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APPOINTMENT OF A CONTRACTOR OHS ACT 85 of 1993, CR 7(1) (c)
AND
WRITTEN AGREEMENT ON OCCUPATIONAL HEALTH & SAFETY

In accordance with the provisions of the applicable legislation;

(Tick **x** in the applicable block)

<input type="checkbox"/>	South Africa	Occupational Health & Safety Act - 85 of 1993 – Section 37(2) & CR (2014), Nema Act
<input type="checkbox"/>	South Africa	Mine Health & Safety Act – 29 of 1996
<input type="checkbox"/>	Botswana	Botswana Factories Act – CHAPP 44:01 – BOWEC Regulations
<input type="checkbox"/>	Botswana	Mines, Quarries, Works & Machinery Act – CHAPP 44:02 – Reg 250
<input type="checkbox"/>	Swaziland	Occupational Health & Safety Act – 9 of 2001
<input type="checkbox"/>	Lesotho	Labour Code Order 1992 – Part VII Health, Safety & Welfare at Work Reg 93
<input type="checkbox"/>	Mozambique	Occupational Health & Safety in Industrial Premises – 48/73
<input type="checkbox"/>	Ghana	Occupational Health and Safety and Environmental Legislation
<input type="checkbox"/>	(other)	

THIS MANDATARY AGREEMENT IS ENTERED INTO ON THE

Project Name

BETWEEN

Principal Contractor WBHO Construction PTY (LTD)

(Hereinafter referred to as the Principal Contractor)


AND

Sub Contractor / Contractor Name

(Hereinafter referred to as the Contractor)

CONTRACTOR’S MAIN SCOPE OF WORK

Contractor Signature		Principal Contractor Representative	
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1. DEFINITIONS

For the purpose of this Mandatary Agreement any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned and, unless the context otherwise indicates—

"agent" means a competent person who acts as a representative for a client;

"angle of repose" means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant" means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client" means any person for whom construction work is being performed;

"competent person" means a person who—

(a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and

(b) is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site" means a work place where construction work is being performed;

"construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work" means any work in connection with—

(a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or

(b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

"construction work permit" means a document issued in terms of regulation 3;


"contractor" means an employer who performs construction work;

"demolition work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design" in relation to any structure, includes drawings, calculations, design details and specifications;

"designer" means—

Contractor Signature		Principal Contractor Representative	
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- (a) a competent person who—
 - (i) prepares a design;
 - (ii) checks and approves a design;
 - (iii) arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
 - (iv) designs temporary work, including its components;
- (b) an architect or engineer contributing to, or having overall responsibility for a design;
- (c) a building services engineer designing details for fixed plant;
- (d) a surveyor specifying articles or drawing up specifications;
- (e) a contractor carrying out design work as part of a design and building project; or
- (f) an interior designer, shop-fitter or landscape architect;

“Employer” Means any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of that employer.

“ENV” means Environmental.

"excavation work" means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"explosive actuated fastening device" means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for—

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

"fall risk" means any potential exposure to falling either from, off or into;

"health and safety file" means a file, or other record containing the information in writing required by these Regulations;


"health and safety plan" means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"health and safety specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

“Legislation” means Applicable Legislation as indicated on Page 1.

“Mandatory” Includes an agent, a contractor or a contractor for work, but without derogating from his status in his own right as an employer or a user.

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"material hoist" means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" means a certificate contemplated in regulation 7(1) (8);

"mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"OHS" means Occupational Health Safety.

"person day" means one normal working shift of carrying out construction work by a person on a construction site;

"principal contractor" means an employer appointed by the client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;

"Project" Refers to the contract and has reference to the premises or any part thereof where the work which has been contracted for is to be performed.

"provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"QA" means Quality Assurance.

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;


"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure" means—

- (a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- (b) any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- (c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support;

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"temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"the Act" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

"tunneling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

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2. OBJECTIVE

- 2.1 This agreement, in line with WBHO Philosophy of Zero Harm and Accident Prevention, is entered into by the parties in order to identify and stipulate the arrangements and procedures between the **Principal Contractor** and **Contractor** in order to ensure that the **Contractor** and their **Contractors** comply with all the Client **OHS Specification** along with all applicable legislative requirements on the **Project**.
- 2.2 Legislative requirements are mandatory by Law and ignorance of the Law and its regulations are not an excuse. The Contractor and his Contractors shall therefore ensure compliance with all applicable legislative requirements and shall have in their possession a copy of the latest revision as required by Law on this project.
- 2.3 All client contractors to the Principal Contractor are required to have a similar Mandatory Agreement in terms of Section 37(2) of the OHS Act in place and shall ensure it is maintained.


3. INSURANCE

- 3.1 The **Contractor** and his/her contractors warrant that they have the following insurance cover which shall remain in force whilst on the **Project**, or which shall remain in force for the duration of the contractual relationship between the **Contractor** and **Principle Contractor**, which ever period is the longest;
 - a) Compensation Registration covering all occupational injuries and diseases and the cover must be paid up for the duration of the **Project**. Proof of this cover must be provided to the **Principal Contractor** in the form of a **Letter of Good Standing** from either the **Compensation Commissioner** or relevant insurance fund managers.
 - b) Adequate **Public Liability** insurance cover in relation to the work undertaken.
 - c) Any other insurance cover that will adequately make provision for any losses and/or claims arising from its contractors and/or their respective employees and/or omissions whilst on the Project.

4 MANAGEMENT AND SUPERVISION OF CONSTRUCTION WORK

- 4.1 The contractor must in writing appoint one full-time competent person as the **construction manager** with the duty of managing all the construction work on this site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the contractor.
- 4.2 The contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.
- 4.3 Where the construction manager has not appointed assistant construction managers as contemplated in 4.2, or, in the opinion of Principal Contractor, a sufficient number of such assistant construction managers have not been appointed, the Principal Contractor shall direct the construction manager in writing to appoint the number of assistant construction managers.

Contractor Signature		Principal Contractor Representative	
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- 4.4 No construction manager appointed may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
- 4.5 The contractor must, after consultation with the Principal Contractor and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time Construction Health and Safety Officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a Construction Health and Safety Officer is necessary, the decision of the Principal Contractor is decisive.
- 4.6 The contractor may not appoint a Construction Health and Safety Officer (CHSO) to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the Construction Health and Safety Officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor.
- 4.7 The Construction Manager must in writing appoint Construction Supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.
- 4.8 The contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the Construction Supervisor contemplated in 4.7, and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the Construction Supervisor: Provided that the designation of any such employee does not relieve the Construction Supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
- 4.9 Where the contractor has not appointed an employee as contemplated in 4.8, or, in the opinion of the Principal Contractor, a sufficient number of such employees have not been appointed, the Principal Contractor must instruct the employer to appoint the number of employees indicated by the Principal Contractor, and those employees must be regarded as having been appointed.
- 4.10 No Construction Supervisor appointed under 4.7 may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under 4.7 on all the relevant construction sites, the appointed Construction Supervisor may supervise more than one site.
- 4.11 The **Contractor's** appointed **Construction Manager** will also be required to attend all scheduled **OHS** meetings on the Project.
- 4.12 The **Contractor** and its contractors shall further ensure that all other legislative appointments are implemented and maintained for the duration of the **Project** and that those employees appointed have the necessary training and experience to meet those requirements.

5. TRAINING

- 5.1 The **Contractor** and its contractors shall ensure that all its employees are adequately trained and experienced to perform their work. Where semi-skilled employees are employed, adequate supervision must be available to maintain standards of work and to ensure compliance with **OHS** standards on the **Project**.

Contractor Signature		Principal Contractor Representative	
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5.2 The **Contractor** and its contractors shall ensure that all employees undergo formal **OHS Induction** prior to commencing on the **Project**. This shall include but not be limited to inductions done by the Client, Principal Contractor and Contractors own induction process.

5.3 The **Contractor** and its contractors shall ensure that all its employees are in possession of valid licenses and/or certificates of the correct code where machinery or plant is utilised. Proof of these licenses and/or certificates will be kept in the **Contractors OHS File**.

5.4 Supervisors shall be required to have attended an OHS Legal Liability course and any other requirement the Client imposes in their OHS specification.

5.5 CHS Officers shall be required to have at least 2 years experience in the Health, Safety and Environmental construction field with a minimum of a SAMTRAC (or equivalent) diploma. These CHS Officers are required to be registered with the SACPCMP as required by the OHS Act 85 of 1993, CR 2014. The deadline for such registrations is currently determined as August 2016. There might be additional requirements in the Client OHS specification which needs to be adhered to.

5.6 Training certificates of employees (CV's for all Supervisors / Management) and Medical fitness certificates for all employees are required on site in the form of personnel files which shall be audited by the Client and or the Principal Contractor from time to time.

5.7 Employees has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

5.8 Training certificates, licences applicable for the type and weight classification of the vehicle being operated and Operator.

6. MEDICAL CERTIFICATE OF FITNESS


6.1 Every person working on the project will have a valid medical certificate of fitness (valid for a year) issued by an Occupational Medical Health Practitioner. The Principal Contractor has a service provider who come to each project to conduct pre arranged Medicals and Contractors are encouraged to utilise these opportunities. The cost for the Medicals shall be for the account of each contractor and it remains the contractor's responsibility to ensure all his / her employees are in possession of valid certificates.

7. ACCIDENT / INCIDENT PROCEDURES

7.1 The **Contractor** and its contractors shall ensure that a sufficient number of trained first aiders are available on site for the duration of the **Project**.


7.2 It is a requirement to have at least one **Level 2** trained First Aider for every 50 employees.

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- 7.3 The **Contractor** and its contractors shall ensure that suitable first aid facilities are provided for the work to be performed. The number of first aid facilities and type of equipment will also be determined by the legislative and **Project** requirements.
 - 7.4 Should the **Contractor** or its contractors utilise the **Principal Contractors** first aid facilities then this needs to be agreed upon in writing. Costs of first aid equipment will then be charged to the **Contractor** at the discretion of the **Principal Contractor**.
 - 7.5 The **Contractor** and its contractors shall ensure that a suitable **Accident Procedure** is drawn up for the duration of the **Project**. This **Accident Procedure** must be submitted to the **Principal Contractor** and must be in line with the Principal Contractor’s procedure and contain the names of all emergency contact persons and contact numbers.
 - 7.6 The **Contractor** and its contractors shall ensure that all accidents, incidents, injuries and near misses are reported to the **Principal Contractor** at the soonest convenience as stipulated by the **Principal Contractor**.
 - 7.7 The **Contractor** will be responsible to inform the (**relevant authorities i.e. Department of Labour, Department of Minerals and Energy, etc.**) of any **Serious or Reportable Incidents** which may occur in terms of the applicable legislation. All correspondence to the (**Relevant Authorities**) regarding these incidents must be copied and submitted to the **Principle Contractor**.
 - 7.8 The **Contractor** shall ensure that a monthly report is submitted to the **Principle Contractor** and shall contain the following;
 - a) Man-hours worked for the relevant month (including its contractors’ hours)
 - b) No. of work related injuries for the relevant month as well as the classification of the injuries.
 - c) Each accident / incident shall be investigated by the Contractor, root causes needs to be determined and the corrective / preventative measures shall be determined by the Root Causes identified. Corrective / preventative actions shall be formulated and send with the monthly report to the Principal Contractor.
 - 7.9 The Client OHS Specification might have additional requirements which need to be complied with.
8. **HEALTH, SAFETY AND ENVIRONMENTAL REPRESENTATIVES**
- 8.1 The **Contractor** and its contractors shall ensure that an adequate number of Health, Safety and Environmental representatives are appointed and trained, as per the requirements of the applicable legislation and/or **Project OHS** requirements. As a guideline one **Health & Safety Representative** should be appointed for every 50 employees.
 - 8.2 The **Contractor** and its contractors shall ensure that regular internal **OHS** meetings are conducted and attended by the appointed **Health & Safety Representative**. The frequency of these meetings must be determined by the work activities performed along with the duration of the **Project**, however at least once every three months.
 - 8.3 The **Contractor** and its contractors shall keep records of these meetings in the **OHS File** along with the attendance records.

Contractor Signature		Principal Contractor Representative	
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8.4 The **Contractor Manager** or his **Health, Safety and Environmental Representatives** shall attend the main **Project OHS** meetings.

8.5 The Client OHS Specification might have additional requirements which need to be complied with.

9. GENERAL ADMINISTRATION / OHS FILE

9.1 ADMINISTRATION

9.1.1 The **Contractor** shall ensure that it has an updated copy of the applicable legislation on the **Project** at all times and that this copy is accessible to all employees.

9.1.2 The **Contractor** and its contractors shall ensure that an **OHS File** is implemented and maintained for the duration of the **Project**. This file must contain all relevant documentation pertaining to **OHS** related issues such as, appointments, risk assessments, accident procedures, incident investigations, training records, registers, check lists, safety meeting minutes and other **OHS** related documentation.

9.1.3 The Principal Contractor shall conduct a Compliance Audit to ensure Compliance with Legislation as well as Client Specifications and Contractor OHS Plan once every 30 days. The results shall be distributed to the Contractor and the Contractor shall be responsible to issue a Corrective Action Plan to the Principal Contractor.

9.1.4 Each Contractor shall ensure that a similar audit as described in 9.1.3 is conducted on all contractors who have been appointed by them at least once every 30 days. The results shall be distributed to the Contractor and the Contractor shall be responsible to issue a Corrective Action Plan to the Principal Contractor.

9.2 MONTHLY PROJECT MAN-HOUR & INJURY REPORT

9.2.1 The **Contractor** is required to submit a formal **Monthly Report of Hours worked and Injuries sustained** to the **Principal Contractor’s Project CHS Officer or Construction Manager**.

9.3 SAFETY FILE

9.3.1 The **Contractor** will have and maintain an **OHS file** where all **Administrative requirements** will be kept. At the end of the **Contractor’s** contract the **Contractor** will hand over his **completed OHS file** to the **Principle Contractor** who will submit all documentation to the **Client** at the end of the project.

9.3.2 THE FOLLOWING SHOULD BE CONTAINED IN THE CONTRACTORS OHS FILE:

9.3.2.1 An updated copy of the applicable legislation

9.3.2.2 Updated valid Letter of Good Standing with WCA or FEM


9.3.2.3 Clients Safety Specification

9.3.2.4 Risk Assessments (quantified and qualified) approved by the Principal Contractor.

9.3.2.5 Fall Protection Plan in line with the Principal Contractor’s Plan and approved by the Principal Contractor

9.3.2.6 OHS Management Plan approved by the Principal Contractor

Contractor Signature		Principal Contractor Representative	
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9.3.3 RECORDS SPECIFIC TO THE PROJECT:

- 9.3.3.1 Issue Based Risk Assessments for all activities.
- 9.3.3.2 DSTI’s – daily before any activities start.
- 9.3.3.3 Toolbox Talks – weekly
- 9.3.3.4 Fall Protection Plan
- 9.3.3.5 Mandatory Agreement with Principal Contractor and with appointed Contractors
- 9.3.3.6 Safety Inductions of Employees and Contractor Employees
- 9.3.3.7 Training for Persons Working at Elevated Positions
- 9.3.3.8 Incident Recording & Investigation Procedures and Documents.
- 9.3.3.9 Incident Reports
- 9.3.3.10 Health and Safety Rep. Inspections
- 9.3.3.11 Issue of PPE free of charge to employees – Control Registers
- 9.3.3.12 Safety Meeting Minutes
- 9.3.3.13 Letter of Good Standing from COIDA
- 9.3.3.14 All Registers and Checklists as required by Legislation

9.3.4 APPOINTMENTS (as required by the applicable Legislation)

- 9.3.4.1 Appointment of Manager / Director
- 9.3.4.2 Construction Manager
- 9.3.4.3 Assistant Construction Manager
- 9.3.4.4 Construction H&S Officer
- 9.3.4.5 Construction Supervisor
- 9.3.4.6 Assistant Construction Supervisor
- 9.3.4.7 Risk Assessor
- 9.3.4.8 Fall Protection Planner / Supervisor
- 9.3.4.9 First Aider
- 9.3.4.10 Incident Investigator
- 9.3.4.11 Health and Safety Representative
- 9.3.4.12 Temporary Electrical Installations & Machinery Inspector and Supervisor
- 9.3.4.13 Explosive Actuated Fastening Device Inspector and Operator
- 9.3.4.14 Explosive Actuated Fastening Device Storeman
- 9.3.4.15 Scaffold Supervisor
- 9.3.4.16 Temporary Works Designer
- 9.3.4.17 Temporary Works Supervisor
- 9.3.4.18 Temporary Works Erector
- 9.3.4.19 Temporary Works Equipment Inspector
- 9.3.4.20 Temporary Works Inspector

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- 9.3.4.21 Fire Equipment Inspector
- 9.3.4.22 Construction Vehicle and Mobile Plant Operator / Inspector
- 9.3.4.23 Supervisor of Construction Vehicles and Mobile Plant
- 6.3.4.24 Subordinate Construction Vehicle and Mobile Plant Supervisor
- 9.3.4.25 Construction Site Stacking and Storage Supervisor
- 9.3.4.26 Lifting Tackle Inspector
- 9.3.4.27 Lifting Machine Operator
- 9.3.4.28 Lifting Machine Inspector
- 9.3.4.29 Excavation Supervisor and Inspector
- 9.3.4.30 Demolition Supervisor

9.3.5 APPOINTMENTS – SUPERVISORY

- 9.3.5.1 All legal and client requirements regarding appointments will be adhered to on the project. In all cases the person being appointed will have the necessary training and or experience for the appointed position.
- 9.3.5.2 The **Contractor** will have an **OHS Appointment Structure** in place. The **CEO** will delegate certain responsibilities down to appointed employees; however he will remain ultimately responsible.
- 9.3.5.3 **Delegation of Duties – Section 16(2).** The **Contractor CEO** will appoint his **Managing Director and Contracts Director** who will oversee that all legal, client and company OHS requirements are implemented, adhered to and enforced.


9.3.6 CONSTRUCTION H&S OFFICER

- 9.3.6.1 **Appointment & Functions.** The function of the Construction H&S is to assist advice and enforce all OHS issues related to the project. The duties of the Construction H&S Officer will include but will not be limited to stop any **Contractor** who in his/her opinion **works unsafely or poses a threat to any other person.**
- 9.3.6.2 **Weekly OHS Inspection Report.** The appointed **Contractor Construction H&S Officer** will be required to formally inspect the project on a weekly basis and all findings will be recorded and distributed to all appointed supervisors, Principal Contractor Site Manager.

9.3.7 HEALTH, SAFETY AND ENVIRONMENTAL REPRESENTATIVES & COMMITTEE MEMBERS

- 9.3.7.1 As per the legal requirement, the **Contractor** will appoint OHS Representatives & OHS Committee Members on the project. These persons will be nominated by the **Contractor** workforce and will thus represent the workforce in all OHS related issues. All OHS Representatives will be members of the Project OHS Committee and will meet on a monthly basis with the project management to discuss OHS related issues.
- 9.3.7.2 **Appointments & Functions.** The appointed OHS Representatives and Committee members shall be formally trained in their functions and responsibilities. These will also be clearly defined on their appointment forms.
- 9.3.7.3 **Monthly Inspection Report.** Each OHS Representative is required to complete a formal monthly inspection report for their respective work areas. These reports are then tabled at the monthly safety meetings for review,

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however should the need arise an OHS Representative may at any time complete an inspection report and forward it directly onto the appointed Construction Manager. These monthly reports are kept in the **Contractor Safety File** and then archived after the completion of the project.

9.3.8 REGISTERS & CHECKLISTS.

9.3.8.1 In order to ensure that all plant, equipment, systems and procedures are maintained in accordance to **Legislative requirements**, formal inspection **Registers and Checklists** have to be compiled. These **Registers and Checklists** are then completed by the **appointed persons, who are designated in writing**. The completed forms are kept on the **Contractors OHS file** and then archived after project completion.


9.3.8.2 The contractor shall provide the Principal Contractor with a list of all Equipment and Tools he / she intends to use on the project before the equipment / tools are brought onto the site. The Contractor shall make arrangements with the Principal Contractor, Project CHS Officer to inspect the equipment / tools identified on the asset register before the equipment / tools are brought onto the project.

9.3.8.3 **The Contractor shall submit a name list of all his / her employees on site by completing the Contractor Access Control form before start of work and on a weekly basis thereafter. A copy to this Contractor Access Control form needs to be submitted to the Construction Safety Officer of the Project on a weekly basis.**

9.3.8.3 The following is a list of **Registers and Checklist required** to be completed for the applicable activities and at intervals as per the requirements of the **Occupational Health and Safety Act 85 of 1993:**

- a) Equipment / Tool Register - Before start of project and monthly
- b) Portable Electrical Equipment - Monthly
- c) Hand Tools - Monthly
- d) Scaffolding - Daily
- e) Temporary Works - Before, during and after a concrete pour
- f) Fire Extinguishers - Monthly
- g) Construction Vehicles, Mobile Plant and Equipment - Daily
- h) Explosive Actuated Fastening Device - Monthly
- i) Hazardous Chemical Substances - Monthly
- j) Cranes - Daily
- k) Slings, Chains & Hooks (Lifting Tackle) - Monthly
- l) Compressors - Monthly
- m) Ladders - Monthly
- n) Hoists - Daily
- o) Excavations - Daily
- p) Suspended Scaffolding - Daily
- q) Gas Welding / Flame Cutting - Monthly
- r) Full Body Safety Harnesses - Monthly
- s) Distribution Boards - Monthly

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- t) First Aid Boxes - Weekly
- u) PPE - Monthly
- v) Contractor Access Control Sheet - Before start or project and weekly

9.3.9 SAFETY INDUCTION AND IDENTIFICATION

9.3.9.1 The **Contractor** shall ensure that all his employees and visitors will first go to the **Principal Contractors CHS Officer or Construction Manager** for a **Site Safety Induction**, before the persons will be allowed onto the construction site. The Contractor shall keep a copy of all the signed General OHS Induction forms on his OHS File. Failure to comply will result in a fine imposed onto the **Contractor**.

9.3.9.2 The **Contractor** shall ensure that his employees are issued with some sort of identification, i.e. Contractor name on Overalls, Hardhats or ID cards will be acceptable.

9.3.10 RISK ASSESSMENTS AND SAFETY TALKS (TOOLBOX TALKS)

9.3.10.1 The Client shall provide a Baseline Risk assessment for all activities associated with the project. The Contractor shall provide Issue based Risk Assessments for all relevant activities identified in the Baseline Risk Assessment. Safe methods of work documents shall be completed for all medium, high and extremely high risks identified. The Contractors shall maintain safe working conditions and a healthy work environment at all times.

9.3.10.2 A daily Safety Task Instruction (DSTI) shall be completed as part of the Risk Assessment Process and the daily conditions shall be taken into consideration when these are conducted by the supervisor / foreman on site.

9.3.10.3 All Risk assessments shall be communicated to the employees of the contractor by the contractor before work starts.

9.3.10.4 When activities change the contractor will be required to revise the risk assessment to suit the changed conditions and re communicate the revised risk assessment with the employees.


9.3.10.5 Copies of all risk assessments will be issued to the **Principal Contractor Project CHS Officer or Construction Manager** for review and these will include copies where the **Contractor’s** employees have signed confirmation of receiving the risk assessment information.

9.3.10.6 It is a requirement by law that all issue based Risk Assessments is revised monthly. The Contractor shall demonstrate to the Principal Contractor that this is done monthly.

9.3.10.7 The **Contractor** is required to have a **Weekly Safety Talk (Toolbox Talk)** with his employees to inform them of safety issues related to their scope of work. The employees of the **Contractor** will sign acknowledgement of receiving the training and copies of the documents shall be kept on the **Contractor OHS file** and copies will be issued to the **Principal Contractor Project CHS Officer or Construction Manager**.

9.3.10.8 **Risk Assessor Appointment & Functions.** The risk assessment process will be co-ordinated by a **Contractor Appointed Risk Assessor**. This person will oversee all risk assessments which will include the

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approval by the **Principal Contractor**. Further to the above, the **Risk Assessor** will ensure that all **Appointed Contractor Supervisors** convey the information on the risk assessments to the respective work crews and the **Contractor** employees sign an Attendance Register.

9.3.10.9 The contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—

- (a) the identification of the risks and hazards to which persons may be exposed to;
- (b) an analysis and evaluation of the risks and hazards identified based on a documented method;
- (c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
- (d) a monitoring plan; and
- (e) a review plan.

9.3.10.10 The contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.

9.3.10.11 The contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.

9.3.10.12 The principal contractor must ensure that all his/her contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.

9.3.10.13 The contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.

9.3.10.14 The contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client’s agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.


9.3.10.15 The contractor must review the relevant risk assessment—

- (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
- (b) when an incident has occurred.

9.3.11 OHS MEETINGS

9.3.11.1 Monthly OHS meetings with all OHS Representatives and other committee members will be conducted for the contract. Depending on the scope of work, monthly OHS Contractor meetings will also be conducted to discuss OHS related matters.

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- 9.3.11.2 The project OHS meetings are formalised with a standard agenda, however each project may adapt the standard agenda to meet either client requirements or joint venture requirements. Minutes must be kept for each meeting and distributed to each member. As with all OHS documentation these are filed on the Contractor Safety files for viewing by either the Principal Contractor or Client or Officials from the Dept of Labour.
- 9.3.11.3 All persons attending OHS meetings are required to sign a standard attendance register as proof of attendance.
- 9.3.11.4 Contractor Supervisor Meetings. It might be required by the Principal Contractor to have safety meeting with the supervisors of the Contractors when the need arise or if the Principle contractor see it fit to have meetings.

9.3.12 ACCIDENT PROCEDURES

- 9.3.12.1 Standard Accident Procedure. Fully equipped first aid boxes along with applicable signage must be placed in prominent areas on the project. All incident investigations will be conducted by either the **Contractor Construction Health and Safety Officer**, appointed investigator or appointed **Contractor OHS Representative**.
- 9.3.12.2 **First Aider Appointment & Functions.** Each trained First Aider must be appointed in writing and responsibilities should be in writing on the appointment form.
- 9.3.12.3 **Name List of First Aiders.** To promote the awareness of the trained First Aiders, their names and work areas shall be displayed in all prominent areas.
- 9.3.12.4 **Emergency Evacuation Procedure.** A **Standard Emergency Evacuation Procedure** must be developed by the **Contractor** in accordance with the **Emergency Evacuation Procedure** of the **Principal Contractor**. A **Clients** specific **Evacuation Procedure** will take preference over the standard evacuation procedure. Details of the **Emergency Evacuation Procedure** will be displayed in all prominent work areas.
- 9.3.12.5 The Contractor shall demonstrate to the Principal Contractor that at least two Emergency Evacuation Drills has been conducted during a year and shall also keep record of these drills with the short comings and remedial actions taken.
- 9.3.12.6 To promote the awareness of the emergency numbers the lists will also be displayed in all prominent areas.
- 9.3.12.7 **Employers Report of Accident Forms.** In the unfortunate case of a person being injured and requiring medical attention, then the standard **“Employers Report of Accident”** form will be completed accordingly. Sufficient blank copies will be kept at the Contractors offices. As per the accident procedure copies will be sent to the medical practitioner and relevant company Head Office. A copy will also be kept on the **Contractor Safety file**.
- 9.3.12.8 **Investigation Form (Annexure 1).** Each incident involving medical attention from either a doctor or hospital will be fully investigated on an **Annexure 1** form. This form entails input from all parties namely the investigator, OHS Committee and project management. Each investigation will be reviewed at the

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monthly OHS meeting. Once actioned the Annexure 1 form will be kept on the Contractor OHS File. If required the client will be notified immediately and a copy handed over.

9.3.12.9 **Serious & Reportable Incidents.** The **Contractor** will immediately inform the **Principal Contractor** of any serious or fatal accident which occur. **In the case of a Fatality the Contractor will also inform the Authorities (Department of Labour or the Department of Minerals and Energy in RSA) for their investigation.**

10. CONSTRUCTION ACTIVITIES

10.1 PORTABLE ELECTRIC TOOLS

10.1.1 No Contractor will allow any employee to work with unsafe or damaged portable electric tools. All tools will be inspected before it is issued to employees. Any contractor who does not conform to this requirement will be fined and the tool confiscated until it is made safe to use by the contractor. All rotating parts will be sufficiently guarded to protect employees. Tools may only be used by competent/trained persons.

10.2 SCAFFOLDING

10.2.1 No contractor will allow any employee to work on unsafe or damaged scaffolding. Scaffolding will be inspected daily and after inclement weather by a competent appointed person. No work will be allowed on scaffolds during inclement weather conditions. Scaffolds will be fitted with a sign at the access to the Scaffold to indicate if it is safe or unsafe to use. Scaffolds will be constructed to SANS 10085 standards and OHS Act 85 of 1993 regulations.

10.2.2 The contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.


10.3 LADDERS

10.3.1 No contractor will allow any employee to work on unsafe or damaged ladders. No person will be allowed to stand and work on the last 2 Rungs of any ladder. When the ladder is longer than 3m then another person will hold the ladder in place at the bottom and the ladder will also be tied to a solid structure at the top where possible. Ladders will be inspected visually before shift starts and monthly on a register. Ladders are access equipment and not working platforms.

10.4 PPE (Personal Protective Equipment)

10.4.1 Compulsory PPE are Hardhats, Safety boots and overalls. Any other PPE required will be determined by the Risk Assessment. PPE will be issued to employees free of charge and a signed register will be kept by the contractor to proof that PPE has been issued to the employee. Only full body, double lanyard safety harnesses will be allowed to be used by employees who are working on any unprotected heights. These harnesses must carry the SABS stamp of approval. PPE will comply with relevant SABS and OHS Act 85 of 1993

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regulations. WBHO has request the Contractors who need to purchase new harnesses to purchase harnesses which has a foot strap as part of the harness and to phase out harnesses which are not fitted with foot straps.

10.5 FALL PROTECTION

10.5.1 A detailed fall protection plan will be submitted by the contractor to Principal Contractor for approval. A competent person will be appointed in writing to control and oversee all work being conducted by the contractor.

10.5.2 **Contractors** working on heights will take precautions to prevent tools, equipment and employees from accidentally falling from heights. Where it can be prevented no person will work above other employees unless there is sufficient guarding protecting the employees below.

10.5.3 The contractor must—

- (a) designate a competent person to be responsible for the preparation of a fall protection plan;
- (b) ensure that the fall protection plan contemplated in paragraph (10.5.1) is implemented, amended where and when necessary and maintained as required; and
- (c) take steps to ensure continued adherence to the fall protection plan.

10.5.4 A fall protection plan must include—


- (a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
- (b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
- (c) a programme for the training of employees working from a fall risk position and the records thereof;
- (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
- (e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

10.5.5 The contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.

10.5.6 The contractor must ensure that—

- (a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
- (b) no person is required to work in a fall risk position, unless such work is performed safely
- (c) fall prevention and fall arrest equipment are—
 - (i) approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and

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(ii) securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and

(d) fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

10.5.7 Where roof work is performed, the contractor must ensure that,

- (a) the roof work has been properly planned;
- (b) the roof erectors are competent to carry out the work;
- (c) no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
- (d) all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
- (e) suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
- (f) suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

10.6 **HOUSEKEEPING AND GENERAL SAFEGUARDING ON CONSTRUCTION SITES**

10.6.1 Housekeeping of the contractors work area will be the responsibility of the contractor. Housekeeping will be done throughout the day to prevent any material or tools obstructing the walkways of the employees. Daily cleaning of the work area will be done near the end of the shift.

10.6.2 Further to this the following must be addressed;

- a) adequate care is taken to ensure correct storage and stacking of articles and material.
- b) regular refuse removal is maintained.
- c) the working area around machinery is clean and demarcated.
- d) no articles or material are disposed from any height without the necessary precautions taken.
- e) spillages of hazardous chemicals are left unattended.


10.6.3 The **Principal Contractor** reserves the right to clean up after any **Contractor** who fails to adhere to these requirements and to charge the **Contractor** accordingly.

10.6.4 The Client OHS Specification might have additional requirements which need to be complied with.

10.6.5 The contractor must, in addition to compliance with the Environmental Regulations, ensure that suitable housekeeping is continuously implemented on each construction site, including—

- (a) the proper storage of materials and equipment;
- (b) the removal of scrap, waste and debris at appropriate intervals;
- (c) ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;

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- (d) ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
- (e) ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in the Environmental Legislation applicable to country;
- (f) ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
- (g) ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.


10.7 MACHINERY

- 10.7.1. The **Contractor** and its contractors shall ensure that all the plant, machinery or equipment they wish to utilise on the **Project** is of sound order and fit for the purpose for which it is intended and that it complies with all applicable legislative requirements.
- 10.7.2. The **Contractor** and its contractors shall ensure that all plant, machinery or equipment is suitably guarded by means of insulation, fencing, screening, or guarding. Further to this, all safety equipment in relation to the plant, machinery or equipment is in a suitable and working condition.
- 10.7.3. The **Contractor** and its contractors shall ensure that all employees operating or utilising such plant, machinery or equipment are suitable trained, experienced and are aware of the dangers involved.
- 10.7.4. The **Contractor** and its contractors shall not permit uncertified employees from working on moving or electrically alive machinery. **Isolation Procedures** shall be adhered to by all.
- 10.7.5. Devices to start and stop machinery must be clearly labelled and in working order on all plant, machinery and equipment. Warning signs of relevant dangers must also be clearly visible.
- 10.7.6. The Contractor shall comply with the WBHO FRS (Fatal Risk Standards).
- 10.7.7. The Client OHS Specification might have additional requirements which need to be complied with.
- 10.7.8. No plant and equipment shall be allowed on site without being checked and approved by the Principal Contractor.

10.8 STRUCTURES

- 10.8.1 The contractor must ensure that—
 - (a) all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work;
 - (b) no structure or part of a structure is loaded in a manner which would render it unsafe; and
 - (c) all drawings pertaining to the design of the relevant structure are kept on site and are available on request to an Inspector, Principal Contractor, other Contractors, the Client and the Client's Agent or Employee.

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10.8.2 An owner of a structure must ensure that—

- (a) inspections of that structure are carried out periodically by competent persons in order to render the structure safe for continued use;
- (b) that the inspections contemplated in paragraph (a) are carried out at least once every six months for the first two years and thereafter yearly;
- (c) the structure is maintained in such a manner that it remains safe for continued use;
- (d) the records of inspections and maintenance are kept and made available on request to an inspector.

10.9 TEMPORARY WORKS


10.9.1 The contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.

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

10.9.3 The contractor must ensure that—

- (a) all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
- (b) all temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;
- (c) detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
- (d) all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
- (e) all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
- (f) all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;
- (g) no person may cast concrete, until authorization in writing has been given by the competent person contemplated in paragraph (a);
- (h) if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;
- (i) adequate precautionary measures are taken in order to—
 - (i) secure any deck panels against displacement; and
 - (ii) prevent any person from slipping on temporary works due to the application of release agents;

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- (j) as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
- (k) upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person contemplated in paragraph (a);
- (l) the foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- (m) provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;
- (n) a temporary works drawing or any other relevant document includes construction sequences and methods statements;
- (o) the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- (p) a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
- (q) the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

10.9.4 No contractor may use a temporary works design and drawings for any work other than its intended purpose.


10.9.5 Work will be done under supervision of a competent supervisor who has been appointed in writing. Before work commences drawings will be issued to the Principal Contractor. Decks will be erected in a systematic way and will at no time endanger any persons working on the deck. Handrails will be placed around the edges of the temporary or permanent decks. Safe access will be provided and fall protection will be used as per the Contractor’s Risk assessment / Fall protection plan. No material or rubble will be thrown from any height. Access control will be done by the contractor responsible for the formwork and support work and while decking is in progress no access to or by other contractors shall be allowed.

10.10 EXCAVATIONS

10.10.1 Excavations will be barricaded with solid barricading i.e. pipes and orange snow netting. Excavations will be barricaded in such a way that it will prevent any person from falling into the excavations (at least 1m from the edge). There will be safe access into the excavation via a ladder which will protrude 1m above ground level. These ladders will be placed at intervals not exceeding 6m from any worker inside the excavation. All excavations will be shored or battered to prevent accidental collapse of ground. All excavated material will be placed at least 1,5m away from the sides of the excavation. Where there is vehicles travelling in the area a burm will be placed around the edges at 1,5m away from the excavation to prevent vehicles accidentally driving too close to the excavation. All excavations will be inspected daily by a competent, appointed person and findings will be recorded on an appropriate register / checklist. No contractor will allow his employees to work inside any excavation while a TLB or Excavator is busy excavating the same excavation. Excavations will be kept free of any toxic or explosive gases. Excavations will be kept well ventilated at all times.

10.10.2 The contractor must—

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- (a) ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose; and
- (b) evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.

10.10.3 The contractor who performs excavation work—

- a) must take reasonable and sufficient steps in order to prevent, as far as is reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation;
- b) may not require or permit any person to work in an excavation which has not been adequately shored or braced: Provided that shoring and bracing may not be necessary where—
 - (i) the sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane; or
 - (ii) such an excavation is in stable material: Provided that—
 - (aa) permission has been given in writing by the appointed competent person contemplated in subregulation (1) upon evaluation by him or her of the site conditions; and
 - (bb) where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations is decisive and such a decision must be noted in writing and signed by both the competent person contemplated in subregulation (1) and the professional engineer or technologist, as the case may be;
- c) must take steps to ensure that the shoring or bracing contemplated in paragraph (b) is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question;
- d) must ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it may cause its collapse and consequently endangers the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
- e) must ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken to ensure the stability of such building, structure or road and the safety of persons;
- f) must cause convenient and safe means of access to be provided to every excavation in which persons are required to work, and such access may not be further than six meters from the point where any worker within the excavation is working;
- g) must ascertain, as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of excavation work that may affect any such service, take the steps that are necessary to render the circumstances safe for all persons involved;
- h) must ensure that every excavation, including all bracing and shoring, is inspected—
 - i) daily, prior to the commencement of each shift;

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- ii) after every blasting operation;
- iii) after an unexpected fall of ground;
- iv) after damage to supports; and
- v) after rain,
 - by the competent person contemplated in subregulation (1), in order to ensure the safety of the excavation and of persons, and those results must be recorded in a register kept on site and made available on request to an inspector, the client, the client's agent, any other contractor or any employee;
- i) must cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be—
 - i) adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and
 - ii) provided with warning illuminates or any other clearly visible boundary indicators at night or when visibility is poor,
 - or have resort to any other suitable and sufficient precautionary measure where subparagraphs (i) and (ii) are not practicable;
 - j) must ensure that all precautionary measures stipulated for confined spaces as determined in the Legislation are complied with by any person entering any excavation;
 - k) must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a method statement is developed by that person in accordance with the applicable explosives legislation; and
 - l) must cause warning signs to be positioned next to an excavation within which or where persons are working or carrying out inspections or tests.

10.11 DEMOLITION WORK

- 10.11.1 The contractor must appoint a competent person in writing to supervise and control all demolition work on site.
- 10.11.2 The contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed by that person.
- 10.11.3 During a demolition, the competent person contemplated in subregulation (10.11.1) must check the structural integrity of the structure at intervals determined in the method statement contemplated in subregulation (10.11.2), in order to avoid any premature collapses.
- 10.11.4 The contractor who performs demolition work must—
 - (a) with regard to a structure being demolished, take steps to ensure that—

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- (i) no floor, roof or other part of the structure is overloaded with debris or material in a manner which would render it unsafe;
- (ii) all reasonably practicable precautions are taken to avoid the danger of the structure collapsing when any part of the framing of a framed or partly framed building is removed, or when reinforced concrete is cut; and
- (iii) precautions are taken in the form of adequate shoring or other means that may be necessary to prevent the accidental collapse of any part of the structure or adjoining structure;
- (b) ensure that no person works under overhanging material or a structure which has not been adequately supported, shored or braced;
- (c) ensure that any support, shoring or bracing contemplated in paragraph (b), is designed and constructed so that it is strong enough to support the overhanging material;
- (d) where the stability of an adjoining building, structure or road is likely to be affected by demolition work on a structure, take steps to ensure the stability of such structure or road and the safety of persons;
- (e) ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of demolition work that may affect any such service, take the steps that are necessary to render circumstances safe for all persons involved;
- (f) cause every stairwell used and every floor where work is being performed in a building being demolished, to be adequately illuminated by either natural or artificial means;
- (g) cause convenient and safe means of access to be provided to every part of the demolition site in which persons are required to work; and
- (h) erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by falling objects.
- (i) The demolition area shall be well barricaded with relevant warning signs displayed on the barricading to prevent any unauthorised person to enter the demolition area

10.11.5 The contractor must ensure that no material is dropped to any point, which falls outside the exterior walls of the structure, unless the area is effectively protected.

10.11.6 No person may dispose of waste and debris from a high place by a chute unless the chute—

- a) is adequately constructed and rigidly fastened;
- b) if inclined at an angle of more than 45 degrees to the horizontal, is enclosed on its four sides;
- c) if of the open type, is inclined at an angle of less than 45 degrees to the horizontal;
- d) where necessary, is fitted with a gate at the bottom end to control the flow of material; and
- e) discharges into a container or an enclosed area surrounded by barriers.

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10.11.7 The contractor must ensure that every chute used to dispose of rubble is designed in such a manner that rubble does not free-fall and that the chute is strong enough to withstand the force of the debris travelling along the chute.

10.11.8 The contractor must ensure that no equipment is used on floors or working surfaces, unless such floors or surfaces are of sufficient strength to support the imposed loads.

10.11.9 Where a risk assessment indicates the presence of asbestos, the contractor must ensure that all asbestos related work is conducted in accordance with the applicable Legislation.

10.11.10 Where a risk assessment indicates the presence of lead, the contractor must ensure that all lead related work is conducted in accordance with the applicable Legislation.

10.11.11 Where the demolition work involves the use of explosives, a method statement must be developed in accordance with the applicable explosives legislation, by an appointed person who is competent in the use of explosives for demolition work and all persons involved in the demolition works must adhere to demolition procedures issued by the appointed person.

10.11.12 The contractor must ensure that all waste and debris are as soon as reasonably practicable removed and disposed of from the site in accordance with the applicable legislation.

10.11.13 Demolition work will be done under supervision of a competent person.

10.11.14 Dust will be minimised to an acceptable standard. When working with Compressors and Jack hammers, the contractor will ensure that all couplings are safeguarded with safety chains over the couplings.

10.11.15 All service lines will be detected before the work starts and all service lines will be secured by competent persons before work commence.

10.12 TUNNELING

10.12.1 No person may enter a tunnel, which has a height dimension of less than 800 millimetres.


10.13 SUSPENDED PLATFORMS

10.13.1 The contractor must appoint a competent person in writing who must ensure that all suspended platforms work operations are carried out under his or her supervision and that all suspended platform erectors, operators and inspectors are competent to carry out their work.

10.13.2 No contractor may use or permit the use of a suspended platform, unless—

- a) the design, stability and construction thereof comply with the safety standards incorporated for this purpose into the applicable Legislation
- b) he or she is in possession of a certificate of system design issued by a professional engineer, certificated engineer or a professional technologist for the use of the suspended platform system; and
- c) he or she is, before the commencement of the work, in possession of an operational compliance plan developed by a competent person based on the certificate of system design contemplated in subparagraph (b) and applicable to the environment in which the system is being used, which operational compliance plan must include proof of the—

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- i. appointment of the competent person contemplated in subregulation (10.13.1);
- ii. competency of erectors, operators and inspectors;
- iii. operational design calculations, which must comply with the requirements of the system design certificate;
- iv. performance test results;
- v. sketches indicating the completed system with the operational loading capacity of the platform;
- vi. procedures for and records of inspections having been carried out; and
- vii. procedures for and records of maintenance work having been carried out.

10.13.3 The contractor making use of a suspended platform system must submit a copy of the certificate of system design contemplated in subregulation (10.13.2) (b), including a copy of the operational design calculations contemplated in subregulation 10.13.2(c) (iii), sketches and test results, to the provincial director before commencement of the use of the system and must further indicate the intended type of work that the system will be used for.

10.13.4 The contractor must submit a copy of the certificate of system design in the manner contemplated in subregulation (10.13.3) for every new project.

10.13.5 The contractor must ensure that the outriggers of each suspended platform—


- a) are constructed of material of adequate strength and have a safety factor of at least four in relation to the load it is to carry; and
- b) have suspension points provided with stop devices or other effective devices at the outer ends to prevent the displacement of ropes.

10.13.6 The contractor must ensure that—

- a) the parts of the building or structure on which the outriggers of a suspended platform are supported, are checked by means of calculations to ensure that the required safety factor is adhered to without risk of damage to the building or structure;
- b) the suspension wire rope and the safety wire rope are separately connected to the outrigger;
- c) each person on a suspended platform is provided with and wears a body harness as a fall prevention device, which must at all times be attached to the suspended platform;
- d) the hand or power driven machinery to be used for the lifting or lowering of the working platform of a suspended platform is constructed and maintained in such a manner that an uncontrolled movement of the working platform cannot occur;
- e) the machinery referred to in paragraph (d) is so situated that it is easily accessible for inspection;
- f) the rope connections to the outriggers are vertically above the connections to the working platform; and
- g) when the working platform is suspended by two ropes only, the connections of the ropes to the working platform are of a height above the level of the working platform to ensure the stability of the working platform.

10.13.7 The contractor must ensure that a suspended platform—

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- a) is suspended as near as possible to the structure to which work is being done to prevent as far as is reasonably practicable horizontal movement away from the face of the structure;
- b) is fitted with anchorage points to which workers must attach the lanyard of the safety harness worn and used by the worker, and such anchorage connections must have sufficient strength to withstand any potential load applied to it; and
- c) is fitted with a conspicuous notice easily understandable by all workers working with the suspended platform, showing—
 - (i). the maximum mass load;
 - (ii). the maximum number of persons; and
 - (iii). the maximum total mass load, including load and persons, which the suspended platform can carry.

10.13.8 The contractor must cause—


- a) the whole installation and all working parts of a suspended platform to be thoroughly examined by a competent person in accordance with the manufacturer's specification;
- b) the whole installation to be subjected to a performance test as determined by the standard to which the suspended platform was manufactured;
- c) the performance test contemplated in paragraph (b) to be done by a competent person appointed in writing, with the knowledge and experience of erection and maintenance of suspended platforms or similar machinery, and who must determine the serviceability of the structures, ropes, machinery and safety devices before they are used, every time suspended platforms are erected; and
- d) the performance test contemplated in paragraph (b) of the whole installation of the suspended platform to be subjected to a load equal to that prescribed by the manufacturer or, in the absence of such load, to a load of 110 per cent of the rated mass load, at intervals not exceeding 12 months and in such a manner that every part of the installation is stressed accordingly.

10.13.9 The contractor must cause every hoisting rope, hook or other load-attaching device which forms part of the suspended platform to be thoroughly examined in accordance with the manufacturer's specification by the competent person before they are used every time they are assembled, and, in cases of continuous use, at intervals not exceeding three months.

10.13.10 The contractor must ensure that the Suspended Platform Supervisor or the Suspended Platform Inspector carries out a daily inspection of all the equipment prior to use, including establishing whether—

- a) all connection bolts are secure;
- b) all safety devices are functioning;
- c) all safety devices are not tampered with or vandalized;
- d) the total maximum mass load of the platform is not exceeded;
- e) the occupants in the suspended platform are using body harnesses which have been properly attached;
- f) there are no visible signs of damage to the equipment; and
- g) all reported operating problems have been attended to.

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10.13.11 The contractor must ensure that all inspection and performance test records are kept on the construction site at all times and made available to an inspector, the client, the client's agent or any employee upon request.

10.13.12 The contractor must ensure that all employees required to work or to be supported on a suspended platform are—

- a) medically fit to work safely in a fall risk position or such similar environment by being in possession of a medical certificate of fitness;
- b) competent in conducting work related to suspended platforms safely;
- c) trained or received training, which includes at least—
 - (i) how to access and egress the suspended platform safely;
 - (ii) how to correctly operate the controls and safety devices of the equipment;
 - (iii) information on the dangers related to the misuse of safety devices; and
 - (iv) information on the procedures to be followed in the case of—
 - (v) an emergency;
 - (vi) the malfunctioning of equipment; and
 - (vii) the discovery of a suspected defect in the equipment; and
 - (viii) instructions on the proper use of body harnesses.

10.13.13 The contractor must ensure that where the outriggers of a suspended platform are to be moved, only persons trained and under the supervision of the competent person effect such move, within the limitation stipulated in the operational compliance plan and that the supervisor must carry out an inspection and record the result thereof prior to re-use of the suspended platform.

10.13.14 The contractor must ensure that the suspended platform is properly isolated after use at the end of each working day in such a manner that no part of the suspended platform presents a danger to any person thereafter.

10.14 ROPE ACCESS WORK


10.14.1 The contractor must—

- a) appoint a competent person in writing as a rope access supervisor with the duty of supervising all rope access work on the site, including the duty of ensuring occupational health and safety compliance in relation to rope access work: Provided that the appointment of any such person does not relieve the construction manager of any personal accountability for failing in his management duties in terms of this regulation;
- b) ensure that all rope access work on the construction site is carried out under the supervision of a competent person; and
- c) ensure that all rope access operators are competent and licensed to carry out their work.

10.14.2 No contractor may use or allow the use of rope access work unless—

- (a) the design, selection and use of the equipment and anchors comply with the relevant safety standards

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(b) he or she is in possession of a site specific fall protection plan developed by a competent person applicable to the specific work and environment prior to the commencement of the work, including records of maintenance and inspections of all the equipment used for the work operations.

10.14.3 The contractor must ensure that adequate measures are in place to allow rescue procedures to commence immediately in the event of a fall incident taking place.

10.15 MATERIAL HOISTS

10.15.1 The contractor must ensure that every material hoist and its tower have been constructed in accordance with the generally accepted technical standards and are strong enough and free from defects.

10.15.2 The contractor must ensure that the tower of every material hoist is—

- (a) erected on firm foundations and secured to the structure or braced by steel wire guy ropes, and extends to a distance above the highest landing to allow a clear and unobstructed space of at least 900 millimetres for over travel;
- (b) enclosed on all sides at the bottom, and at all floors where persons are at risk of being struck by moving parts of the hoist, except on the side or sides giving access to the material hoist, with walls or other effective means to a height of at least 2100 millimetres from the ground or floor level; and
- (c) provided with a door or gate at least 2100 millimetres in height at each landing, and that door or gate must be kept closed except when the platform is at rest at such a landing.

10.15.3 The contractor must cause—

- (a) the platform of every material hoist to be designed in a manner that it safely contains the loads being conveyed and that the combined mass of the platform and the load does not exceed the designed lifting capacity of the hoist;
- (b) the hoisting rope of every material hoist which has a remote winch to be effectively protected from damage by any external cause to the portion of the hoisting rope between the winch and the tower of the hoist; and
- (c) every material hoist to be provided with an efficient brake capable of holding the platform with its maximum load in any position when power is not being supplied to the hoisting machinery.

10.15.4 No contractor may require or permit trucks, barrows or material to be conveyed on the platform of a material hoist and no person may so convey trucks, barrows or material unless those articles are secured or contained in a manner that displacement thereof cannot take place during movement.


10.15.5 The contractor must cause a notice, indicating the maximum mass load which may be carried at any one time and the prohibition of persons from riding on the platform of the material hoist, to be affixed around the base of the tower and at each landing.

10.15.6 The contractor of a material hoist may not require or permit any person to operate a hoist, unless the person is competent in the operation of that hoist.

10.15.7 No contractor may require or permit any person to ride on a material hoist.

10.15.8 The contractor must ensure that every material hoist—

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- (a) is inspected on daily basis by a competent person appointed in writing by the contractor and such competent person must have the experience pertaining to the erection and maintenance of material hoists or similar machinery;
- (b) inspection contemplated in paragraph (a), includes the determination of the serviceability of the entire material hoist, including guides, ropes and their connections, drums, sheaves or pulleys and all safety devices;
- (c) inspection results are entered and signed in a record book by a competent person, which book must be kept on the premises for that purpose;
- (d) is properly maintained and the maintenance records in this regard are kept on site.


10.16 BULK MIXING PLANT

- 10.16.1 The contractor must ensure that the operation of a bulk mixing plant is supervised by a competent person who has been appointed in writing and is—
- (a) aware of all the dangers involved in the operation thereof; and
 - (b) conversant with the precautionary measures to be taken in the interest of health and safety.
- 10.16.2 No person supervising or operating a bulk mixing plant may authorize any other person to operate the plant, unless that person is competent to operate a bulk mixing plant.
- 10.16.3 The contractor must ensure that the placement and erection of a bulk mixing plant complies with the requirements set out by the manufacturer and that such plant is erected as designed.
- 10.16.4 The contractor must ensure that all devices to start and stop a bulk mixing plant are provided and that those devices are—
- (a) placed in an easily accessible position; and
 - (b) constructed in a manner to prevent accidental starting.
- 10.16.5 The contractor must ensure that the machinery and plant selected is suitable for the mixing task and that all dangerous moving parts of a mixer are placed beyond the reach of persons by means of doors, covers or other similar means.
- 10.16.6 No person may remove or modify any guard or safety equipment relating to a bulk mixing plant, unless authorized to do so by the appointed person contemplated in subregulation (1).
- 10.16.7 The contractor must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with when entering any silo.
- 10.16.8 The contractor must ensure that a record is kept of all repairs or maintenance to a bulk mixing plant and that the record is available on site to an inspector, the client, the client's agent or any employee.

10.17 EXPLOSIVE ACTUATED FASTENING DEVICE

- 10.17.1 No contractor may use or permit any person to use an explosive actuated fastening device, unless—
- (a) the user is provided with and uses suitable protective equipment;
 - (b) the user is trained in the operation, maintenance and use of such a device;

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- (c) the explosive actuated fastening device is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles; and
- (d) the firing mechanism is so designed that the explosive actuated fastening device, will not function unless—
 - (i) it is held against the surface with a force of at least twice its weight; and
 - (ii) the angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle.

10.17.2 The contractor must ensure that—

- (a) only cartridges suited for the relevant explosive actuated fastening device, and the work to be performed, are used;
- (b) an explosive actuated fastening device is cleaned and examined daily before use and as often as may be necessary for its safe operation by a competent person who has been appointed for that purpose;
- (c) the safety devices of an explosive actuated fastening device are in good working order prior to use;
- (d) when not in use, an explosive actuated fastening device and its cartridges are locked up in a safe place, which is inaccessible to unauthorized persons;
- (e) an explosive actuated fastening device is not stored in a loaded condition;
- (f) a warning notice is displayed in a conspicuous manner in the immediate vicinity wherever an explosive actuated fastening device is used; and
- (g) the issuing and collection of cartridges and nails or studs of an explosive actuated fastening device are—
 - (i) controlled and done in writing by a person having been appointed in writing for that purpose; and
 - (ii) recorded in a register by a competent person and that the recipient has accordingly signed for the receipt thereof as well as the returning of any spent and unspent cartridges.

10.18 CRANES


10.18.1 The contractor must, in addition to compliance with the applicable standards and legislation ensure that where tower cranes are used—

- (a) they are designed and erected under the supervision of a competent person;
- (b) a relevant risk assessment and method statement are developed and applied;
- (c) the effects of wind forces on the crane are taken into consideration and that a wind speed device is fitted that provides the operator with an audible warning when the wind speed exceeds the design engineer’s specification;
- (d) the bases for the tower cranes and tracks for rail-mounted tower cranes are firm, level and secured;
- (e) the tower crane operators are competent to carry out the work safely; and
- (f) the tower crane operators have a medical certificate of fitness to work in such an environment, issued by an Occupational Health Practitioner.

10.19 CONSTRUCTION VEHICLES AND MOBILE PLANT

10.19.1 The contractor must ensure that all construction vehicles and mobile plant—

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- (a) are of an acceptable design and construction;
- (b) are maintained in a good working order;
- (c) are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
- (d) are operated by a person who—
 - (i) has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
 - (ii) has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner;
- (e) have safe and suitable means of access and egress;
- (f) are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
- (g) are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guardrails and crash barriers;
- (h) are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- (i) are equipped with an acoustic warning device which can be activated by the operator;
- (j) are equipped with an automatic acoustic reversing alarm; and
- (k) are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.

10.19.2 The contractor must ensure that—

- (a) no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
- (b) every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
- (c) the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
- (d) every traffic route is, where necessary, indicated by suitable signs;
- (e) all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
- (f) all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set and ignition secured;

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- (g) whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
- (h) tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;
- (i) vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
- (j) all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

10.20 ELECTRICAL INSTALLATIONS AND MACHINERY ON CONSTRUCTION SITES

10.20.1 The contractor must, in addition to compliance with the applicable legislation ensure that—


- (a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- (b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- (c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- (d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
- (e) all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

10.21 USE AND TEMPORARY STORAGE OF FLAMMABLE LIQUIDS ON CONSTRUCTION SITES

10.21.1 The contractor must, in addition to compliance with the provisions for the use and storage of flammable liquids in the applicable legislation, ensure that—

- (a) where flammable liquids are being used, applied or stored at the workplace concerned, it is done in a manner that does not cause a fire or explosion hazard, and that the workplace is effectively ventilated;
- (b) no person smokes in any place in which flammable liquid is used or stored, and the contractor must affix a suitable and conspicuous notice at all entrances to any such areas prohibiting such smoking;
- (c) an adequate amount of efficient fire-fighting equipment is installed in suitable locations around the flammable liquids store with the recognized symbolic signs;
- (d) only the quantity of flammable liquid needed for work on one day is taken out of the store for use;
- (e) all containers holding flammable liquids are kept tightly closed when not in actual use and, after their contents have been used up, are removed from the construction site and safely disposed of;
- (f) where flammable liquids are decanted, the metal containers are bonded and earthed; and

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- (g) no flammable material, including cotton waste, paper, cleaning rags or similar material is stored together with flammable liquids.

10.22 WATER ENVIRONMENTS

10.22.1 The contractor must ensure that where construction work is done over or in close proximity to water, provision is made for—

- (a) preventing persons from falling into water; and
- (b) the rescuing of persons in danger of drowning.

10.22.2 The contractor must ensure that where a person is exposed to the risk of drowning by falling into the water, the person is provided with and wears a lifejacket.

10.23 STACKING AND STORAGE ON CONSTRUCTION SITES

10.23.1 The contractor must, in addition to compliance with the provisions for the stacking of articles ensure that—

- (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
- (b) adequate storage areas are provided;
- (c) there are demarcated storage areas; and
- (d) storage areas are kept neat and under control.

10.23.2 Lay down areas will be kept neat and tidy. Areas will be barricaded and all equipment, material or tools will be stored neatly inside this area. Stacking of equipment or material will be done on level solid surfaces. Overhanging of material will not be allowed.

10.23.3 Flammable liquids will be stored in a well ventilated store room with a Fire extinguisher placed on the outside of the store.

10.23.4 Gas Cylinders will be secured in a trolley while work is being done on site and will remain upright at all times. Gas cylinders will be stored upright inside a well ventilated area, empty and full cylinders will be stored apart from another.


10.23.5 The Torch, pipes and regulators will be stored detached from the cylinders and will be kept in a storage box.

10.24 FIRE PRECAUTIONS ON CONSTRUCTION SITES

10.24.1 The contractor must ensure that—

- (a) all appropriate measures are taken to avoid the risk of fire;
- (b) sufficient and suitable storage is provided for flammable liquids, solids and gases;
- (c) smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
- (d) in confined spaces and other places in which flammable gases, vapours or dust can cause danger—
 - (i) only suitably protected electrical installations and equipment, including portable lights, are used;
 - (ii) there are no flames or similar means of ignition;

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- (iii) there are conspicuous notices prohibiting smoking;
- (iv) oily rags, waste and other substances liable to ignite are without delay removed to a safe place; and
- (v) adequate ventilation is provided;
- (e) combustible materials do not accumulate on the construction site;
- (f) welding, flame cutting and other hot work are done only after appropriate precautions have been taken to reduce the risk of fire;
- (g) suitable and sufficient fire-extinguishing equipment is placed at strategic locations or as may be recommended by the Fire Chief or local authority concerned, and that such equipment is maintained in a good working order;
- (h) the fire equipment contemplated in paragraph (g) is inspected by a competent person, who has been appointed in writing for that purpose, in the manner indicated by the manufacturer thereof;
- (i) a sufficient number of workers are trained in the use of fire- extinguishing equipment;
- (j) where appropriate, suitable visual signs are provided to clearly indicate the escape routes in the case of a fire;
- (k) the means of escape is kept clear at all times;
- (l) there is an effective evacuation plan providing for all—
 - (i) persons to be evacuated speedily without panic;
 - (ii) persons to be accounted for; and
 - (iii) plant and processes to be shut down; and
- (m) a siren is installed and sounded in the event of a fire.

10.25. CONSTRUCTION EMPLOYEES’ FACILITIES

10.25.1 The contractor must, in addition to the construction site provisions in the applicable legislation provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities:


- (a) Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 15 persons;
- (b) at least one sanitary facility for each sex and for every 30 workers;
- (c) changing facilities for each sex; and
- (d) sheltered eating areas.

10.25.2 The contractor must provide reasonable and suitable living accommodation for the workers at construction sites who are far removed from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation, is not available

10.26. OPERATORS OF MACHINERY

10.26.1 Operators of machinery will be required to complete a daily pre-start checklist before work commences. Operators must be in possession of a **valid Medical Certificate issued by an Occupational Health Practitioner** and the operator will be in possession of a **Competency Certificate for the Machine he/she**

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operates. Drivers of trucks or any other Vehicle or Plant travelling on Public Roads must also be in possession of a valid PDP licence. It will remain the responsibility of the Operator of a Vehicle/ Plant / Machine to report all oil leaks to the supervisor and to have the Vehicle / Plant / Machine fixed as soon as possible. Where there are **Life Threatening Faults the Vehicle / Plant / Machine will not be used until it has been sufficiently repaired.**

10.27 CRANES AND LIFTING EQUIPMENT

10.27.1 Cranes and Lifting equipment will comply with OHS Act 85 of 1993, Driven Machinery Regulations (DMR) 18. Operators of mobile cranes must be in possession of valid PDP license, medical certificate and training certificate. Mobile cranes must have a valid load test certificate and must be inspected monthly by a competent person on a register. All lifting equipment/tackle must have a valid load test certificate and will be inspected monthly by a competent person on a register. At no stage will gas cylinders be lifted by a crane unless the cylinders are in a cradle designed to carry equipment. Cranes will be directed by a Banks man / Supervisor with sufficient communication with the crane. It will remain the responsibility of the operator to ensure that the loads are not slewed over other employees and that the mobile crane slew area is barricaded with tape while the crane is in operation. **Where there are Life Threatening Faults the Crane Operations will not start until the faults have been sufficiently repaired and the Crane was issued with a certificate to prove the crane has been fixed and where applicable, a new load test was conducted.**

10.28 FLAME CUTTING AND WELDING

10.28.1 Gas Cylinders will be in a trolley while work is being done on site and will remain upright at all times. Gas cylinders will be stored upright inside a well ventilated area, empty and full cylinders will be stored apart from another. The Torch, pipes and regulators will be stored detached from the cylinders and will be kept in a storage box.

10.28.2 Electric welders will have insulated electrical cables, electrodes and an effective earth system. Areas where welding is taking place must be barricaded with welding screens and sufficient warning signs have to be erected to protect other employees from the glare and sparks. **Operator will be trained and experienced in welding.**


10.28.3 A fully functional and inspected **Fire extinguisher** will be available at the area of work **where any spark producing activity takes place.**

10.29. STEEL ASSEMBLING & PLACING

10.29.1 Area where assembly takes place must be demarcated. When working at heights employees must be issued with safety harnesses and other PPE required as per the risk assessment. The correct tools must be used for the work to be done.

10.29.2 When handling steel, beware of the cutting edges of the steel and be aware of other people. Steel must be well balanced before lifting with a crane.

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10.30. GENERAL OHS REQUIREMENTS


10.30.1 The **Contractor** and its contractors shall ensure that;

- a) All employees are issued with the appropriate **PPE** and that they are trained in the correct use thereof.
- b) Employees are medically certified to work on heights and to operate Plant and Machinery.
- c) All security measures implemented on the **Project** are adhered to and that random searching maybe carried out.
- d) All signs and notices implemented on the **Project** are adhered to and not damaged in any way.
- e) Suitable fire fighting equipment is made available and employees are trained in the safe use thereof.
- f) No large volumes of flammable substances are stored and suitable precautions are taken to store those that are.
- g) Suitable measures are in place with regards to sanitation, changing facilities, eating facilities, and drinking water.
- h) Measures are taken to reduce any environmental impairment with regards to noise, ground, and air and water pollution.
- i) Suitable lighting is provided in all darkened working areas.
- j) No employees are permitted to enter / work on the **Project** while under the influence of any intoxicating substance.
- k) No machinery, article, substance, plant, or PPE belonging to the **Principal Contractor** is used without permission.
- l) No illegal immigrants are employed by the **Contractor or Contractor** while on the **Project**.
- m) No employee shall be exposed to unprotected heights.
- n) Only double lanyard, with a shock absorber safety harnesses with a foot strap shall be used on projects.
- o) All employees shall be properly trained in the use of all issued PPE.
- p) Records shall be maintained regarding issue of PPE to employees.

10.30.2 Without derogating from the generality of the above requirements and notwithstanding the applicable legislation the **Contractor** and its contractors shall ensure the following;

- a) The provision of a safe and healthy working environment,
- b) The provision of safe and healthy systems of work, plant and machinery,
- c) The identification of the prevalent hazards to health and safety and the precautionary measures to be taken,
- d) The provision of the necessary information, instructions and training,
- e) The enforcement of the established precautionary measures,
- f) Informing employees on their scope of authority,
- g) Making employees conversant with the identified hazards and precautionary measures,
- h) Ensuring that no employee is victimized as a result of adhering to these requirements.

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10.31. NON CONFORMANCES

- 10.31.1 Any contractor employee who is found not adhering to the WBHO OHS procedures, Contractor OHS Plan, applicable legislations or who is observed doing unsafe acts or contributing to creating unsafe conditions will be issued with a Non Conformance Report and the relevant Contracting Firm will then be stopped and fined according to the scale as stipulated below.
- 10.31.2 Contractor employees will also be reprimanded as per the Company HR Procedures; a first transgression constitutes a **verbal warning**, a second transgression a **written warning** and a third transgression a **full disciplinary hearing** as per the Company HR Procedures. Any Life threatening unsafe act or condition must be treated as a Gross Neglect of Company Safety Rules and Procedures and a Disciplinary Hearing shall be conducted to determine the root cause of the incident and the appropriate action which must be taken to rectify the unsafe situation or prevent future incidents from occurring.
- 10.31.3 Copies of the Non Conformance Report and disciplinary procedures must be kept on record.

Minor Transgression

Not wearing PPE, e.g. Hardhats, earplugs when required, etc.

A Fine up to R 500-00 will be issued to the Contractor.

Medium Transgression

Not contributing to good housekeeping standards, proper stacking and storage standards, no Supervision for activities, not doing Risk Assessments, Toolbox Talks not conducted, No safe working procedures in place, not issuing PPE to their Employees, etc.

Fine up to R 2500-00 will be issued to the Contractor.

Major Transgression


Any Life threatening activity, act or contribution by an employee in creating an unsafe environment for his own employees or other Persons, Not wearing or using critical PPE e.g. Eye protection, Safety Harness or Respiratory equipments as stipulated / required in the task risk assessment.

A fine up to R 5000-00 must be issued to the Contracting Firm.

Any Contractor who receives more than 3 Major transgressions for the same unsafe act or condition must be called in for a disciplinary hearing and if another incident of the same nature occurs then the contractor may be put off site and black listed with the Tendering Department of WBHO.

Copies of all Non Conformance Reports must be kept in the project OHS File for references.


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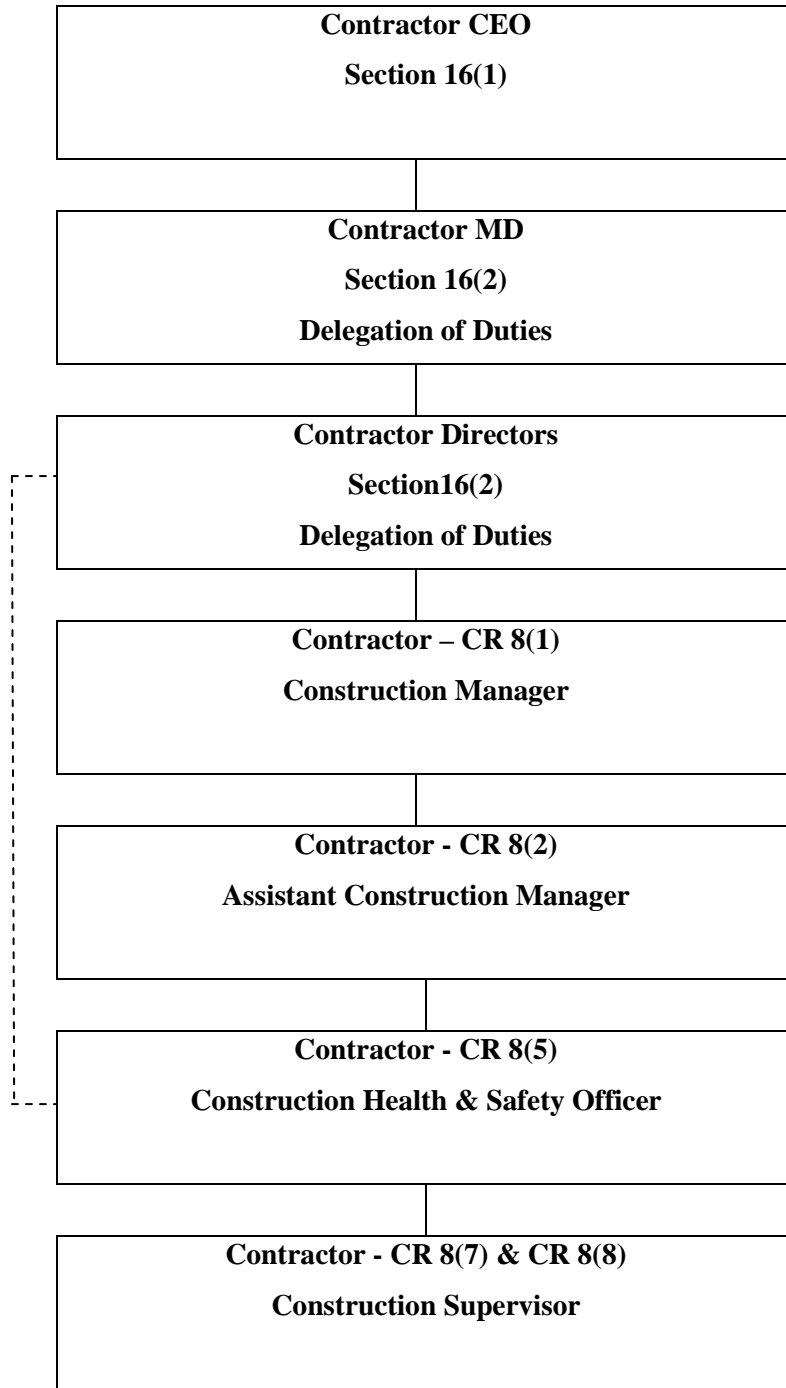
Fines instituted against any Contractor shall be refundable when the Contractor has demonstrated compliance to the applicable Legislation / or Principle Contractors Safety Requirements and the Principle Contractor has been satisfied that the Contractor has indeed addressed the issue which led to the fine imposed.

The **Principal Contractor** reserves the right to request immediate corrective action from any contractor of any non-compliance identified in terms of this agreement by the **Contractor** and its contractors during the performance of the work on the Project. The **Principal Contractor** further reserves the right to stop any work that does not comply with the **OHS** standards and without any cost to the **Principal Contractor**. This agreement places the onus on the **Contractor** to contact the **Principal Contractor** in the event of the inability to perform as per this agreement.


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Simple OHS Organogram




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ANNEXURE 1 - GENERAL OHS INDUCTION


1. Each employee remains responsible for his own Health and Safety and for those around him.
2. A copy of all applicable legislation along with the company’s procedures is available to all employees at the Project OHS officer or Site Agent.
3. Cell Phones are only allowed to be used by Supervisory Staff in a safe area, other Cell Phones and I-pods are prohibited from WBHO projects.
4. Always follow instructions from your Supervisor – DO NOT TAKE CHANCES.
5. Always report unsafe acts or conditions to your Supervisor.
6. Always use the Protective equipment and clothing issued to you.
7. Report all injuries or incidents to your Supervisor before the end of shift, no matter how minor they may be.
8. Do not fool around while working – Practical jokes can be dangerous.
9. Do not use alcohol or drugs at work and do not report for work intoxicated.
10. Knives and Fire arms are not allowed in any work area.
11. No Physical assault or fighting is allowed in any work area.
12. Do not use Plant or Machinery if you are not authorised or trained to do so.
13. Do not walk underneath any suspended loads and stay out of the way of Plant and Machinery items.
14. Always look around you when you walk on site and make sure you do not fall over equipment, material or into holes.
15. Do not enter a barricaded area, unless you are working in the area.
16. Do not climb onto high structures, including scaffolds unless you are working on the structure and you are wearing your safety harness.
17. Your safety harness must always be secured to a solid structure when working at unsafe heights.
18. Report all defects on tools, equipment and machinery to your supervisor.
19. Never take shortcuts – always use the access provided and hold onto the handrails provided at the stairs.
20. Obey all safety signs and notices.
21. Return all safety equipment back to the person who issued it to you.
22. Please keep your area clean and tidy – a tidy project is a safe project.
23. Never misuse, abuse or alter safety devices on plant, machinery or equipment and do not ride on Plant, machinery with no seats for passengers.
24. No employee shall be transported on the back of an open vehicle (LDV’s and Trucks) on site or public roads.
25. Never lift heavy objects alone – rather ask someone for help or utilise a crane.
26. Keep electrical tools and equipment away from water.
27. Do not throw materials / tools / equipment from any height.
28. All drop off edges and openings must be barricaded – do not tamper with the barricading.
29. Only authorised persons will be allowed in the work areas.
30. Do not pollute or damage the environment – use the facilities provided for you.

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- 31. Stay alert, follow the rules and protect yourself and other workers from accidents.
- 32. Be aware of any visitors on the site and if you see any person on site who does not belong on site, remove him from site or report to your supervisor.
- 33. If you are unsure about safety then ask your supervisor or Safety Representative.
- 34. Basic firefighting a) How to use Fire extinguisher, b) Class 1, Class 2 & Class 3 fires.
- 35. No person is allowed to remove any material / property from site without permission from management.

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ANNEXURE 2

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**OCCUPATIONAL HEALTH & SAFETY ACT No. 85 of 1993
CONSTRUCTION REGULATIONS 2014, 7(1)(c)(v)**

(PC Resp. Person)

(PC Company Name)

I, _____ representing _____ in my capacity as the Contracts Manager

(Contractor Resp. Person)

Assigned person hereby assign _____ (Name of Person) Representing _

(Contractor Company Name)

(Name of Contractor Company) in the capacity of

_____ (Designation) and vested with the duty of ensuring the employer complies with the

provisions of "the Act" subject to my control and directions in respect of all projects and areas under his control, to perform part of the

(Project Name)

construction work, or work in the following area/s of the _____, situated in

_____ (Name of Suburb/ Town) as per the attached annexure until further notice.

Having read both this page and the annexure attached to this page, I accept that my company and I, representing my company are both fully responsible for any acts or omissions in terms of the Act by any of our employees and any mandatory.

Principal Contractor Assigned Responsible Person
Initials and Surname
Designation

Date

ACCEPTANCE OF APPOINTMENT

(Contractor Resp. Person)

(Contractor Company Name)


I, _____ (Designated Responsible Person) of _____ (Name of Company)

hereby accept this assignment and confirm that I am conversant with the requirements as stipulated on this annexure and agree to carry out the duties as set out to the principal contractor in the Occupational Health & Safety Act No. 85 of 1993, particularly emphasized by the Construction Regulations 2014, which, is cascading down to us. I further ensure you that I will adhere to all other applicable Municipality Regulations and By-laws.

Contractor
Initials and Surname
Designation

Date

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ANNEXURE

CONSTRUCTION REGULATIONS 2014, 7(1)(c)(v)

DUTIES OF PRINCIPAL CONTRACTOR AND CONTRACTOR

- 1) A principal contractor must—
 - a) provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;
 - b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
 - c) on appointing any other contractor, in order to ensure compliance with the provisions of the Act—
 - (i) provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;
 - (ii) ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
 - (iii) ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
 - (iv) ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
 - (v) appoint each contractor in writing for the part of the project on the construction site;
 - (vi) take reasonable steps to ensure that each contractor's health and safety plan contemplated in subregulation (2)(a) is implemented and maintained on the construction site;
 - (vii) ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
 - (viii) stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
 - (ix) where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and
 - (x) discuss and negotiate with the contractor the contents of the health and safety plan contemplated in subregulation (2)(a), and must thereafter finally approve that plan for implementation;
 - d) ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in subregulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent;
 - e) hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in subregulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
 - f) in addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and subregulation (2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
 - g) ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulation.
- (2) A contractor must prior to performing any construction work—
 - a) provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification contemplated in regulation 5(1)(b) and provided by the principal contractor in terms of subregulation (1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
 - b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act

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- and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- c) before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
 - d) co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
 - e) as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
- (3) Where a contractor appoints another contractor to perform construction work, the duties determined in subregulation (1)(b) to (g) that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.
 - (4) A contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.
 - (5) No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
 - (6) A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
 - (7) A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in subregulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;.
 - (8) A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.


**Contractor
Initials and Surname
Designation**

Date

Contractor Signature		Principal Contractor Representative	
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	OCCUPATIONAL H & S MANAGEMENT SYSTEM	O.H.S	Section 4.4.4.16.2
	MANDATARY AGREEMENT & SAFETY SPECIFICATION	REV	6.8 10/06/2015
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Record Keeping	Project OHS File, Contractor File, Divisional OHS Department, Archive		

ANNEXURE 3

	OCCUPATIONAL H & S MANAGEMENT SYSTEM	O.H.S	Section 4.4.4.1.18
	ASSISTANT CONSTRUCTION SUPERVISOR	REV	6.3 13/05/14
	OHS Act 85 of 1993 CR 8(8) APPOINTMENT LETTER	PAGE	1 of 1
Record Keeping	Project OHS File, Employee File, Archive		

I,	ENTER NAME OF PERSON MAKING APPOINTMENT	ID NO.
representing WBHO on the		hereby appoint,
		ID NO
with the duty of Assistant Construction Supervisor, CR 8(8) and your area of responsibility is as follows;		
DESIGNATE GEOGRAPHICAL RESPONSIBLE AREA ON SITE :		
APPOINTMENT START DATE	APPOINTMENT END DATE	

Your duties will include but not limited to;

- Take over the duties of the Construction Work Supervisor in his absence.
- Ensuring that all company safety, health and environmental procedures along with any specific client requirements are implemented and adhered to.
- Ensuring that all applicable legislative requirements are implemented and complied with.
- Ensuring that only authorised persons gain access to the construction premises and associated areas.
- Ensuring that all persons are made aware of the hazards associated with their work and that all reasonable measures are implemented to reduce these risks.
- Ensuring that all construction activities are carried out under the control and supervision of competent supervisors.
- Ensuring that all plant and machinery is in a safe working condition and that only trained and authorised persons utilize such items.
- Ensuring that all construction equipment is in a safe working condition and that only trained and authorised persons utilize such items.
- Ensuring that the necessary personal protective equipment is made available and used by the appropriate persons.
- Ensuring that all contractors adhere to the health and safety requirements of the contract.
- Ensuring that all injuries and incidents are reported and investigated in the appropriate manner and that suitable measures are implemented to prevent re-occurrences.
- Ensuring that all reasonable steps are taken to ensure the health and safety of all persons employed on the contract and of those who are affected by the construction operations.
- Assist the appointed Construction Work Supervisor in ensuring that all applicable safety requirements are adhered to on the project.

You are to take all reasonable steps to ensure the health and safety of all persons associated with this designation. This appointment also entrusts you to assist and advise all employees in ensuring adherence to company and statutory health and safety requirements. Please familiarise yourself with these requirements and report all deviations and areas of non-compliance, which you cannot rectify to the appointed Construction Work Supervisor or to me directly.

Competency / License	Y/N	Expiry Date	Remarks	Initial
Competency Certificate				
General Induction				
Medical Competency				


_____ SIGNATURE _____ DESIGNATION _____ DATE

ACCEPTANCE OF DESIGNATION

I accept the assignment as set out above and confirm my understanding of the duties involved.

_____ SIGNATURE _____ DESIGNATION _____ DATE

Contractor Signature		Principal Contractor Representative	
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	OCCUPATIONAL H & S MANAGEMENT SYSTEM	O.H.S	Section 4.4.4.16.2	
	MANDATARY AGREEMENT & SAFETY SPECIFICATION	REV	6.8	10/06/2015
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Record Keeping	Project OHS File, Contractor File, Divisional OHS Department, Archive			

**ANNEXURE 4
WORKING AT HEIGHT EVALUATION**

- | | | | |
|--|--|------------|-----------|
| 1. ARE YOU AFRAID OF HEIGHTS? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 2. HAVE YOU PREVIOUSLY WORKED ON HEIGHTS? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |
| 3. ARE YOU ON ANY MEDICATION WHICH CAN MAKE YOU DROWSY? | <table border="1"><tr><td>YES</td><td>NO</td></tr></table> | YES | NO |
| YES | NO | | |

Please tick (√) the appropriate box for the answer to the questions above.

PLAY IT SAFE!!!!

Acknowledged By

Presented by

Name _____

ID / Passport no _____

Contractor Name _____

Signature _____

Date _____

Contract / Project Name _____

Name _____

Coy / ID or Passport no _____

Signature _____

Date _____

Contractor to utilise the Principal Contractors First Aid facilities (yes / no) _____

Total number of Contractor employees expected on the Project _____

Emergency Contact Person of Contractor _____

Emergency Contact No. _____

Compensation Commissioners Fund No. _____


MANDATORY AGREEMENT ACCEPTANCE BY THE CONTRACTOR

NAME	SIGNATURE	DESIGNATION	DATE
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ACKNOWLEDGED BY THE PRINCIPAL CONTRACTOR

NAME	SIGNATURE	DESIGNATION	DATE
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Contractor Signature		Principal Contractor Representative	
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	OCCUPATIONAL H & S MANAGEMENT SYSTEM	O.H.S	Section 4.4.4.16.2	
	MANDATORY AGREEMENT & SAFETY SPECIFICATION	REV	6.8	10/06/2015
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Record Keeping	Project OHS File, Contractor File, Divisional OHS Department, Archive			

ANNEXURE 5

	OCCUPATIONAL H&S MANAGEMENT SYSTEM	OHS	Section 4.4.4.16.6	
	CONTRACTOR ACCESS CONTROL LIST	REV	6	10/06/2015
		PAGE	1 of 1	
Distribution	Project OHS File, Attach to Mandatory			

PROJECT		DATE	
CONTRACTOR		WBHO SAFETY OFFICER	
SUPERVISOR		SUPERVISOR CONTACT NO	

NO	NAME	ID	OCCUPATION
1			
2			
3			
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This list is to be approved by the site Safety officer and issued to Access/Gate Control Officer

Contractor Signature		Principal Contractor Representative	
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