


**Distribution**

Project OHS File, Site Agent / Manager, Contracts Director, OHS Officer, Contractors

**Reviewed By**

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<b>Date</b>	01/08/2014
<b>Signature</b>	

**1. SCOPE**

All routine and non-routine activities of all sub contractors and service providers having access to the processes, workplace and projects under the control of **WBHO Construction**.

**2. PURPOSE**

To establish guidelines to ensure subcontractors and service providers comply with legislation as a minimum and **WBHO Construction** Health and Safety Performance standards as a requirement.

**3. REFERENCES**

Occupational Health and Safety Act (Act 85 of 1993) and relevant Regulations.  
OHSAS 18001:2007

**4. DEFINITIONS, ACRONYMS and ABBREVIATIONS**

HIRA	-	Hazard Identification and Risk Assessment
OHS Act	-	Occupational Health & Safety Act (85 of 1993)
OHSAS	-	Occupational Health & Safety Assessment Series
COID/ FEM	-	Compensation for occupational injuries and diseases

**Agent;**

Any person or company who acts as a representative for the client.

**Appointed/ designated person;**

Any person charged to ensure compliance with part or all of the OHS Act who may appoint persons to perform specific duties within the HS programme.

**Contractor's employee;**

Includes any or all of the following: -

- Any person employed by the contractor or a sub-contractor, including the contractor's site representative.
- Any person, other than an employee of WBHO Construction, who carries out work or performs any task on WBHO Construction premises or sites for or on behalf of, the contractor or any sub-contractor.
- Any principal, partner, shareholder, director, consultant, executive, manager, staff member or employee of the contractor or any sub-contractor or their contractor's employee.

**Mandatory / Contractor;**

An employer or a user in their own right that includes an agent, a contractor or a sub contractor and shall include self employed persons and service providers

**Principle Contractor;**

An employer in their own right appointed by a client to perform construction work to be in overall control and manage a part or the whole construction site.


**Service providers;**

Any person, group of persons or registered company who are contracted to provide a service on the premises of or under the control of WBHO Construction.

**Site or construction site;**

Includes the following:

- Any buildings, structures, ground or any other place on the premises of or under the control of WBHO Construction, on which the contract works, are to be completed.

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- Any areas erected by, occupied by or allocated to the sub-contractor or service provider for carrying out any contract works.

## 5. RESPONSIBILITIES

The MD or the duly assigned person(s) are legally responsible for;

- Ensuring the relevant legal and management appointments are made;
  - The completion of the Mandatory Agreement/s as per OHS Act ([Section 37\(2\)](#) & [Construction Regulation 7\(1\)\(c\)](#))

## 1. PROCEDURE

### 6.1 Selection Process

Each new Contractor or service provider is required to complete the Contractor HS Selection Questionnaire when tendering for work on a WBHO Construction site.

The Contractor shall achieve an A, B, C, D, E, F classification. A & B shall deem the contractor to qualify and C & D shall be clarified with the contractor and he shall provide an action plan to upgrade his H&S Management System before he is awarded the contract. E & F shall disqualify the Contractor from contract award.

### 6.2 Mandatory Agreements

All subcontractors and service providers are employers in their own right and must therefore comply with all relevant legislation. WBHO Construction will have written agreements in place to ensure that both parties comply with the terms and conditions of the relevant legislation.

The written agreement will include the requirements of Section 37(2) and [Construction Regulation 7\(1\)\(c\)](#) of the OHS Act; ensuring that both parties fully understands their obligations under the terms of the legislation.

The agreement shall be in writing and must be signed by the Managing Directors of the organisations or their appointed representatives

The agreements must be filed in the Site Safety File and on completion of the project a copy of all agreements will be returned to the WBHO Construction Head Office for archiving as per procedure. The original Site Safety File is handed to the client.

### 6.2 Principle Contractors

Where WBHO Construction is the client, the Principle contractor must be appointed in writing to assume overall control and manage the entire project or part thereof. The Principle contractor however must have the necessary resources and competencies to comply with the necessary legislative and WBHO Construction Occupational Health and Safety requirements.

Where WBHO Construction is appointed as the Principle contractor all legislative requirements must be complied with and the WBHO Construction Health and Safety programme achieved.


## 6.3 MANAGEMENT PLANS

### Occupational Health and Safety Policy and Occupational Health and Safety Plan

As part of the Contractor Start-Up Kit, WBHO Construction provides guidelines to their subcontractors on how to create Occupational Health and Safety Policies and Occupational Health and Safety Plans and how to set objectives and targets. The subcontractors must use the guideline to develop their own policies, plans, objectives and targets relevant to their organisation for inclusion into the Site Safety File as per the client specifications.

Below is a broad outline which must be adapted to incorporate client specifications.

### Occupational Health and Safety Policy

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An Occupational Health and Safety Policy is a "Statement by the Organization of its Intentions and Principles in relation to its overall Occupational Health and Safety Policy Performance which provides a framework for action and for the setting of its OHS Objectives and Targets". The Occupational Health and Safety Policy is the Guiding Statement for their Occupational Health and Safety Management Systems. Successful Occupational Health and Safety Management depend on the commitment of Top Management and they should be actively involved in the formulation of the Policy.

The Policy is a written document with two components:

- The rationale for implementing an Occupational Health and Safety Management System
- The overall intentions of the Organization regarding Occupational Health and Safety issues

The Policy should:

- Be appropriate to the Nature and Scale of an Organisation's Activities, Products, Services and Occupational Health and Safety Risks
- Allow for Continual Improvement
- Commit to meeting relevant Occupational Health and Safety Legislation and Other Requirements to which the Organisation subscribes
- Provide a framework for setting and reviewing Objectives and Targets
- Is Documented, Implemented, Maintained and Communicated to employees
- Be available to Interested and Affected Parties
- Be authorized by the Organisation's Top Management
- Be reviewed periodically to ensure that it remains Relevant and Appropriate

The Occupational Health and Safety Policy Guides and Shapes the Occupational Health and Safety Management System and it is the Document against which the Contractor will ultimately be assessed.

### **Objectives, Targets and Health and Safety Plans**

A successful Occupational Health and Safety Management System must be integrated into the business management system of the organisation. Thus the Occupational Health and Safety Policy needs to be cascaded into more specific degrees of detail. Setting measurable objectives and targets is the best way to ensure improvement of Occupational Health and Safety Performance.

Objectives set should be SMART:


- Simple
- Measurable
- Achievable
- Relevant
- Time-bound

The contractor will be supplied with Occupational Health and Safety Specifications from which a Health and Safety Plan must be developed. The plan must include but not be restricted to;

- Levels of competencies and appointments for managers, supervisors, operators and any persons, tasked with high risk or specialised work.
- Risk assessments for tasks identified with significant risks and a programme schedule for implementation, review and monitoring of these risk assessment and future risk assessments that may be required.
- Programme schedules for planned inspections and audits
- Documentation control measures; Occupational Health and Safety files.

### **HS Plans (Programmes)**

An organization should seek to achieve its Occupational Health and Safety Policy and Occupational Health and Safety Objectives through establishing an Occupational Health and Safety Plan or Programme. The Plan should identify the what, how, when and who to achieve the documented objectives and related targets.

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## 6.4 Contractor's Appointments

### Statement of qualifications (CV) and approval by WBHO Construction

Before any contractor may commence work on the site under the control of WBHO Construction, the Managing Director of the contractor must appoint a competent site representative or representatives sufficiently experienced in the work to be performed;

- The contractor shall furnish WBHO Construction in good time with a detailed statement, clearly setting out the qualifications and/or previous experience of the nominated representative.
- This statement shall be furnished by the contractor early enough for the qualifications and experience of the nominated representative to be studied and approved by WBHO Construction, before any work is scheduled to commence on site.
- A contractor on any WBHO Construction sites shall commence no work until all the appointments required by the Act are in place.

### Absence from site

The contractor's site representative may not be absent from site at any time that any work is being carried out by the contractor's employees on WBHO Construction sites, until they have ensured that;

- a competent employee has been appointed as the contractor's supervisor to supervise and be responsible for the work during their absence; and
- WBHO Construction's authorised representative is aware of the identity of the contractor's supervisor who is responsible for the work, during their absence from site.


### Duties of the contractor's site representative

Once appointed, the duties of the contractor's site representative shall include (but not necessarily be limited to) the following:

- Will represent the contractor, for all purposes of the contract, to supervise and be responsible for the contract works and for all work carried out by the contractor, sub-contractors and any contractor's employee, on any WBHO Construction site and to ensure that all work is carried out to the required safety standards.
- Receive instructions from WBHO Construction on behalf of the contractor. Any written instructions, directions or notices which WBHO Construction may give to the contractor's site representative shall be deemed to have been given to the contractor.
- Shall take all reasonable measures to comply with and enforce the requirements of :-
  - o all applicable legislation and Occupational Health and Safety Standards;
  - o the enquiry and the contract or order from WBHO Construction;
  - o any instructions and orders given by an authorised Department of Labour Inspector, in the interests of safety or health;
  - o reasonable and lawful instructions and orders given by WBHO Construction's authorised representative or an authorised WBHO Construction official in the interests of safety, health, discipline or the proper carrying out of the contract works; and
  - o to ensure that all such rules, regulations, legislation, contract conditions, instructions and orders are understood and observed by all contractor's employees (including all persons under their control), whilst on the WBHO Construction Site.
- Ensure that unskilled or inexperienced workmen are not employed on dangerous work or work on equipment of which the proper performance is necessary to ensure the safety of persons.
- Certify that all plant, material and any other equipment necessary for compliance with the requirements of legislation and lawful orders and instructions, are provided and maintained in good order and repair and inspected according to the predetermined periods.
- Carry out all duties imposed on him by their appointment as a site representative in terms of legislation and Occupational Health and Safety standards.

### Contractor / Sub-contractor's supervisor

The contractor's site representative may, appoint one or more of their employees, who shall be competent persons acceptable to WBHO Construction, as contractor's supervisors.

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- The duties of a contractor's supervisor shall include (but not be limited to) assisting the contractor's site representative in carrying out their duties.
- The contractor's site representative may nominate one supervisor to act on their behalf during their absence from site at any time, for a period not exceeding thirty days.

### Appointment of Occupational Health and Safety Representative

- All contractors will designate Occupational Health and Safety Representatives as per OHS Act requirements to perform the functions outlined in this Act.
- Additionally WBHO Construction requires that at least one Occupational Health and Safety Representative should be appointed for each contractor, sub-contractor or service provider.

### First aid

The contractor will ensure that all emergency equipment, medicine and first-aid equipment are provided as outlined in the OHS Act.

### 6.5 INCIDENTS

It is the duty of the contractor's site representative to ensure that incidents resulting in injury or damage are reported to the WBHO Construction's authorised representative immediately.

#### Report of injury

The contractor's site representative shall ensure that if any of their employees or any person under their control on the WBHO Construction site, is injured in an incident or otherwise, the occurrence shall be reported as follows:

- Complete the WBHO Construction incident report form; these forms are available from WBHO Construction's authorised representative.
- All incidents will be reported, recorded and investigated as outlined in the OHS Act.
- The reporting of accidents to the Compensation Commissioner (COIDA or FEM) and any correspondence, claims, enquiries, etc. in this regard is the responsibility of the contractor.

### 6.6 SAFETY INDUCTION

- All the contractor's employees and visitors shall attend a safety induction course before commencing work on site.
- The contractor or client as required may present the induction as specified by the conditions of the contract.
- All persons shall be provided with and be in possession of proof of induction while on site.

### 6.7 HAZARD IDENTIFICATION AND RISK ASSESSMENT

- Prior to contract work commencing on site, the contractor together with the WBHO Construction project team shall do HIRA's related to the specific tasks to be performed.
- A HIRA shall also be completed before the start of commissioning.


#### Control measures

- For identified hazardous tasks the contractor or service provider will submit method statements or safe work procedures.
- A copy of this procedure must be lodged with the WBHO Construction authorised representative.

### 6.8 HOUSEKEEPING

It is essential that any place be so arranged that it does not present a danger to others. Contractor's sites and work places shall be well planned – there shall be a place for everything and everything in its place, when not in use.

**Inputs: Legal Appointments; Mandatary Agreement;**

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**Outputs: Site Safety File**

**7. RECORDS**

As a minimum requirement a Site Occupational Health and Safety File must be held on site. All documents required under legislative requirements and management plans must be available; this shall include but not be restricted to:

- Important Contact Numbers
- Occupational Health and Safety Policy
- Appointments
- Employees List
- Audits
- Medical Certification
- Training
- Notification of Construction
- Occupational Health and Safety Plan
- Annexure to Occupational Health and Safety Plan
- Sub-contractor Agreements
- Meetings
- OHS Act
- First Aid
- Risk Assessments
- List of Designs and Drawings
- Maintenance Records
- COID Act/FEM Act
- Registers
- Incidents Reports
- Inspections Reports
- Occupational Health and Safety Representative Reports
- Keeping of records according to act
- Miscellaneous

**8. ASSOCIATED DOCUMENTS**

Mandatory Agreement and Occupational Health and Safety Specification  
[Section 37\(2\)](#) & [Construction Regulation 7\(1\)\(c\)](#)