sanitisers are to be provided for staff to frequently wash their hands Paper towels to be provided for staff use Labelled bins to be provided for all hazardous waste Staff are not to share any meals or utensils Staff are not to leave the site to purchase any meals Smoking is to be prohibited on site



CONSTRUCTION BASELINE HAZARD IDENTIFICATION AND RISK ASSESSMENT FOR AEROKLASDUYS AND AUTOMOULD FACTORIES, ACCESS ROADS AND RELATED ENGINEERING SERVICES

CONTRACT NO: CDC ????????????

This Risk assessment is based and applicable to the requirements of the Construction Regulations 2014 and any other applicable regulations pending the scope of works. The Principal Contractor must therefore be mindful to ensure that these regulations are integrated to the risk assessments

Likelihood of Transpiring (L)	Impact if Transpiring (I)	Risk Rating (R) (order of importance)
1 Low likelihood	1 Low impact	2 Low risk
2 Medium likelihood	2 Medium impact	3-4 Medium risk
3 High likelihood	3 High impact	5-6 High risk

WORK TASKS <i>Describe the tasks involved</i>	HAZARDS IDENTIFIED* <i>Include relevant details about the energy where applicable and leave blank if there are none</i>	CONTROL MEASURES <i>Detail controls or control guides to be implemented, based on the hierarchy of control options</i>		RISK ANALYSIS <i>With Controls</i>				
		L	I	R	L	I	R	
Location, exposing and protection of known and unknown existing services Protect	<p>Tele communication lines, underground water and sewage. Overhead and underground power lines and any other services</p> <p>Possible damage to property e.g. water line or electrical supply which could also lead to disruption of municipal services.</p>	<ul style="list-style-type: none"> To obtain relevant drawings. Prepare a risk assessment and safe work procedures and or method statement Locate and identify existing services Expose by hand and safe guard services. Competent supervision and adequate pre task training required. All excavations open overnight / non-working days to be barricaded or fenced at least 1 meter in height. 	1	3	3	1	3	MED



<p>Site establishment</p>	<p>Damage to Construction equipment, vehicles, heavy lifting equipment etc.</p>	<ul style="list-style-type: none"> The Principal Contractor will be required to develop and submit prior to commencement a risk assessment, health and safety plan, the method statements and all relevant supporting documentation to ensure that all overall activities are properly planned. Ensure that sites are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized 	<p>2</p>	<p>2</p>	<p>MED</p>
<p>Site Access & Drivers on site</p>	<p>Possible of collision of vehicles and people being run over by vehicles and/or mobile plant while entering/exiting the site.</p> <p>Un-roadworthy vehicles, drunk driver, road and weather conditions, other road users</p>	<ul style="list-style-type: none"> Traffic movement to be observed and manually controlled where necessary. Warn possible visitors to site of the current heavy construction traffic at the entrance/exit point of the site. Vehicles are checked for roadworthy and safety before are allowed on site. Drivers to be tested for alcohol in regular basis. Warning devices, lights and training. All plant operators will be required to provide their competency certificates and proof of medical certificates of fitness. Pre start inspection will be conducted on all plant prior use 	<p>2</p>	<p>2</p>	<p>MED</p>

Excavation work	Minor to multiple injuries	<ul style="list-style-type: none"> The excavation work is to be solely undertaken by a contracted party / personnel with a detailed risk assessment and work method. Where excavation work is to be performed. A competent person to supervise work and inspect excavations Full compliance to the Construction Regulations, 2014 Regulation 13 (1) and (2) 	2	2	MED
Building works	Multiple fatalities or permanent injuries, equipment failure, exposure to chemicals, electrical hazards etc.	<ul style="list-style-type: none"> All work to be carried out under and supervised by competent persons(s) who have been appointed in writing and aware of all the dangers involved in the operation and conversant with the precautionary measures to be taken in the interest of health and safety The contractor to ensure that all persons entering the site are informed of all hazards on site Issue based Risk assessment, continuous risk assessment should take place continually 	3	2	HIGH



<p>Roof work</p>	<p>Falls often resulting to permanent disabilities and/or Fatalities</p>	<ul style="list-style-type: none"> • The Principal Contractor will be required to submit with health and safety plan the fall prevention plan, including a risk assessment. • Include in the fall prevention plan is also a process for the evaluation of the employee's medical fitness. • The plan is to be project specific and provide a systemic approach towards eliminating or reducing the risk of falling from heights and ensuring that all reasonable fall protection measures and methods have been taken prior to the commencement of work. • Roof erectors are to be competent to carry the work • Safe access to the roof must be carefully planned in order to select the most appropriate method and equipment. 	<p>2</p>	<p>3</p>	<p>HIG</p>
<p>Community unrest</p>	<ul style="list-style-type: none"> • Property damage, production delays, plant closure 	<ul style="list-style-type: none"> • Transparency in CDC policies and procedures, including payment processes • Clear communication channels and strategies 	<p>1</p>	<p>1</p>	<p>LOW</p>



Public road and community members	<ul style="list-style-type: none"> • Injuries to pedestrians and including hospital personnel and patients 	<ul style="list-style-type: none"> • Every construction site should be organized in such a way that pedestrians and vehicles can move safely and without risk to health • Every traffic route is where necessary indicated by suitable signs. • All construction vehicles to be equipped with automatic acoustic reversing alarms • All construction vehicles or mobile plant travelling, working or operating on public roads comply with the 	1	3	MED
-----------------------------------	---	--	---	---	-----