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| <b>REQUEST FOR PRICING</b><br>(GOODS AND SERVICES) | Form No: JW SCM Dev MBD1<br><br>Revision No: 02<br><br>Effective Date: February 2023 |
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|                                |  |                        |  |               |       |
|--------------------------------|--|------------------------|--|---------------|-------|
| RFQ NUMBER:                    | JW RFP 10/05/24  | CLOSING DATE:          | 17 May 2024  | CLOSING TIME: | 14H00 |
| DESCRIPTION:                   | Supply and install 100m x 200mm diameter HDPE slip lining, including excavation of launch and receiving pits, and rebuilding of 2 manholes and benching, complete. |                        |  |               |       |
| BRIEFING SESSION DATE AND TIME | 14 May 2024<br>13h00   | BRIEFING SESSION VENUE | Far East Bank, Alexandra,<br>Corner Florence Maposho and East Bank Avenue. |               |       |
| ISSUE DATE                     | 10 May 2024  |                        |  |               |       |

| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                       |  |   |  |
|---|--|---|--|
| Bidding procedure enquiries <u>must</u> be sent to the below Official |  | Technical enquiries must be directed to |  |
| <b>CONTACT PERSON</b>   | Tshilidzi Takalani   | <b>CONTACT PERSON</b>                   | Regenald Wesso   |
| <b>TELEPHONE NUMBER</b>   | 011 688 1772   | <b>TELEPHONE NUMBER</b>                 | 011 386 1001   |
| <b>E-MAIL ADDRESS</b><br>(Submissions must be made to this address)   | <a href="mailto:tshilidzi.takalani@jwater.co.za">tshilidzi.takalani@jwater.co.za</a> | <b>E-MAIL ADDRESS</b>                   | <a href="mailto:regenald.wesso@jwater.co.za">regenald.wesso@jwater.co.za</a> |

| SUPPLIER INFORMATION    |             |  |               |
|-------------------------|-------------|--|---------------|
| <b>NAME OF BIDDER</b>   |             |  |               |
| <b>POSTAL ADDRESS</b>   |             |  |               |
| <b>STREET ADDRESS</b>   |             |  |               |
| <b>TELEPHONE NUMBER</b> | <b>CODE</b> |  | <b>NUMBER</b> |
| <b>CELLPHONE NUMBER</b> |             |  |               |
| <b>FACSIMILE NUMBER</b> | <b>CODE</b> |  | <b>NUMBER</b> |
| <b>E-MAIL ADDRESS 1</b> |             |  |               |
| <b>E-MAIL ADDRESS 2</b> |             |  |               |

**Directors:**

Ms Rachel Kalidass (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Professor Clinton Aigbavboa, Mr Siphamandla Mnyani, Mr Petrus Matji,  
Mr Lebogang Ledwaba, Mr Thabo Sakasa, Mr Mavhungu Ramurunzi, Mr Philemon Mashoko

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

|  |   |  |   |
|--|---|--|---|
| <b>VAT REGISTRATION NUMBER</b>         |   | <b>CIDB GRADING and CIDB REGISTRATION NUMBER</b> | 2CE OR HIGHER   |
| <b>SUPPLIER COMPLIANCE STATUS</b>      | <b>TAX COMPLIANCE SYSTEM PIN:</b>   | <b>CENTRAL SUPPLIER DATABASE No:</b>             | MAAA  |
| <b>B-BBEE VERIFICATION CERTIFICATE</b> | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>B-BBEE SWORN AFFIDAVIT (EMEs and QSEs)</b>    | [TICK APPLICABLE BOX]<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No |

#### BID SUBMISSION:

- ☐ Bids must be submitted in the Johannesburg Water tender box at 65 Ntengi Piliso, Turbine Hall, Newtown before tender closing date and time.
- ☐ Late bids will not be accepted for consideration.

- All pricing/quotations must be submitted by completing the attached scheduled pricing schedule.

## 1. SCOPE OF WORK

### 1.1. DESCRIPTION

Supply and install 100m x 200mm diameter HDPE slip lining, including excavation of launch and receiving pits, and rebuilding of 2 manholes and their benching, complete.

- Demolish existing Manholes.
- Excavate launch and reception pits at the two manholes across the stream.
- Weld (Electro fusion) 200mm HDPE pipe PN 4 SDR 41
- Pull the HDPE pipe through the existing 250mm steel pipe.
- Rebuild the two manholes including benching.

### 1.2. GENERAL

All items must be supplied and delivered and installed as specified in the Bill of Quantities (BoQ) set out in section 1.3 below.

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### 1.3. REQUIREMENTS

The following items are expected to be supplied, delivered, and installed. Each line item includes material and labour costs:

| FAR EAST BANK JUSKEI RIVER CROSSING |  |                     |             |             |             |
|-------------------------------------|--|---------------------|-------------|-------------|-------------|
| Item No                             | Description  | Unit of Measurement | Quantity    | Rate        | Amount      |
| 1                                   | Mobilisation   | L/Sum               | 1           |             |             |
| 2                                   | Compile and submit OHS File  | L/Sum               | 1           |             |             |
| 3                                   | Compile and submit Environmental File  | L/Sum               | 1           |             |             |
| 4                                   | OHS Time related obligations including Safety Officer  | L/Sum               | 1           |             |             |
| 5                                   | Environmental Time related obligations including Environmental Officer                                 | L/Sum               | 1           |             |             |
| 6                                   | Rehabilitation and Bioremediation of river   | Prov Sum            | 1           | R250,000.00 | R250,000.00 |
| 7                                   | Profit on item 6 above   | %                   | R250,000.00 |             |             |
| 8                                   | Block sewer flow   | L/Sum               | 1           |             |             |
| 9                                   | Jet clean the sewer line   | L/Sum               | 1           |             |             |
| 10                                  | Demolish existng manhole   | No                  | 2           |             |             |
| 11                                  | Excavate for launch and reception pits (Rate to include backfilling and compaction to 90 % MOD AASHTO) | m <sup>3</sup>      | 10          |             |             |
| 12                                  | Slipline with 200mm HDPE pipe PN 4 SDR 41  | m                   | 100         |             |             |
| 13                                  | Rebuilt manholes including benching  | No                  | 2           |             |             |
| 14                                  | Mast boom lift (Upon Engineer's instruction if required)   | Hr                  | 2           |             |             |
| 15                                  | Allow for sewer over pumping (6 inch pump)   | Hr                  | 6           |             |             |

### 1.4. SAMPLES

Not required

### 1.5. QUANTITIES

As per description table. Once off supply and installation complete.

### 1.6. DELIVERY LOCATION

Must be delivered to the following address:

*Johannesburg Water: Zandfontein Region  
Far East Bank, Alexandra,  
Corner Florence Maposho and East Bank Avenue.*

### 1.7. DURATION OF CONTRACT

#### Directors:

Mr Siphon Mthembu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Phetole Modika, Mr Siphamandla Mnyani, Mrs. Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye,  
Mr Molate Mashifane, Ms Pamela Mabece, Mr Lunga Bernard, Mr Julias Maputla

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Registration Number: 2000/029271/30

Two (2) weeks

## 2. TENDER FORM AND PRICE SCHEDULES

To: Johannesburg Water (SOC) Ltd.

Having examined the Tender documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer **for the supply and delivery of material as** specified in conformity with the said Tender documents and as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

### Details of my / our offer are / are as follows:

We undertake, if our Tender is accepted, execute the contract in accordance with the requirements as specified.

We agree to abide by this Tender for a period of ninety (90) days from the date fixed for Tender opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that Johannesburg Water is not bound to accept the lowest or any tender it may receive, and that the contract may be awarded in whole or in part and to more than one tenderer.

Should my/our tender be successful, it be understood that a contract will come into existence as a once off contract which will commence from the date indicated in the letter of acceptance.

### 2.1 SCHEDULE OF PRICES:

The evaluation on price alteration will be conducted as follows:

2.1.1 Where the tender award strategy is to evaluate and award per item or category, the following must apply:

- (i) If there is an alteration on the rate but no alteration on the total for the item or category, the bidder will not be disqualified.
- (ii) If there is an alteration on the total for the item/s without authentication, bidders will only be disqualified for alteration per item or category.

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2.1.2 Where the tender award strategy is to evaluate and award total bid offer, the following must apply:

- (i) If there is an alteration on the rate, total for the line item, sub-total/ sum brought/carried forward for the section but no alteration on the total bid offer, the bidder will not be disqualified.
- (ii) If there is an alteration on the total bid offer on form of offer, then the amount in words must be considered or vice-versa.
- (iii) If there is an unauthenticated alteration on the total bid offer and the amount in words is not authenticated the bidders will be disqualified for the entire tender.

2.1.3. Where the tender pricing schedule or bill of quantities is requesting rates/price from bidder/s without providing a total, the following will apply:

- (i) If there is an unauthenticated alteration on the unit rate/price the bidder must be disqualified.

The total costs are to be inclusive of all costs required to supply and install the goods and services as per the BOQ below:

| FAR EAST BANK JUSKEI RIVER CROSSING |  |                     |             |                 |             |
|-------------------------------------|--|---------------------|-------------|-----------------|-------------|
| Item No                             | Description  | Unit of Measurement | Quantity    | Rate            | Amount      |
| 1                                   | Mobilisation   | L/Sum               | 1           |                 |             |
| 2                                   | Compile and submit OHS File  | L/Sum               | 1           |                 |             |
| 3                                   | Compile and submit Environmental File  | L/Sum               | 1           |                 |             |
| 4                                   | OHS Time related obligations including Safety Officer  | L/Sum               | 1           |                 |             |
| 5                                   | Environmental Time related obligations including Environmental Officer                                 | L/Sum               | 1           |                 |             |
| 6                                   | Rehabilitation and Bioremediation of river   | Prov Sum            | 1           | R250,000.00     | R250,000.00 |
| 7                                   | Profit on item 6 above   | %                   | R250,000.00 |                 |             |
| 8                                   | Block sewer flow   | L/Sum               | 1           |                 |             |
| 9                                   | Jet clean the sewer line   | L/Sum               | 1           |                 |             |
| 10                                  | Demolish existng manhole   | No                  | 2           |                 |             |
| 11                                  | Excavate for launch and reception pits (Rate to include backfilling and compaction to 90 % MOD AASHTO) | m <sup>3</sup>      | 10          |                 |             |
| 12                                  | Slipline with 200mm HDPE pipe PN 4 SDR 41  | m                   | 100         |                 |             |
| 13                                  | Rebuilt manholes including benching  | No                  | 2           |                 |             |
| 14                                  | Mast boom lift (Upon Engineer's instruction if required)   | Hr                  | 2           |                 |             |
| 15                                  | Allow for sewer over pumping (6 inch pump)   | Hr                  | 6           |                 |             |
|                                     |  |                     |             | <b>SUBTOTAL</b> |             |
|                                     |  |                     |             | 15 % VAT        |             |
|                                     |  |                     |             | <b>TOTAL</b>    |             |

Directors:

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Ms Kethabile Mabe (Company Secretary),

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### 3. EVALUATION CRITERIA

#### 3.1. Stage 1: Mandatory Requirements

| NO. | DEFINITELY NON -NEGOTIABLE CRITERIA   | YES |
|-----|---|-----|
| 1   | CIBD grading 2CE or higher.<br>Active Status at the required CIBD grading or higher at the time of Evaluation | Yes |
| 2.  | Mandatory Tender Briefing Meeting   | Yes |
| 3.  | Completed and signed Form of offer  | Yes |

#### 3.2. Stage 2: Administrative requirements

- 3.2.1. Proof of CSD registration or CSD MAAA number.
- 3.2.2. MBD 3.1 Firm Price(s) Purchase (where applicable).
- 3.2.3. MBD 4 Form (Declaration of Interest).
- 3.2.4. MBD 6.1 Form (Preference points claim form).
- 3.2.5. MBD 8 (Declaration of Bidder's Past Supply Chain Management Practices)
- 3.2.6. MBD 9 (Certificate of Independent Bid Determination)
- 3.2.7. Latest municipal account/statement not older than three months or valid lease agreement for both the company and all active Directors.

#### 3.3 Technical evaluation - as per tender document and award strategy

#### PART A - FUNCTIONALITY

| CRITERIA NO #                   | CRITERIA  | EVIDENCE  | SUB-CRITERIA/CLAUSE   | WEIGHTING  | SCORE          |
|---------------------------------|---|---|---|------------|----------------|
| 1.                              | Tenderer's experience with respect to supply and installation of Weld (Electro fusion) .HDPE pipe | The tenderer must provide contactable reference letter(s) or letter head or Purchase order.<br><br><b>NB:</b> The attached reference template must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead or Purchase order may be used for this purpose provided it complies with the functional criteria requirements. | <b>Number of reference letters /Purchase orders</b><br>Less than (One)1 reference letter/ Purchase order<br>One (1) reference letter/Purchase order<br>Two (2) or more refence letters/Purchase orders. | 100        | 0<br>60<br>100 |
| <b>MINIMUM QUALIFYING SCORE</b> |   |   |   | <b>60</b>  |                |
| <b>TOTAL</b>                    |   |   |   | <b>100</b> |                |

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- 3.3. Stage 3:** The responses will be evaluated on the **80/20 preference point's principle**. Pricing schedule to be completed fully or per item offered. Bidders who fail to quote or complete the pricing schedule as per this requirement will be disqualified. The required proof for claiming points for specific goals is as follows:

| THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER | NUMBER OF POINTS ALLOCATED (80/20 SYSTEM) |
|---|---|
| Businesses located within the COJ municipality              | 20  |
| <b>Total</b>  | <b>20</b>                                 |

| SPECIFIC GOALS – ANY ONE OR A COMBINATION OF ANY | MEANS OF VERIFICATION THAT MAY BE SELECTED OR A COMBINATION THEREOF   |
|--|---|
| Businesses located within the COJ municipality   | <ul style="list-style-type: none"> <li>Proof of municipal account / valid lease agreement, letter from the Ward Council confirming the business address.</li> </ul> |

**Note:** A tenderer failing to submit proof of specific goals claimed as per the tender conditions may not be disqualified but only points for price will be allocated and zero points for specific goals. Please refer to MBD 6.1, bidders will be required to claim their points for Specific Goals in the space provided.

#### 4. AWARDING STRATEGY

This request for pricing will be awarded to the highest scoring bidder in terms of price and points scored for Specific Goals.

#### 5. RETURNABLE DOCUMENTS

The following documents **must** be returned together with this Request for Pricing:

- 5.1.** This request for pricing document must be completed and submitted with pricing or quotation.

**Directors:**

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- 5.2. Proof of points claimed for specific goal must be submitted in order to qualify for preference points.
- 5.3. Proof of a valid CIDB Grading
- 5.4. Complete and sign the following Municipal Bidding Documents (MBD).
  - 5.4.1. MBD 3.1 Firm Price(s)
  - 5.4.2. MBD 4 form (Declaration of Interest).
  - 5.4.3. MBD 5 Form (Declaration for procurement above R10 million) – where applicable.
  - 5.4.4. MBD 6.1 Form (Preference points claim form).
  - 5.4.5. MBD 8 (Declaration of Bidder's Past Supply Chain Management Practices)
  - 5.4.6. MBD 9 (Certificate of Independent Bid Determination).
- 5.5. Latest municipal account/statement not older than three months or valid lease agreement for both the company and all active Directors.
- 5.6. The required documentary evidence for functionality or technical evaluation (where Applicable).

## 6. GENERAL TERMS AND CONDITIONS

Price(s) quoted must be valid for at least sixty (60) days from date of your offer.

Price(s) quoted **must** be firm for the duration of the contract and must be inclusive of VAT.

Bidders will be afforded a period of two (2) days to complete the following returnable documents (MBD 4, MBD 5, MBD 8 and MBD 9) in instances where such forms are incomplete.

Bidders who did not submit municipal statement of account or valid lease agreement for both the company and all active directors will be afforded a period of two (2) days to submit. In a case where the company or active Directors have municipal commitments overdue for more than 90 days, they will be offered three (3) days to settle their overdue amounts or submit proof of an arrangement agreed to between that municipality and that company or Director.

### Directors:

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## City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntengi Piliso Street  
Newtown  
Johannesburg

Johannesburg Water  
PO Box 61542  
Marshalltown  
2107

Tel +27(0) 11 688 1400  
Fax +27(0) 11 688 1528

[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

### CONTACTABLE REFERENCE

To Johannesburg Water (SOC) Ltd

I, the undersigned being duly authorized to do so, hereby furnish a reference to Johannesburg Water relative to the **Supply and install 100m x 200mm diameter HDPE slip lining, including excavation of launch and receiving pits, and rebuilding of 2 manholes and benching, complete.**

**Name of Tenderer:** .....

**Description of Goods / Services provided as per scope of work or evaluation criteria.**

.....  
.....  
.....

**Date of goods / services provided.**

**Name of authorised person:** .....

**Signature:** ..... **Date** .....

**Telephone/Mobile:** .....

**Email:** .....

**Completed on behalf (Name of Client)** .....

**NB:** This document must be completed by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the functional criteria requirements. A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.

#### Directors:

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## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

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# City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntshavheni Street  
Newtown  
Johannesburg

Johannesburg Water  
PO Box 61542  
Marshalltown  
2107

Tel +27(0) 11 688 1400  
Fax +27(0) 11 688 1528

[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## Directors:

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## FORM OF OFFER (ACCEPTANCE & AGREEMENT)

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### FORM OF OFFER

**The contractor is to complete and sign the form of offer**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**JW RFP 10/05/24**

The Contractor, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Contractor, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Contractor offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

### THE OFFERED RATES TO PROVIDE THE WORKS TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

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\_\_\_\_\_ Rand (in words);      R \_\_\_\_\_ (In figures),

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Contractor before the end of the period of validity stated in the Tender Data, whereupon the Contractor becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature(s)**

**Name(s)**

**Capacity**

**For the  
Contractor**

\_\_\_\_\_  
**(Name and address of organisation)**

**Name and  
signature of  
witness**

**Date**

|           |  |             |  |
|-----------|--|-------------|--|
| Employer: |  | Contractor: |  |
| Witness:  |  | Witness:    |  |

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|                     |                    |
|---------------------|--------------------|
| Name of Bidder..... | Bid Number.....    |
| Closing Time .....  | Closing Date ..... |

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|--|
|----------|----------|-------------|--|

- |   |  |                          |
|---|--|--------------------------|
| - | Required by:                                     | .....                    |
| - | At:  | .....                    |
|   |  | .....                    |
| - | Brand and Model                                  | .....                    |
| - | Country of Origin                                | .....                    |
| - | Does the offer comply with the specification(s)? | *YES/NO                  |
| - | If not to specification, indicate deviation(s)   | .....                    |
| - | Period required for delivery                     | .....                    |
|   |  | *Delivery: Firm/Not firm |
| - | Delivery basis                                   | .....                    |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

**SIGNATURE(S) OF AUTHORIZED PERSON .....**

**DATE: .....**

**Name of  
bidder.....  
.....**

**Name of authorized person (in block letters) .....**



## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? .....**YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....  
.....

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1 POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in Table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender      | Number of points allocated (80/20 system) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|--|---|--|
| Businesses located within the boundaries of the COJ Municipality | 20  |  |
| <b>Total</b>   | <b>20</b>                                 |  |

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered



as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

| Item  | Question   | Yes                                 | No                                 |
|-------|--|-------------------------------------|------------------------------------|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:  |                                     |                                    |
| 4.2   | <p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>   | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                     |                                    |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?   | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |

|             |  |                                 |                                |
|-------------|--|---------------------------------|--------------------------------|
| 4.3.1       | If so, furnish particulars:  |                                 |                                |
| <b>Item</b> | <b>Question</b>  | <b>Yes</b>                      | <b>No</b>                      |
| 4.4         | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1       | If so, furnish particulars:  |                                 |                                |
| 4.5         | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | If so, furnish particulars:  |                                 |                                |

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
  
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:\_\_\_\_\_that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

|                   |   |
|-------------------|---|
| PROJECT NUMBER:   | RFQ   |
| PROJECT LOCATION: | Far East Bank, Alexandra,   |
| PROJECT DESCR:    | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

# BASELINE RISK ASSESSMENT



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

|                   |   |
|-------------------|---|
| PROJECT NUMBER:   | RFQ   |
| PROJECT LOCATION: | Far East Bank, Alexandra,   |
| PROJECT DESCR:    | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

### ACTIVITY: TRANSPORTATION OF MATERIALS TO SITE

| Task                                      | Hazard  | Risk  | Consequence   | Rating   | Controls   |
|---|---|---|---|----------|--|
| <b>Transportation of material to site</b> | <ul style="list-style-type: none"> <li>✓ Unsafe road conditions</li> <li>✓ Un-road worthy vehicles</li> <li>✓ Equipment and material not safely secured</li> <li>✓ Incompetent drivers</li> <li>✓ Driving under the influence of alcohol</li> <li>✓ Inclement weather</li> <li>✓ Speeding</li> <li>✓ Slippery road</li> </ul> | <ul style="list-style-type: none"> <li>✓ Overturning vehicles</li> <li>✓ Vehicle collisions</li> <li>✓ Bumping pedestrians / employees</li> </ul> | <ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Property damages</li> <li>✓ Third party liability</li> </ul> | <b>M</b> | <ul style="list-style-type: none"> <li>✓ Adherence to the speed limit</li> <li>✓ Only competent/ authorised drivers should operate the vehicle</li> <li>✓ Inspection of vehicles</li> <li>✓ Equipment and material to be properly secured</li> <li>✓ Alcohol testing to be done</li> <li>✓ The road to be paved to prevent accidents</li> <li>✓ Traffic control to be implemented to avoid collisions</li> </ul> |
| <b>Offloading of material</b>             | <ul style="list-style-type: none"> <li>✓ Faulty lifting machinery &amp; equipment</li> <li>✓ Suspended load</li> <li>✓ Poor housekeeping</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Malfunctioning</li> <li>✓ Falling on employees</li> <li>✓ Obstructed walkways by materials</li> </ul>    | <ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>  | <b>M</b> | <ul style="list-style-type: none"> <li>✓ Inspect lifting equipment prior to use.</li> <li>✓ Ensure the safe working load prior to use</li> <li>✓ Train the employees in manual lifting</li> <li>✓ Ensure proper housekeeping</li> <li>✓ The correct PPE must be worn</li> <li>✓ Designate the stacking areas and put signs</li> <li>✓ Stacking and storage inspector must be appointed and in charge</li> </ul>  |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

|                   |   |
|-------------------|---|
| PROJECT NUMBER:   | RFQ   |
| PROJECT LOCATION: | Far East Bank, Alexandra,   |
| PROJECT DESCR:    | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

### ACTIVITY: UNDERGROUND AND OVERHEAD SERVICES

| Task                        | Hazard         | Risk   | Consequence  | Rating   | Controls   |
|-----------------------------|----------------|--|--|----------|--|
| Working close to Eskom line | ✓ High voltage | ✓ Electrocution  | <ul style="list-style-type: none"> <li>✓ Fatalities</li> <li>✓ Power cuts</li> <li>✓ Property damages</li> </ul> | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Proper scanning of services prior to starting with excavations</li> <li>✓ Obtain wayleaves from Eskom prior to starting with work</li> <li>✓ Do not use lifting equipment in close proximity to power lines unless authorized to do so.</li> <li>✓ Appoint an OHRVS to supervise all work done in close proximity to power lines</li> <li>✓ Contact Eskom if services are identified for isolation</li> <li>✓ Develop a method statement and risk assessment</li> <li>✓ Train employees in the method statement as well as risk assessment</li> <li>✓ Develop emergency response procedures for explosions</li> </ul> |
| Working close to gas lines  | ✓ Gas leaks    | <ul style="list-style-type: none"> <li>✓ Explosion</li> <li>✓ Suffocation</li> <li>✓ Inhalation</li> </ul> | <ul style="list-style-type: none"> <li>✓ Fatalities</li> <li>✓ Property damages</li> </ul>                       |          | <ul style="list-style-type: none"> <li>✓ Proper scanning of services prior to starting with excavations</li> <li>✓ Obtain wayleaves from service provider prior to starting with work</li> <li>✓ Develop a method statement and risk assessment</li> </ul>   |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

|                   |   |
|-------------------|---|
| PROJECT NUMBER:   | RFQ   |
| PROJECT LOCATION: | Far East Bank, Alexandra,   |
| PROJECT DESCR:    | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

### ACTIVITY: UNDERGROUND AND OVERHEAD SERVICES

| Task | Hazard | Risk | Consequence | Rating | Controls   |
|------|--------|------|-------------|--------|--|
|      |        |      |             |        | ✓ Develop emergency response procedures for leaks and explosions |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

|                   |   |
|-------------------|---|
| PROJECT NUMBER:   | RFQ   |
| PROJECT LOCATION: | Far East Bank, Alexandra,   |
| PROJECT DESCR:    | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

### ACTIVITY: EXCAVATION

| Task              | Hazard   | Risk   | Consequence        | Rating   | Controls   |
|-------------------|--|--|--------------------|----------|--|
| <b>Excavation</b> | <ul style="list-style-type: none"> <li>✓ Deep excavations</li> <li>✓</li> </ul>                      | <ul style="list-style-type: none"> <li>✓ Collapse</li> <li>✓ Falling</li> <li>✓ Unsafe entry and exit</li> </ul> | Fatalities         | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Recommendations from the Geotech survey should be followed.</li> <li>✓ Shoring of the excavation</li> <li>✓ No unauthorised entry into the project site.</li> <li>✓ Fencing off of the excavation and prompt supervision of the area.</li> <li>✓ Full time security on site to monitor entry and exit.</li> <li>✓ Safe method of entry and exit to be provided for employees</li> <li>✓ Spoil material to be stored at least 2m away from the excavation</li> <li>✓ Signage to be displayed indicating deep excavations</li> <li>✓ Tracked excavator to be used where shallow soft rock is found</li> </ul> |
|                   | <ul style="list-style-type: none"> <li>✓ Incompetent operator</li> <li>✓ Faulty excavator</li> </ul> | <ul style="list-style-type: none"> <li>✓ Overturning</li> <li>✓ Bumping against people</li> </ul>                | ✓ Serious injuries | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Only competent personnel may operate the excavator</li> <li>✓ All excavators must be inspected prior to use</li> </ul>  |





## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

|                   |   |
|-------------------|---|
| PROJECT NUMBER:   | RFQ   |
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| PROJECT DESCR:    | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

### ACTIVITY: EXCAVATION

| Task                         | Hazard                   | Risk  | Consequence   | Rating   | Controls   |
|------------------------------|--------------------------|---|---|----------|--|
| <b>Mechanical excavation</b> | ✓ Ignition on            | ✓ Accidental movement   | <ul style="list-style-type: none"> <li>✓ Fatalities</li> <li>✓ Property damages</li> </ul>                        | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Operators should ensure that the ignition is off prior to leaving the plant.</li> <li>✓ Keys should be removed from the ignition and returned to the office for safekeeping.</li> </ul> |
| <b>Deep excavation</b>       | ✓ Lack of safety signage | ✓ Employees / passersby falling into excavations  | ✓ Fatalities  | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Ensure that deep excavation signage is placed and visible.</li> <li>✓ Deep excavations must be fenced off and access controlled.</li> </ul>   |
|                              | ✓ Spoil material         | <ul style="list-style-type: none"> <li>✓ Collapse of excavation walls.</li> <li>✓ Entrapment</li> </ul> | ✓ Fatalities  | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Excavated soil to be placed at least 2m away from the excavation wall.</li> </ul>   |
|                              | ✓ Underground service    | ✓ Contact with plant  | <ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Property damages</li> <li>✓ Electrocution</li> </ul> | <b>H</b> | <ul style="list-style-type: none"> <li>✓ All underground services to be identified and marked prior to excavation.</li> <li>✓ Wayleaves from all service providers to be obtained prior to starting with excavations.</li> </ul> |
|                              | ✓ Unsafe access and exit | ✓ Falling   | ✓ Injuries  | <b>H</b> | <ul style="list-style-type: none"> <li>✓ TLB / Excavator may not be used by employees to access and exit the excavation</li> </ul>   |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: EXCAVATION

| Task | Hazard             | Risk   | Consequence | Rating | Controls   |
|------|--------------------|--|-------------|--------|--|
|      | ✓ High water table | ✓ Water ingress  | ✓ Drowning  |        | <ul style="list-style-type: none"> <li>✓ Continuous dewatering should be done where groundwater is encountered.</li> <li>✓ Trenches should not be opened for longer periods, except with prior written consent</li> <li>✓ Excavations must be inspected periodically and results recorded in an inspection checklist.</li> <li>✓ Where there is uncertainty about the safety of the excavation, the declaration shall be made by a registered Engineering Technologist on the safety of the excavation.</li> <li>✓ Backfilling should be done as per the relevant SANS code.</li> <li>✓ If saturation of the trench occurs, sidewalls should be either battered or supported laterally.</li> </ul> |
|      | ✓ Open excavations | <ul style="list-style-type: none"> <li>✓ Falling of employees</li> <li>✓ Collapse</li> </ul> | ✓ Injuries  |        | <ul style="list-style-type: none"> <li>✓ Trenches should not be opened for more than 3 days to prevent deterioration in trench stability and to reduce the risk of persons and motorists falling inside.</li> </ul>  |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### WORKING INSIDE CONFINED SPACES

| Task                  | Hazard                            | Risk   | Consequence  | Rating | Controls   |
|-----------------------|-----------------------------------|--|--|--------|--|
| Opening of manholes   | Heavy covers                      | Falling on employees   | Injuries   |        | <ul style="list-style-type: none"> <li>✓ Provide employees with tools for lifting the manhole covers.</li> <li>✓ For heavy lids above 15kg, at least two people should lift.</li> </ul>  |
| Entry inside manholes | Slippery steps                    | ✓ Falling  | Injuries   | M      | ✓ Inspect the steps prior to entering  |
|                       | Poor lighting                     | ✓ Falling  | Injuries   | M      | ✓ Ensure that there is sufficient lighting in the confined space   |
|                       | Small entrance                    | Bumping against walls  | <ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Damages to equipment</li> </ul>   | L      | ✓ Train employees in confined space entry / techniques   |
|                       | Working inside the confined space | <ul style="list-style-type: none"> <li>✓ No air circulation</li> <li>✓ Exposure to heat</li> <li>✓ Ergonomic factor</li> </ul> | <ul style="list-style-type: none"> <li>✓ Ill health</li> <li>✓ Body pains</li> <li>✓ Breathing difficulties</li> <li>✓ Collapse /Fatality</li> </ul> | H      | <ul style="list-style-type: none"> <li>✓ Suitable PPE and Breathing apparatus.</li> <li>✓ Rescue procedure</li> <li>✓ Full supervision</li> <li>✓ Method statement</li> <li>✓ Competent person appointed</li> <li>✓ Ensure that employees are trained in confined spaces entry.</li> <li>✓ Ensure that employees are medically fit to enter the confined space.</li> </ul>   |
|                       | Gasses                            | Inhalation of asphyxiants  | Suffocation  | H      | <ul style="list-style-type: none"> <li>✓ Test gasses prior to employees entering the confined space using a suitable gas detector.</li> <li>✓ Purge offensive gases for at least 15 minutes prior to employees entering.</li> <li>✓ Provide employees with suitable gas masks</li> <li>✓ Ensure that gas detectors are calibrated</li> <li>✓ Develop an SOP for entry and rescue in the event of an incident / emergency inside the confined space.</li> </ul> |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### WORKING INSIDE CONFINED SPACES

| Task | Hazard     | Risk   | Consequence         | Rating | Controls  |
|------|------------|--|---------------------|--------|---|
|      |            |  |                     |        | <ul style="list-style-type: none"> <li>✓ Ensure that employees go inside the confined space with their gas detectors attached to them, and exit as soon as the detectors raise an alarm.</li> <li>✓ Ensure that employees get at least 10 minutes rest outside the confined space for every 30 minutes worked.</li> </ul>   |
|      | Raw sewer  | Skin contact<br>Ingestion<br>Splashing into eyes | Waterborne diseases | H      | <ul style="list-style-type: none"> <li>✓ Provide employees with proper PPE, and ensure that the mouth, nose and eyes are covered.</li> <li>✓ Vaccinate employees and ensure that they are medically fit to work in confined spaces.</li> </ul>  |
|      | Live sewer | Drowning   | Fatalities          | E      | <ul style="list-style-type: none"> <li>✓ Sewer over-pumping</li> <li>✓ Ensure that the line is isolated and there is no flow of sewer in the line.</li> <li>✓ Ensure that several manholes are opened at a time to ensure that there is sufficient exits.</li> <li>✓ Ensure that there is a trained first aider competent in resuscitation, and there is equipment for rescuing employees in cases of emergencies.</li> </ul> |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: WORKING AT HEIGHTS

| Task                      | Hazard  | Risk  | Consequence  | Rating   | Controls   |
|---------------------------|---|---|--|----------|--|
| <b>Working at heights</b> | <ul style="list-style-type: none"> <li>✓ Heights</li> <li>✓ Unfit employees</li> <li>✓ Using hand tools</li> <li>✓ Unsecured tools and equipment</li> </ul> | <ul style="list-style-type: none"> <li>✓ Falls</li> <li>✓ Falling onto employees</li> </ul> | <ul style="list-style-type: none"> <li>✓ Injuries</li> </ul> | <b>M</b> | <ul style="list-style-type: none"> <li>✓ Employees to use proper PPE including safety harnesses when working at heights.</li> <li>✓ Inspect all tools prior to use.</li> <li>✓ Provide training for using safety harnesses correctly.</li> <li>✓ Employees working at heights must be certified fit to work.</li> <li>✓ Hand tools must be attached to lanyards when working at heights.</li> <li>✓ Use tool bags</li> <li>✓ Use netting system below each level.</li> <li>✓ No work should be done on the ground when work at heights is in progress.</li> <li>✓ Proper signage to be displayed.</li> </ul> |



# **OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT**

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## **ACTIVITY: WORKING NEAR A STREAM**

| <b>Task</b>                  | <b>Hazard</b> | <b>Risk</b>  | <b>Consequence</b> | <b>Rating</b> | <b>Controls</b>   |
|------------------------------|---------------|--|--------------------|---------------|---|
| <b>Working near a stream</b> | ✓ Water       | ✓ Drowning   | ✓ Fatality         | <b>H</b>      | <ul style="list-style-type: none"> <li>✓ Provide employees with life jackets where activities will take place in close proximity to the stream / wetland</li> <li>✓ Barricade the area</li> <li>✓ Develop a method statement and a risk assessment for working near a stream</li> </ul> |
|                              | ✓ Snakes      | <ul style="list-style-type: none"> <li>✓ Bites</li> <li>✓ Poisoning</li> </ul> | ✓ Fatalities       | <b>H</b>      | <ul style="list-style-type: none"> <li>✓ Inspect the area before and while working</li> <li>✓ Look around the surroundings for snakes</li> <li>✓ Train employees in snake awareness</li> <li>✓ Provide employees with lashers</li> </ul>  |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: MANHOLE INSTALLATION

| Task                                   | Hazard                        | Risk   | Consequence                           | Rating | Controls  |
|--|-------------------------------|--|---------------------------------------|--------|---|
| Lifting of manhole rings using a crane | ✓ Overhead power lines        | ✓ Contact with crane                                 | ✓ Electrocution<br>✓ Property damages | H      | ✓ All lifting activities to be planned at least 2m away from overhead lines<br>✓ Obtain wayleaves from Eskom<br>✓ Appoint ORHVS |
|  | ✓ Wind / Unfavourable weather | ✓ Deflection<br>✓ Loss of control                    | ✓ Injuries<br>✓ Property damages      | H      | ✓ Do not use during unfavourable weather conditions   |
|  | ✓ Incompetent operator        | ✓ Loss of control<br>✓ Hitting structures and people | ✓ Injuries<br>✓ Property damages      | H      | ✓ Only trained and competent operators may operate the crane  |
|  | ✓ Overloading                 | ✓ Collapse of material                               | ✓ Injuries<br>✓ Property damages      | H      | ✓ Display safe working load on the crane  |
|  | ✓ Faulty crane                | ✓ Malfunctioning                                     | ✓ Injuries<br>✓ Property damages      | H      | ✓ Cranes to be inspected by competent persons prior to being used<br>✓ All faulty cranes to be tagged and locked out            |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: USING THE GENERATOR

| Task                                | Hazard           | Risk                  | Consequence                  | Rating | Controls  |
|-------------------------------------|------------------|-----------------------|------------------------------|--------|---|
| <b>Fueling the generator</b>        | ✓ Spillages      | ✓ Slips, trips, falls | ✓ Injuries                   | L      | ✓ Prevent spillages<br>✓ Use drip trays<br>✓ Use funnels for fueling  |
|                                     |                  | ✓ Fire                | ✓ Injuries                   | M      | ✓ No smoking allowed near the generator   |
|                                     | ✓ Diesel fumes   | ✓ Inhalation          | ✓ Respiratory problems       | L      | ✓ Provide employees with respirators  |
|                                     |                  | ✓ Skin contact        | ✓ Skin irritation            | L      | ✓ Provide employees with gloves, safety boots and overalls  |
|                                     | ✓ Running engine | ✓ Explosion           | ✓ Injuries                   | M      | ✓ Switch engine off before refueling and make sure fuel cap is replaced.<br>✓ No smoking allowed near the generator |
| <b>Running the generator engine</b> | ✓ Noise          | ✓ Over-exposure       | ✓ Noise-induced hearing loss | M      | ✓ Provide employees with hearing protection<br>✓ Provide rest periods for employees                                 |
|                                     | ✓ Vibration      | ✓ Over exposure       | ✓ Raynaud's Syndrome         | L      | ✓ Provide employees with vibration gloves.<br>✓ Rotate employees or provide rest periods.                           |
|                                     | ✓ Fumes          | ✓ Inhalation          | ✓ Respiratory problems       | L      | ✓ Provide employees with respirators<br>✓ Never use indoors   |





## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: JETTING THE LINE

| Task    | Hazard  | Risk   | Consequence  | Rating   | Controls  |
|---------|---|--|--|----------|---|
| Jetting | <ul style="list-style-type: none"> <li>✓ Pressurized water</li> <li>✓ Pipe moving uncontrollably</li> </ul> | <ul style="list-style-type: none"> <li>✓ Hitting employees</li> <li>✓ Burst</li> </ul> | <ul style="list-style-type: none"> <li>✓ Injuries</li> </ul> | <b>M</b> | <ul style="list-style-type: none"> <li>✓ Develop a method statement</li> <li>✓ Inspect the jetting truck prior to operation</li> <li>✓ Clear the area while jetting is performed</li> <li>✓ The operators of High-Pressure jetting systems must be trained to use the equipment that they will operate</li> <li>✓ Don't exceed pipe operating pressure, ensure pipe is correct diameter and is not damaged.</li> <li>✓ Hoses should be tested when they have been repaired, or when they have been re-ended.</li> <li>✓ Hoses must be visually inspected at regular intervals defined by the Operational Unit, not exceeding 6 months. This requirement must be integrated into an operational procedure (and included in operators training).</li> <li>✓ Employees must be provided with proper PPE</li> <li>✓ Work activities should be planned to provide safe access to the equipment and item or surface being jetted.</li> <li>✓ Overhead work should be avoided where possible, as this may cause unstable worker positioning and increase the risk of musculoskeletal disorders.</li> </ul> |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: JETTING THE LINE

| Task | Hazard | Risk | Consequence | Rating | Controls  |
|------|--------|------|-------------|--------|---|
|      |        |      |             |        | <ul style="list-style-type: none"> <li>✓ Operators using manually operated jetting systems should be in a safe and well-balanced position before starting jetting operations.</li> <li>✓ Jetting operations should not be performed from ladders or other surfaces not intended for use by workers, as this can lead to loss of control of the jetting equipment.</li> <li>✓ Operators should check there is no interruption or interference to the release mechanism of any hand or foot controls that could stop the equipment operating safely and consistent with the manufacturer's specifications.</li> <li>✓ Jetting systems should be depressurised and secured when: not in use and left unattended, and components are being replaced or repairs are being made to the system.</li> </ul> |



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### ACTIVITY: GENERAL ACTIVITIES ON SITE

| Task                      | Hazard   | Risk  | Consequence  | Rating   | Controls   |
|---------------------------|--|---|--|----------|--|
| <b>Traffic Management</b> | <ul style="list-style-type: none"> <li>✓ Moving vehicles and pedestrians</li> <li>✓ Improperly placed signage</li> <li>✓ Incorrect signage displayed</li> <li>✓ Poor communication between flagmen</li> </ul>          | <ul style="list-style-type: none"> <li>✓ Road accidents</li> <li>✓ People getting knocked down by cars</li> </ul> | <ul style="list-style-type: none"> <li>✓ Fatalities</li> <li>✓ Serious injuries</li> <li>✓ Property damages</li> </ul> | <b>H</b> | <ul style="list-style-type: none"> <li>✓ Adhere to traffic management procedures</li> <li>✓ Ensure good communication between flagmen</li> <li>✓ Display correct road signage</li> <li>✓ Employees should wear reflective PPE</li> <li>✓ Keep area clean &amp; clear of obstacles.</li> </ul>  |
| <b>Reinstatement</b>      | <ul style="list-style-type: none"> <li>✓ Inadequate compaction</li> <li>✓ Construction refuse</li> <li>✓ Inadequate re-surfacing High</li> <li>✓ Ground collapse</li> <li>✓ Hydraulic / pneumatic pressures</li> </ul> | <ul style="list-style-type: none"> <li>✓ Uneven surfaces</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>   | <b>L</b> | <ul style="list-style-type: none"> <li>✓ Compaction to specified standard.</li> <li>✓ Site cleared of debris and refuse.</li> <li>✓ Re-surface appropriately.</li> <li>✓ Do not leave gaps in turf or leave uneven surface.</li> <li>✓ Erect fence around hazardous areas until restored and safe.</li> <li>✓ Ensure plugs and compressors are installed and secured against movement.</li> <li>✓ Release air before removing plugs.</li> <li>✓ Clear area of pipe ends being tested.</li> </ul> |



## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### ACTIVITY: GENERAL ACTIVITIES ON SITE

| Task                  | Hazard  | Risk   | Consequence                              | Rating   | Controls   |
|-----------------------|---|--|--|----------|--|
| ✓ Working on site     | ✓ Unhappy community<br>✓ Criminals  | ✓ Community coming to site<br>✓ Violence against employees         | ✓ Property damages<br>✓ Serious injuries | <b>H</b> | ✓ Develop an emergency response procedure<br>✓ Meet with the community and all stakeholders prior to commencement of the project<br>✓ Keep all gates locked at all times<br>✓ Have the contact details of the nearest police station / JMPD offices<br>✓ Liaise with CLO, ward governance and councilor<br>✓ Stop work and evacuate employees where possible<br>✓ Have 24/7 security on site |
|                       | ✓ Unfavourable weather conditions   | ✓ Exposure to temperature extremes                                 | ✓ Heat exhaustion<br>✓ Frost bite        | <b>M</b> | ✓ Provide employees with water for cooling down.<br>✓ Provide employees with warm jackets during winter and gloves<br>✓ Provide 5-minute rest periods for every 30 minutes of exposure to temperature extremes.  |
|                       | ✓ Housekeeping  | ✓ Trips and falls  | ✓ Injuries                               | <b>M</b> | ✓ Ensure that proper housekeeping is maintained on site at all times.  |
| <b>Storage of HCS</b> | ✓ Burning or fires on site<br>✓ Improper labelling of chemical containers | ✓ Property damage<br>✓ Accidental consumption of flammable liquids | ✓ Serious injuries<br>✓ Illnesses        | <b>M</b> | ✓ A well ventilated cage may be used for storage of all the HCS and flammables<br>✓ HCS supervisor must record all quantities on a register.<br>✓ Label containers correctly<br>✓ Display HCS signage  |




## OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

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### RISK ASSESSMENT MATRIX

| Likelihood                  | Consequences  |  |   |   |  |
|-----------------------------|---|--|---|---|--|
|                             | Insignificant (minor problem easily handled by normal day to day processes) | Minor (Some disruption possible e.g., damage equal to R150k) | Moderate (significant time / resources required. E.g., damage equal to R500k) | Major (Operations severely damaged. E.g., damages equal to R1m) | Catastrophic (business survival is at risk. Damage equal to R5m – 10m) |
| Almost certain (90% chance) | High  | High   | Extreme   | Extreme   | Extreme  |
| Likely (between 50-90%)     | Moderate  | High   | High  | Extreme   | Extreme  |
| Moderate (between 10-50%)   | Low   | Moderate   | High  | Extreme   | Extreme  |
| Unlikely (between 3-10%)    | Low   | Low  | Moderate  | High  | Extreme  |
| Rare (<3%)                  | Low   | Low  | Moderate  | High  | High   |

| <br>Johannesburg Water | OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION |   |
|---|--|---|
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## VOLUME 2


# OCCUPATIONAL HEALTH & SAFETY SPECIFICATION

## RFQ

**SUPPLY AND INSTALL 100M X 200MM DIAMETER HDPE SLIP LINING, INCLUDING EXCAVATION OF LAUNCH AND RECEIVING PITS, AND REBUILDING OF 2 MANHOLES AND BENCHING, COMPLETE.**

|  |                       |  |
|--|-----------------------|--|
| Prepared by:<br>OHS Department<br>PO Box 61542<br>Marshalltown<br>2107<br><br>Tel: +27 11 688 1476 | PRINCIPAL CONTRACTOR: |  |
|  | CEO (16.1 APPOINTEE): |  |
|  | TELEPHONE NUMBER:     |  |
|  | FAX NUMBER            |  |
|  | E-MAIL ADDRESS:       |  |
|  | SIGNATURE:            |  |

|  |                             |
|--|-----------------------------|
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| <br>Johannesburg Water | OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION |   |
|---|--|---|
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|   | PROJECT LOCATION:                                | Far East Bank, Alexandra,   |
|   | PROJECT DESCR:                                   | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

### General Notification


This document forms an integral part of the Contract Specification and, in particular, shall constitute the Client's (Johannesburg Water SOC Ltd.) Occupational Health & Safety (OHS) Specification, as required by the Construction Regulations, 2014, as promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993). The Specification shall furthermore be applied for the management of Mandatories performing activities for or on behalf of Johannesburg Water SOC Ltd, irrespective whether the contract work constitutes construction work or not.

The Contract Specification is contained in Volume 1 of the contract documents in Part 3: Scope of Work.

### Acknowledgements


This Occupational Health & Safety (OHS) Specification was developed by the internal OHS Department for the sole use by Johannesburg Water SOC Ltd. The issue date of this OHS Specification is September 2016.

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## ABBREVIATIONS

| Abbreviation | Description   |
|--------------|---|
| CR           | Construction Regulations                            |
| COID         | Compensation for Occupational Injuries and Diseases |
| DoL          | Department of Labour                                |
| GAR          | General Administrative Regulations                  |
| GMR          | General Machinery Regulations                       |
| GSR          | General Safety Regulations                          |
| HCS          | Hazardous Chemical Substances                       |
| HIRA         | Hazard Identification and Risk Assessment           |
| JW           | Johannesburg Water (SOC) Ltd                        |
| MSDS         | Material Safety Data OHSet                          |
| OHS          | Occupational Health and Safety                      |
| PPE          | Personal Protective Equipment                       |
| PER          | Pressure Equipment Regulations                      |
| SANS         | South African National Standards                    |
| SABS         | South African Bureau Standard                       |
| OHS          | Safety, Health & Environment                        |
| SOC          | State Owned Company                                 |

## DEFINITIONS

| Word / Phrase | Definition |
|---------------|------------|
|---------------|------------|


|   |   |   |
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|---|--|
| <b>“WCL 1”, “WCL 2” and “WCL 22”</b>                  | Means the prescribed forms for reporting of incidents and occupational diseases referred to in the Compensation for Occupational Injuries and Diseases Act.  |
| <b>Competent Person</b>                               | A person who has in respect of the work or task to be performed the required knowledge, training, 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, (Act 67 of 2000).  |
| <b>Construction work</b>                              | Any work in connection with: <ul style="list-style-type: none"> <li>a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure</li> <li>b) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work</li> </ul> |
| <b>Contractor (inclusive of Principal Contractor)</b> | Any organization, person, entity performing activities for or on behalf of Johannesburg Water SOC Ltd.   |
| <b>Corrective Action</b>                              | Action to eliminate the cause of a detected nonconformity or other undesirable situation.  |
| <b>Employee</b>                                       | 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 an employer or any other person  |
| <b>Employer</b>                                       | Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section 1 (1) of the Labour Relations Act, 1956 (Act No. 28 of 1956)   |
| <b>Hazard</b>   | Means a source of or exposure to danger.   |
| <b>Hazard identification</b>                          | The identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.   |
| <b>Incident</b>                                       | Means an incident as contemplated in section 24 (1) of the OHS Act 85 of 1993.   |
| <b>Machinery</b>                                      | means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy   |
| <b>Mandatory</b>                                      | Includes an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or a user  |
| <b>Medical surveillance</b>                           | Means a planned programme or periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.   |
| <b>Method Statement</b>                               | A document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.   |
| <b>Principal Contractor</b>                           | Any employer who performs work and is appointed by the Client to be in overall control and management of the contract work (inclusive of Mandatories).   |
| <b>OHS File</b>                                       | A file or other record in permanent form, containing the information required as contemplated in the S.H.E Specification Document and legal requirements applicable to work activities.  |
| <b>OHS Plan</b>                                       | A documented plan which seeks to address all hazards identified means and ways to control and eliminate such to ensure compliance to the S.H.E Specification.  |
| <b>Workplace</b>                                      | Any physical location in which work related activities are performed under the control of the organization.  |

## 1. Introduction

In terms of Section 37 of the Occupational Health and Safety Act (Act no. 85 of 1993), Johannesburg Water SOC Ltd is required to control persons/organizations conducting activities for or on their behalf (Mandatories) and the Construction Regulations promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993), is requiring

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Johannesburg Water SOC) Ltd. to compile an occupational health and safety specification for any intended project classified as construction work and to provide the specification to prospective tenderers / Mandatories.

The dual objective of this specification is to ensure that the Mandatories and Principal Contractors (herein after called Principal Contractor (including Mandatories)) entering into a contractual agreement/relationship with Johannesburg Water SOC Ltd. achieves and maintains an acceptable level of occupational health, safety and environmental performance whilst conducting activities to perform the contract work.

This document forms an integral part of the Contract Specification and, in particular, shall be the OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL (OHS) SPECIFICATION FOR CONSTRUCTION WORK. The Contract Specification is contained in Volume 1 of the contract documents. The principal and other contractors shall ensure that this specification is included with any contract/s that they may have with other contractors and/or suppliers that are engaged for the provision of labour, goods or services for this project. The Principal Contractor and its Contractors shall furthermore implement any reasonable practicable means to ensure compliance to this Occupational Health, Safety and Environmental (OHS) Specification and any other applicable legislation on their organization and/or activities performed by or for them. This OHS Specification will be read in conjunction, where issued and applicable, with the Environmental Specification issued for listed activities requiring environmental authorization by a relevant authority.


***Compliance with this OHS specification does not absolve the Principal Contractor from complying with any other applicable minimum legal requirement and the Principal Contractor remains responsible for the sustainable integrity of the environment and the health and safety of its employees, mandatories as well as any persons affected by activities conducted for or on behalf of Johannesburg Water SOC Ltd (SOC) Ltd..***

### 1.1 Johannesburg Water SOC Ltd's commitment to Occupational Health, Safety & Environmental (OHS) Management

Johannesburg Water SOC Ltd is committed to responsible occupational health, safety and environmental management. This commitment is essential to protect the environment, employees, Mandatories, visitors and provide a work environment conducive to health and safety. Principal Contractors and their Contractors shall demonstrate their commitment and concern by:

- Ensuring that decisions and practices affecting occupational health, safety and environmental performance are consistent with the issued OHS specification;
- Ensuring adequate resources are made available for the effective implementation of occupational health, safety and environmental control and mitigation measures;
- Participating in hazard identification and risk assessments and design safety reviews;
- Communicating occupational health, safety and environmental management processes, strategies and control measures with all levels of employees, contractor and/or visitors;
- Ensuring visible leadership at all sites;
- Promoting and enforcing the use of correct types of Personal Protective Equipment (PPE);
- Reporting and investigation of incidents and accidents and ensuring actions are identified and implemented to prevent similar types of incidents reoccurring;
- Participating in Client audits and meetings and ensuring required actions are implemented within reasonable time frames on the site/project;
- Recognizing and commending safe work practices and coaching employees who require guidance;
- Applying and enforcing consequence management from deviations and transgressions of/from compliance to this OHS Specification noted and/or observed, where applicable;
- Carrying out safety observations, implement corrective and preventative actions and giving immediate feedback;
- Encouraging employee participation in the formulation of work instructions and safety rules.

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## 1.2 Scope of Occupational Health & Safety (OHS) Specification

The scope of this Occupational Health & Safety (OHS) Specification is to address the reasonable and foreseeable aspects of occupational health, safety and environmental management, which will be affected by the contract work.

The specification will provide the requirements that the Principal Contractor and other Contractors shall comply with in order to reduce the risks associated with the contract work, and that may lead to incidents causing injury and/or ill health or degradation of the environment, to a level as low as reasonably practicable and possible.

In particular, Johannesburg Water SOC Ltd will ensure that it shall not appoint any Principal Contractor unless it is reasonably satisfied that the contractor which it intends to appoint has the necessary competencies and resources to carry out the work safely.

## 1.3 Omissions from OHS Specification

Where any omission from the OHS Specification is identified, applicable legal requirements will constitute the minimum standard for compliance to the relevant omission. The responsibility will be on the Principal Contractor to provide assurance to Johannesburg Water SOC Ltd on compliance to the applicable legal requirements related to the activity / task / process.


## 1.4 Change management

Whenever Johannesburg Water SOC Ltd identifies the need to change or review the OHS Specification, approved changes and revisions will be communicated to the Principal Contractor. A cost analysis on the implementation of the proposed changes / revisions will be calculated through a collaborative processes between Johannesburg Water SOC Ltd and the Principal Contractor – where the approved changes and/or revisions has no cost implication for the Principal Contractor the Principal Contractor will be required to accept the approved changes / revisions and ensure implementation within the OHS Plan / File framework.

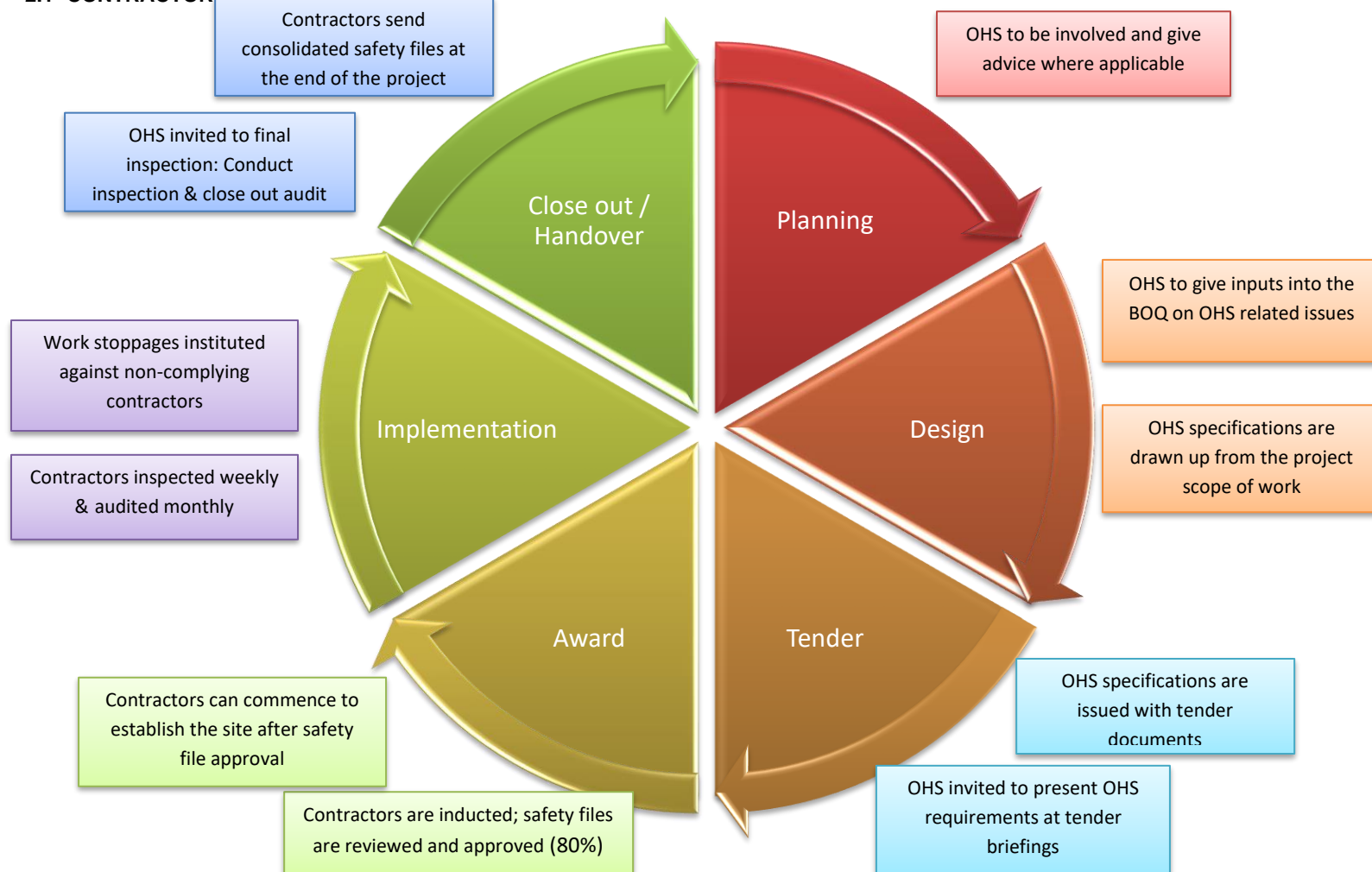
## 2 Overview of contractor management process


The contractor management process consists of the following phases:

- Tender briefing and tender documentation;
- Competency evaluation of Principal Contractors (integrated into Supply Chain Management processes);
- Appointed contractor to attend OHS system induction;
- Preparation of OHS File by Principal Contractor;
- Evaluation of OHS File;
- Principal Contractor engagement phase;
- Project close-out and submission of consolidated Health & Safety File.

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## 2.1 CONTRACTOR MANAGEMENT PROCESS



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## 2. OHS DOCUMENTATION

### 2.1 Safety file

The Principal Contractor will prepare a OHS File containing the processes / procedures and templates to be applied during the project period for the scope of work. The Principal Contractor will be evaluated during the contract period against the submitted OHS File.

At a minimum the OHS File will contain the following documentation:


- Notification of construction work to the relevant Department of Labour (stamped on each page / no faxed copies);
- Scope of work to be performed;
- Personnel list (Principal Contractor employees);
- OH&S / OHS Policy and other Policies;
- Updated copy of the Occupational Health and Safety Act (Act no. 85 of 1993) and its Regulations; COLD Act.
- Proof of valid registration and good standing with the Compensation Commissioner or another licensed Insurer;
- OHS Plan agreed with Johannesburg Water SOC Ltd.
- Approved risk assessments, review and monitoring plans and safe work procedures (method statements);
- A list of contractors (sub-contractors) including copies of the agreements between the parties and the type of work being done by each contractor;
- All written designations and appointments for project scope of work (CV and competency copies);
- Management structure (inclusive of OH&S responsibility & meeting structure);
- Induction training and site OHS rules;
- Occupational health and safety training matrix / plan;
- Arrangements with contractors and/or mandatories;
- Description of security measures;
- The following registers (as applicable to contract scope of work):
  - Accident and/or incident notifications, investigation & control register;
  - Occupational health and safety representatives inspection register;
  - Template for entry into confined space;
  - Toolbox talks pro-forma;
  - Fall protection inspections template;
  - First-aid box content template;
  - Record of first-aid treatment template;
  - Fire equipment inspection and maintenance template;
  - Ladder inspection template;
  - Machine safety inspections template (including machine guards, lock-outs etcetera);
  - Inspection templates for lifting machines and –tackle (including daily inspections by drivers/operators);
  - Inspection templates of scaffolding;
  - Inspections templates of structures;
  - Templates of issuing of Personal Protective Equipment;
  - Monthly reporting and recording of statistics templates;
  - Keeping of any other record in terms of applicable legislation falling within the scope of OHS Legislation applicable to the project and the Principal Contractor / Contractor's activities and organization.
- Emergency preparedness and response programmes;
- Medical examination tests
- Vaccination records

### 2.2 Principal contractor appointment

- The principal contractor will be appointed in terms of Construction Regulations 2014, Reg 5(1) k

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- All responsibilities imposed on the contractor by the Regulations will be applicable
- The duties will include:
  - a) Prepare a site specific OHS file based on client OHS specification and project scope.
  - b) Have an updated Letter of Good standing.
  - c) Ensure the necessary legal appointment letters are compiled and signed by affected parties.
  - d) Ensure OHS file submitted before work commences to Johannesburg Water for evaluation and approval.
  - e) Must ensure an organizational medical programme for its employees is in place. This must address pre-employment, periodic examination, and exit examinations.
  - f) Ensure all employees undergo medical examination and are declared fit for the job they are employed for by a Medical Practitioner.
  - g) All employees undergo his control undergo company specific induction and Johannesburg water induction.
  - h) Ensure before work commences employees are trained on the health and safety risks associated with the work they are conducting.
  - i) Ensure employees are trained on company procedures, policies, method statements and informed of the Johannesburg Water OHS requirements as per the specification.
  - j) Ensure legislative requirements are complied with during the duration of the contract and ensure that their employees comply also.
  - k) Sign the 37 (2) Agreement between Johannesburg Water and themselves before any work commences and kept on their OHS file.
  - l) Ensure that 37(2) Agreement(s) are signed between themselves and their sub-contractors.
  - m) Ensure that sub-contractors have valid Compensation Commissioner Letter of Good Standing.
  - n) Have a disciplinary procedure to address those found to be transgressing requirements of OHS specification, OHS plan, site rules or any other OHS act and its Regulation requirement.
  - o) Prevent any employee or visitor who is under the influence of any alcohol or drugs (in state of intoxication) from being allowed to site.
  - p) Ensure the safety of employees who are taking legal medication.
  - q) Must hand over a consolidated OHS file at the end of the contract.
  - r) Stop his/her employees who are doing unsafe acts or who are creating an unsafe environment.
  - s) Investigate all incidents and report to Johannesburg water and ensure all reportable incidents as per the legislative requirement are complied with.
  - t) Ensure work is supervised by competent personnel and that work is done by competent employees.
  - u) Ensure pre-task risk assessment is done by a competent person and that employees are informed of the pre-task risks and the risk control measures.
  - v) Ensure tool box talks are conducted to communicate OHS issues in connection to the work being done and any other aspects.
  - w) Ensure that appointed personnel as per the OHS file are executing their duties as per the legal appointment.
  - x) Ensure first aid kit is made available in case of any emergency.
  - y) Ensure that housekeeping is maintained in good condition and that materials are store/stacked properly in designated areas.
  - z) Have sufficient waste receptacles and ensure the correct disposal of the different wastes.
  - aa) Proof of hazardous waste disposal to be requested from disposal site and to be kept inside OHS file.
  - bb) Take reasonable steps to ensure that each appointed sub-contractor health and safety plan is implemented and maintained on the site and OHS File documentation is up to date.
  - cc) Stop any work from being executed which is not in accordance with the client's health and safety specification and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons.
  - dd) Must maintain an up to date list of all the sub-contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
  - ee) Ensure that all his or her employees have a valid medical certificate of fitness.

### 2.3 37.2 Agreement

- Johannesburg Water will enter into a 37(2) Agreement with all the appointed contractors

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- A copy of the 37(2) Agreement must be kept in the OHS file of the contractor at all times.
- It is the responsibility of the contractor to ensure that there are 37(2) agreements between themselves and all their appointed sub-contractors.

## 2.4 OHS Plan

- The contractor shall prepare a OHS plan to address and manage all applicable sources of risk that are identified during the execution of the project. The OHS plan shall incorporate the requirements as listed in the OHS specification.
- A copy of the OHS plan shall be submitted together with OHS file for review and approval.
- It is the contractor responsibility to ensure they sub-contractor compiles a OHS plan that in line with the OHS specification requirement of Johannesburg Water.

## 2.5 Legislative framework

All contractors shall comply with legislation pertaining to this contract, including but not limited to:

- Constitution of the Republic of South Africa
- Occupational Health and Safety Act and its associated Regulations
- National Environmental Management Framework Legislation
- National Road Traffic Act
- Applicable South African National Standards (SANS)
- Compensation of Occupational Injuries and Diseases Act (COIDA)
- Local by-laws and provincial ordinances

## 2.6 OHS Policy

A OHS policy is a statement of intent and a commitment by the organization Chief Executive or Managing Director (OHS Act 16(1) appointee) in relation to requirements applicable to their Safety, Health and Environmental legal obligation, relevant OHS roles and responsibilities, and contractual obligations to the Client.

The contractor and their sub-contractor companies shall each have a documented OHS Policy authorized by their Chief Executive/Managing Director (OHS Act Section 16 (1) Appointee). The OHS Policy must meet the following minimum requirements;

- Organizational Mission and Goal.
- State the overall OHS objectives within the project.
- Show commitment to the prevention of injuries and ill-health.
- Show commitment to the protection of environment and the conservation of natural resources.
- Must be reviewed at predetermined intervals, or when there is change in work process, serious incident occurs.
- The OHS Policy must be in line with OHSAS 18001 and ISO 14001 requirements and guidance documentation.
- Must be authorized by contractor CEO.

## 2.7 Appointments and competencies


- The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.
- All appointees shall be suitably trained and certified competent for the responsibilities they are assigned for.
- Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant OHS file.

## 2.8 Supervision of construction work

- The principal contractor shall ensure that the construction manager and construction health and safety officer are appointed for a **single site** on a full time basis.

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- JW should be informed in writing of the absence of the above-mentioned on site.

## Appointment index


| Appointment   | Legislative Ref          | Competency requirements (Min)   |
|---|--------------------------|---|
| Assistant Construction Supervisor                   | CR 8.8                   | -   |
| Construction Manager                                | CR 8.1                   | N.Dip Eng + 4yrs exp<br>Full time on site   |
| Construction Health, Safety & Environmental Officer | CR 8.5<br>JW Requirement | N.Dip Safety + 2yrs exp; OR<br>N.Dip Enviro + 3yrs exp; OR<br>NEBOSH / SAMTRAC + 4yrs exp<br>Register with SACPCMP<br>1yr experience in Environmental management<br>Full time on site |
| Construction supervisor                             | CR 8.7                   | 3 yrs experience  |
| Construction vehicle & mobile plant supervisor      | CR 23.1                  | Certificate   |
| Electrical installation and appliances inspector    | CR 24                    |   |
| Emergency, security and fire coordinator            | CR 29                    | Certificate   |
| Excavation supervisor (including piling)            | CR 13                    | 3yrs exp / N.Dip building   |
| Fall protection supervisor                          | CR 10.1                  | Certificate   |
| First-aiders  | GSR 3                    | Certificate   |
| Fire fighting equipment inspector                   | CR 29                    | Certificate   |
| Hazardous chemical substances supervisor            | HCS Regs                 | Certificate   |
| Incident investigator                               | GAR 9.2                  | Certificate   |
| Ladder inspector                                    | GSR 13A                  | -   |
| Lifting machines and equipment inspector            | DMR 18.5                 | Certificate + 3yrs experience   |
| Occupational health and safety representatives      | OHS Act 17               | Certificate   |
| Risk assessor                                       | CR 9.1                   | Certificate   |
| Stacking and storage supervisor                     | CR 28                    | Certificate   |
| Vessels under pressure supervisor                   | PER 12                   | Certificate   |
| Welding supervisor                                  | GSR 9                    | Certificate   |

### 2.9 Insurances

- The principal contractor and all his appointed contractors shall be registered with an appropriate compensation commissioner and have available a valid letter of good standing at all times.
- The obligation lies with the contractor to ensure that the Letter of Good Standing remains valid throughout the entire duration of the project.
- A copy of the said letter must be filed in all OHS files and made available during inspections and audits.

### 2.10 Costing for OHS

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The contractor is responsible for ensuring that OHS costing is taken into consideration for the entire project/contract as this will ensure they comply with the OHS legislative requirements.

#### 2.11 Sub-contractors

- Whenever the Principal Contractor appoints contractors or sub-contractors, it is a requirement that an Occupational Health and Safety Act (Act no. 85 of 1993) Section 37(2) agreement (i.e. Agreement with Mandatory) is entered into between the Principal Contractor and Contractors.
- The Principal Contractor will ensure that all appointed contractors comply with the Johannesburg Water SOC Ltd OHS Specification requirements.
- The Principal Contractor will establish a procedure on sub-contractor management and assurance on compliance to the established procedure will be provided to Johannesburg Water SOC Ltd on a monthly basis.
- Principal Contractors are required to formally notify Johannesburg Water SOC Ltd before appointing subcontractors.
- Johannesburg Water SOC Ltd shall approve all specialist subcontractors to be appointed and/or engaged by the Principal Contractor.

The Principal Contractor shall:

- 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;
- Appoint each contractor in writing for the part of the project on the construction site;
- Take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
- 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;
- 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;
- 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
- 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.

#### 2.12 Notification of construction work

- The Principal Contractor shall, before carrying out any work, notify the relevant Department of Labour of the intention to carry out construction work and use the form (*Annexure 2 in the Construction Regulations 2014*) for this purpose.
- Only a certified copy stamped (each page) by the Department of Labour will be acceptable. No faxed or emailed notifications will be accepted.
- No work shall commence before the Principal Contractor has submitted notification of construction work to the relevant Department of Labour.
- Johannesburg Water SOC Ltd will not approve the OHS File if no original stamped / certified copy of the notification of construction work has been done.


#### 2.13 Construction work permit

- Not applicable.

### 3. ORGANISATIONAL STRUCTURE

- The contractor shall develop and submit together with OHS file an organizational organogram related to the contractor, listing all the levels of responsibility from the Chief Executive down to the supervisor(s) responsible for the project.

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- The organogram diagram must list all relevant positions, names of appointees and legal appointments.
- The contractor is responsible for updating the organogram timeously when there are changes to the appointments.
- All appointed sub-contractors are also required to compile their own organograms.

#### 4. COMMITMENT TO OHS

- Visible commitment is essential to providing a safe working environment.
- Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day OHS operations.
- Legislation requires that each employee takes reasonable care of themselves and their fellow workers

#### 5. HIRA

**Annexure 1: List of possible hazards emanating from projects and activities conducted for or on behalf of Johannesburg Water SOC Ltd** includes an assessment of site specific health and safety hazards and risks and environmental aspects and impacts that have been identified by Johannesburg Water SOC Ltd as possibly applicable to the contract work for this project. It is by no means exhaustive and is offered as assistance to the tenderers and contractors.

#### Development of risk assessments

Every Contractor performing construction work shall, before the commencement of any construction work or work associated with the construction work, and during construction work, ensure that a risk assessment is undertaken by a competent person, appointed in writing, and the risk assessment shall form part of the OHS plan to be applied on the site. Risk assessments shall identify occupational health and safety hazards and risks and environmental aspects and impacts emanating from the activity to be performed by the Principal Contractor / Contractor.

The risk assessment (inclusive of impact assessment) shall include (at a minimum):


- Identification of the relevant Johannesburg Water SOC Ltd Project with regard to JW Number, Project name and area;
- Date on which risk assessments were conducted / reviewed;
- The identification of the risks / hazards and aspects / impacts to which persons may be exposed to per activity;
- The analysis and evaluation of the risks / hazards and aspects / impacts identified;
- Existing control measures and proposed corrective measures;
- A plan to review the risk assessments as the work progresses and changes are introduced;
- Identification of significant risks (e.g. high; exceeding 75%);
- A documented plan of Safe Working Procedures (SWP)', and its relevance to the risk assessment, inclusive of method statements, to mitigate, reduce or control the risks and hazards that have been identified;
- A plan to monitor the application of the Safe Working Procedures (SWP);
- Signature of appointed competent person conducting risk assessment; and
- Signature of approval by Principal Contractor management and employees involved in risk assessment.

Based on the risk assessments, the Principal Contractor must develop a set of site-specific occupational OHS rules that will be applied to regulate the health, safety and environmental hazards/aspects of the construction work.

The risk assessments, together with the site-specific occupational health and safety rules, must be submitted to Johannesburg Water SOC Ltd before mobilisation on site commences. These will be included in the OHS plan. The Contractor shall ensure through his risk management process the hierarchy of controls stipulated as follows, are implemented:

- **Eliminate** - The complete elimination of the hazard.
- **Substitute** - Replacing the material or process with a less hazardous one.
- **Redesign** - Redesign the equipment or work process.
- **Separate** - Isolating the hazard by guarding or enclosing it.
- **Administrate** - Providing control such as training, procedures etc.

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- **Personal Protective Equipment (PPE)** - Use of appropriate and properly fitted PPE where other controls are not practical. (PPE as the last resort)

The Principal Contractor will be required to carry out the following three forms of risk assessment:

- Baseline risk assessment;
- Issue based risk assessment;
- Continuous risk assessments.

#### Baseline risk assessments

The Principal Contractor is required to develop a baseline risk assessment taking the resources, competency levels, nature and scale of their organization into consideration for submission during OHS File evaluation phase. The hazards and risks to which persons, plant, vehicles and facilities may be exposed during the construction should be identified and evaluated. The aspects and impacts resulting in environmental pollution or degradation should also be identified and evaluated. Measures to reduce or control these risks or hazards should be defined during this assessment. The effectiveness of the measures defined and the baseline risk assessment prepared shall be monitored and reviewed from time to time to ensure that it remains relevant and accurate.

#### Issue based risk assessments

The Contractor will be required to carry out separate risk assessments during construction of the project when methods and procedures are varied, for example when:

- Designs are amended;
- New machines are introduced;
- Plant is periodically cleaned and maintained;
- Plant is started-up or shut-down;
- Systems of work change or operations alter;
- Indents or near-misses occur; or
- Technological developments invalidate prior risk assessments.

#### Continuous risk assessments

The Occupational Health and Safety Act (Act no. 85 of 1993) specifically requires that employers shall provide and maintain working environments that are safe and without risk to health. The general awareness of hazards needs to be raised as work ethic to maintain a safe and risk free environment on an on-going basis. This is achieved by continuous risk assessments, a form of risk assessment that takes place as an integral part of day-to-day management. Examples of continuous risk assessments include:

- Maintaining general hazard awareness, and
- Pre-work risk assessments / Daily Safety Task Instructions.


Occupational health and safety risks or environmental impacts that are identified during the risk assessment process shall be communicated before the commencement of the said activity to every employee whose work is associated with the risk. Each employee shall sign to confirm understanding of the safety, health or environmental risks in the tasks.

#### Review of risk assessments

The Principal Contractor is required to review the hazards identified, the risk assessments and the Safe Work Procedures as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and/or processes. Revisions to the approved risk assessments and Safe Work Procedures will be presented at each production planning and progress meeting.

Risk assessments are to be reviewed whenever there is change on the scope of work, process, and accidents or when required by Johannesburg Water SOC Ltd

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The Principal Contractor must provide Johannesburg Water SOC Ltd, other contractors and all other concerned or affected parties with copies of any changes, alterations or amendments to risk assessments and Safe Work Procedures within 14 days of such changes.

## 6. SAFE WORK PROCEDURES / METHOD STATEMENTS

Method statements or written safe work procedures shall be documented for all high risk activities:

- Design change or scope change/addition
- Change in job or task
- Introduction of new machinery, equipment or substance.

Method statements or written safe work procedures shall identify following:

- Tasks that are to be undertaken
- The hazards and associated risks of the task(s)
- The control measures for the task(s)
- The equipment and substances that are associated with task(s)
- Any training or qualification needed to do the task
- Personal protective equipment to be worn.

## 7. INCIDENT MANAGEMENT

### 7.1 Reporting of accidents and incidents

The Principal Contractor must report all incidents where an employee is injured on duty to the extent that he:


- Dies
- Becomes unconscious
- Loses a limb or part of a limb
- Is injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he was usually employed

Or where -

- A major incident occurred
- The health or safety of any person was endangered
- Where a dangerous substance was spilled
- The uncontrolled release of any substance under pressure took place
- Machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- Machinery ran out of control

to Johannesburg Water SOC Ltd within two days and to the Provincial Director of the Department of Labour within seven days from date of incident (Section 24 of the Occupational Health and Safety Act (Act no. 85 of 1993) and General Administrative Regulations), except that, where a person has died, has become unconscious for any reason or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident must be reported to both Johannesburg Water SOC Ltd and the Provincial Director of the Department of Labour forthwith by telephone, telefax or e-mail.

- All other reports required by this specification must also be completed. Reporting of accidents / incidents to Johannesburg Water SOC Ltd will be on the prescribed format.
- The Principal Contractor is required to provide Johannesburg Water SOC Ltd with copies of all statutory reports required in terms of the Occupational Health and Safety Act (Act no. 85 of 1993) within 7 days of the incident occurring.
- The Principal Contractor is required to provide Johannesburg Water SOC Ltd with copies of all internal and external accident/incident investigation reports, within 7 days of the incident occurring.

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## 7.2 Accident and incident investigation

- The Principal Contractor is responsible for the investigation of all accidents and/or incidents where employees and non-employees were injured to the extent that they had to receive medical treatment other than first aid.
- The results of the investigation are to be entered into the accident and/or incident register. The Principal Contractor is responsible for the investigation of all incidents, including those described in Section 24 (1) (b) and (c) of the Occupational Health and Safety Act (Act no. 85 of 1993) and for keeping a record of the results of the investigations including the steps taken to prevent similar accidents in future.
- The Principal Contractor is responsible for the investigation of all road traffic accidents, related to the construction activities, and for keeping a record of the results of the investigations including the steps taken to prevent similar accidents in future.
- Johannesburg Water SOC Ltd reserves the right to hold its own investigation into an incident or call for an independent external investigation.

## 7.3 Close out


- All incident investigation reports will be closed out once all the recommendations to prevent further incidents have been implemented.
- A copy of the investigation report must be handed to JW Safety Officer conducting the investigation.

## 8. MEDICAL SCREENING REQUIREMENTS

- The Principal Contractor shall ensure that a medical surveillance programme is implemented for all employees.
- An initial health evaluation shall be carried out by an occupational health practitioner immediately, before or within 14 days after a person commences employment, where any exposure exists or may exist, which comprises:
  - an evaluation of the employees medical and occupational history;
  - a physical examination; and
  - any other essential examination which in the opinion of the occupational health practitioner is desirable in order to enable the practitioner to do a proper evaluation.
- Medical surveillance and immunisation shall be done accredited at / by institutions or occupational health personnel, including, but not limited to:
  - Audiograms.
  - A cardio-respiratory examination / Lung function test;
  - Chest X-rays
  - Eye/ sight tests.
  - A general physical examination;
  - A review of previous medical history.
  - Glucose levels
  - Blood pressure
  - Vaccination – Typhoid & Hepatitis A & B
- An entry medical certificate shall be obtained for all workers prior to commencing with site activities from approved medical institution. Copies of all medical certificates shall be retained in the OHS File prior to site establishment and before an employee is allowed to come onto site.
- Specific attention shall be given to the physical and psychological fitness of people who will be required to work in elevated positions and operators of mobile machinery.
- An exit medical certificate shall be obtained for all workers at the end of the contract and for all workers who leave the employment of the Contractor before the end of the Project. Copies of all exit medical certificates shall be submitted to the Johannesburg Water SOC Ltd Project Specialist or Appointed OHS Agent.

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## 9 EMERGENCY MANAGEMENT

The Principal Contractor must appoint a competent person to act as emergency controller and/or coordinator.

The Principal Contractor must conduct an emergency identification exercise and establish what emergencies could possibly develop. He must then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that Johannesburg Water SOC Ltd may have in place.

In the event where a contractor incorporates the services of a 3<sup>rd</sup> party service provider for the provision of Emergency Response Services, the following criteria must be met:

- Identification of 3<sup>rd</sup> party emergency response services (organization & contact details);
- Notification of contractor to 3<sup>rd</sup> party emergency response service of incorporation of services into contractor's emergency response plan (written agreement / signed letter).

The Principal Contractor and the other contractors must hold regular practice drills of contingency plans and emergency procedures to test them and familiarise employees with them.

### First-aid

The Principal Contractor must provide first-aid equipment (including a stretcher) and have qualified first-aiders on site as required by General Safety Regulations promulgated in terms of the Occupational Health and Safety Act (Act no. 85 of 1993).

The contingency plan of the Principal Contractor must include arrangements for the speedy and timeous transporting of injured and/or ill person(s) to a medical facility or of getting emergency medical aid to person(s) who may require it.

The Principal Contractor must have written arrangements in place with his other contractors regarding the responsibility of the other contractors towards their own injured and/or ill employees.

## 10 OHS TRAINING


All employees in jobs requiring training in terms of the Occupational Health and Safety Act (Act no 85 of 1993) and any other applicable legislative requirements are to be in possession of valid proof of training. Other occupational health, safety and environmental training requirements of the Occupational Health and Safety Act (Act no 85 of 1993) and Construction Regulations can include:

- General induction;
- Site and job specific induction, including visitors;
- Occupational health and safety representatives;
- Training of the legal and nominated appointees;
- Operators and drivers of construction vehicles and mobile plant;
- Basic fire prevention and protection;
- Basic first-aid;
- Storekeeping methods and safe stacking; and
- Emergency planning and coordination
- Incident investigation
- Risk Assessment
- Planned job observations (supervisors)

All operators, drivers and users of construction vehicles, mobile plant and other equipment are to be in possession of valid proof of training and, where applicable, valid licenses.

### 12.1 General Job training

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The contractor is required to ensure that before an employee commences work their direct supervisor or line manager who is responsible for the employee has informed the employees of his scope of authority, hazards and risks associated with the work to be performed as well as the safety control measure(s). This will involve discussion in connection with any work standard, job description or company policy or procedure.

## 12.2 Awareness and promotion

The Principal Contractor is required to have a promotion and awareness programme in place to create an occupational health and safety culture within employees. The following are some of the methods that may be used:

- Toolbox talks;
- Posters;
- Videos;
- Competitions;
- Suggestion schemes;
- Participative employee activities such as "occupational health and safety circles".

The Principal Contractor is, at a minimum, required to provide awareness programmes to employees on the following:

- General Health and Safety Awareness
- Environmental Awareness;
- HIV / AIDS awareness.

## 12.3 General competence requirement

The Principal Contractor shall ensure that his personnel and other contractors' personnel are trained and competent to carry out work safely and without risk to health has been completed before work commences. The Principal Contractor shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes.

A "**competent person**" in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training. It is the responsibility of the Contractor to determine whether any appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act.

Records of all training must be kept in the OHS File. The contents of the file will be audited from time to time.

At a minimum, the Principal Contractor will provide training on Safe Work Procedures / Safe Operating Standards to personnel responsible for performing the related task. Records of training on Safe Work Procedures / Safe Operating Standards will be retained. Competence and skill levels by the employees responsible for performing the task on the implementation of the Safe Work Procedures / Safe Operating Standards will be measured through Planned Job Observations.


## 12.4 Site-specific induction training

The Principal Contractor will be required to develop a project specific induction-training course based on the baseline risk assessment for the contract work. He will ensure that all his employees and other contractors and their employees have received training on the submitted induction-training programme.

All employees of the principal and other contractors are to be in possession of proof (on person) that they have attended a site-specific occupational health and safety induction-training course.

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No contractor shall allow or permit any employee, visitor or any other person to enter the site, unless such employee or person has undergone health, safety and environmental induction training pertaining to the hazards prevalent on the site at the time of entry.

Where the Principal Contractor is required to operate within Johannesburg Water SOC Ltd Depot's the Principal Contractor will ensure that all employees undergo the Johannesburg Water SOC Ltd induction.

## 11 PPE REQUIREMENTS


- The Principal Contractor is required to continuously identify the hazards in the workplace and deal with them. He must either remove them or, where impracticable take steps to protect workers and make it possible for them to work safely and without risk to health under the hazardous conditions.
- The Principal Contractor will establish a Personal Protective Equipment Policy and a Personal Protective Equipment study will be conducted to determine the types of Personal Protective Equipment (PPE) to be supplied related to the hazards and risks emanating from the tasks.
- Cognisance shall be given to the gender of individuals required to where PPE; size required by the employee and size issued.
- Personal protective equipment should, however, be the last resort and there should always first be an attempt to apply engineering and other solutions to mitigating hazardous situations before the issuing of personal protective equipment is considered.
- Where it is not possible to create an absolutely safe and healthy workplace the Principal Contractor is required to inform employees regarding this and issue, free of charge, suitable equipment to protect them from any hazards being present and that allows them to work safely and without risk to health in the hazardous environment.
- It is a further requirement that the Principal Contractor maintains the equipment, instructs and trains the employees in the use of the equipment and ensures that the employees use the prescribed equipment.
- Employees do not have the right to refuse to use and/or wear the equipment prescribed by the employer and, if it is impossible for an employee to use or wear the prescribed protective equipment through health or any other reason, the employee cannot be allowed to continue working under the hazardous condition(s) for which the equipment was prescribed. An alternative solution has to be found that may include relocating the employee.
- The Principal Contractor may not charge any fee for protective equipment prescribed by him but may charge for equipment under the following conditions:
  - Where the employee requests additional issue in excess of what is prescribed;
  - Where the employee has patently abused or neglected the equipment leading to early failure; and
  - Where the employee has lost the equipment.

All employees shall, as a minimum, be required to wear the following personal protective equipment on any of Johannesburg Water SOC Ltd's projects:

- Protective overalls;
- Protective footwear;
- Protective headwear; and
- Eye, face and ear protection.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE!!!

All Personal Protective Equipment will clearly display the branding components of the Principal Contractor's organization (e.g. Name of Organization, logo).

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## 12 DISCIPLINARY PROCESSES

- The contractor is required to implement disciplinary process in order to enforce compliance with requirements.
- All sub-contractors are required to have the same.

## 13 SITE RULES

- The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction.
- When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

## 14 PUBLIC HEALTH AND SAFETY

The Principal Contractor is responsible for ensuring that non-employees affected by the construction work are made aware of the dangers likely to arise from the construction work as well as the precautionary measures to be observed to avoid or minimise those dangers. This includes:

- Non- employees entering the site for whatever reason;
- The surrounding community; and
- Passers-by the site.
- The Principal Contractor shall organize the site in such a manner that pedestrians and vehicles can move safely and without risks to health, including sufficient and suitable traffic routes and safe walkways with relevant signage.
- Appropriate signage must be posted to this effect and all employees on site must be instructed to ensure that non-employees are protected at all times.
- All non-employees entering the site must receive induction into the hazards and risks of the site and the control measures to be observed.
- The Principal Contractor shall recognize that the Community Liaison Officer (CLO) is the link between Johannesburg Water SOC Ltd and the community and provide all reasonable support to the Community Liaison Officer to ensure relevant responsibilities are fulfilled and positive relationships with the community are maintained.
- Where activities are performed close to public routes, the Principal Contractor will establish a traffic management plan incorporating the requirements of relevant by-laws. At a minimum, barricading, warning signage and flagmen will be provided to ensure the protection of workers from vehicles in transit. Where required, the Principal Contractor will interact with the local traffic department to establish minimum requirements to be implemented on public routes.


## 15 REFUSAL TO WORK

- Section 14 of the OHS Act states that employees shall carry out any lawful orders given to them, suggesting that they have the right to refuse to obey any unlawful order or work instruction.
- In terms of legal and JW requirements, if an employee has reasonable belief that the work to be carried out is likely to endanger themselves or other persons in any way, he/OHS has the right to refuse to work.
- An employee may also refuse to work in term of Section 29 of NEMA, if the work would result in imminent and serious threat to the environment.
- All contractors shall ensure that their employees are conversant with hazards associated with their work and work environment, and be aware of the precautionary measures to take.
- The contractor must ensure that all refusals to work are investigated promptly and resolved timeously.

## 16 SECURITY

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must, amongst other, include the rule that non-employees will not be allowed on site unaccompanied.

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The Principal Contractor must develop a set of security rules and procedures and maintain these throughout the construction period.

The Principal Contractor shall:

- Provide a guardhouse for security personnel. The guardhouse should be in good condition and at-least meet minimum requirements as per Environmental Regulations for Workplaces as promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993).
- Supply an access card containing the name, surname, employee number and photograph for all appointed employees (full or part time) for the site.
- Ensure that no person enters the construction site without wearing the necessary Personal Protective Equipment (PPE).
- Ensure that no children are allowed on the construction site.
- Ensure that no family members are sleeping over on the construction site.
- Ensure that no pets are allowed on the construction site.
- No firearms are allowed on site.

#### **17 ACCOMMODATION ON SITE**

No employees shall be accommodated on site.

#### **18 WELFARE FACILITIES**

The provision of toilets for each sex is required in terms of the National Building Regulations and Construction Regulation 28. Chemical toilets are allowed instead of the water borne sewerage type. Toilets have to be provided at a ratio of 1 toilet per 30 workers. The Principal Contractor shall provide flushing toilets on the construction premises.

- At least cold-water showers for each sex have to be provided at a ratio of 1 shower per 15 workers.
- Some form of screened off changing facility must be provided separately for each sex.
- Some form of eating facility sheltered from the sun, wind and rain must be provided.

The employer needs to provide his employees with the following:

- Potable water for drinking;
- Water and soap for hand washing
- Toilet paper

#### **19 COMPLIANCE MONITORING**


##### **20.1 Inspections**

- Contractors will be inspected at least once per week by the JW Project Inspectors.
- Feedback of the inspections will be issued immediately on work instructions, and a formal report sent within 7 days of conducting the inspection to all relevant stakeholders.
- Johannesburg Water SOC Ltd. reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary.
- This may include, amongst other measures, site safety walks. Corrective actions will be identified by Johannesburg Water SOC Ltd. and the Principal Contractor's representative and implemented by the Principal Contractor (at no cost to Johannesburg Water SOC Ltd.) to ensure OHS Performance improvement.

##### **20.2 Monthly audits**

- Monthly audits will be conducted within periods not exceeding 30 days.

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- The Principal Contractor is to conduct his own monthly internal audits and inspections to verify compliance with his own occupational health and safety plan and management system as well as compliance with the requirements of the Johannesburg Water SOC Ltd. OHS Specification.
- The Principal Contractor will also assess and inspect the compliance of other contractors under its control. Management members of the Principal Contractor will be involved in the internal assessments and inspections.

### 20.2.1 Monthly compliance rating

A monthly compliance rating will be calculated for each Principal Contractor as per a formula determined by Johannesburg Water SOC Ltd focussing on or incorporating outcomes of assurance (e.g. monthly audit), operational (e.g. behavioural based safety inspection) assessments and other requirements, as necessary. Johannesburg Water SOC Ltd reserves the right to adjust the monthly compliance calculation formula as and when required – each revision of the monthly compliance calculation formula will be communicated to the Principal Contractor before implementation.

Each Principal Contractor is required to maintain a minimum compliance rating of 93% (Ninety Three Percent).

| Scoring          | Classification | Classification description  |
|------------------|----------------|---|
| <b>93% -100%</b> | Good           | Substantial compliance  |
| <b>80% -92%</b>  | Average        | Compliance status needs to be improved  |
| <b>60% - 79%</b> | Poor           | Methods to ensure compliance require substantial improvement - operations with substantial non-compliance risks |
| <b>&lt;60%</b>   | Very poor      | Methods to ensure compliance failed completely - troubled operation with severe non-compliance risks            |


### 20.3 Work stoppages

Work stoppages will be identified for 2 (two) types of work stoppages to be implemented:

- Overall work stoppage – the Principal Contractor and its Contractors are not allowed to continue with any type of construction / site work up until the work stoppage has been closed-out;
- Activity work stoppage – The Principal Contractor and its Contractors are not allowed to continue with the specific activity / task / job up until the work stoppage has been closed-out.

Overall work stoppages will be issued where non-conformances are identified against the criteria in the following table.

| NO.      | DESCRIPTION OF AUDIT NON-CONFORMANCE / NON-COMPLIANCE   |
|----------|---|
| <b>1</b> | <b>NOTIFICATION OF CONSTRUCTION WORK</b>  |
| 1.1      | Local Department of Labour not notified of construction work before commencement of construction activities |
| 1.2      | Notification of construction work not stamped by local Department of Labour (no fax copies)                 |
| 1.3      | Copy of notification of construction work not available on site   |
| <b>2</b> | <b>PROOF OF REGISTRATION WITH COMPENSATION COMMISSIONER</b>   |
| 2.1      | Proof of registration with Compensation Commissioner or other insurer not available                         |

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| NO. | DESCRIPTION OF AUDIT NON-CONFORMANCE / NON-COMPLIANCE                                    |
|-----|--|
| 2.2 | Registration with Compensation Commissioner or other insurer not valid and up-to-date    |
| 3   | <b>POLICY COMMITMENT &amp; OHS SPECIFICATION</b>   |
| 3.1 | OHS Plan not compiled, approved by contractor management and available on site           |
| 4   | <b>SECTION 37(2) AGREEMENT</b>   |
| 4.1 | Signed section 37(2) Agreement not signed and available on site                          |
| 5   | <b>RISK ASSESSMENTS</b>  |
| 5.1 | Risk assessments not developed/ not applicable to scope of work issued by Client         |
| 6   | <b>CONSTRUCTION MANAGER</b>  |
| 6.1 | No construction manager appointed / on site / Construction Manager not full time on site |
| 6.2 | Appointed construction manager does not meet requirements                                |
| 7   | <b>SITE SAFETY OFFICER</b>   |
| 7.1 | No safety officer appointed/ available on site   |
| 7.2 | Safety officer does not meet requirements  |
| 8   | <b>OHS FILE</b>  |
| 8.1 | No file on site  |

Activity work stoppages will be issued where non-conformance are identified per activity where the health and safety of employees or the public is compromised.

#### 20.4 Non-compliance management process

The following actions will be instituted where non-conformances are identified in terms of compliance to relevant legislative requirements and the Johannesburg Water SOC Ltd OHS Specification.

| CRITERIA                   | ACTION TO BE INSTITUTED                                  | RESPONSIBLE PARTY                 |
|----------------------------|--|-----------------------------------|
| Compliance rating: 93-100% | Non-conformance closure                                  | Principal Contractor / Contractor |
| Compliance rating: 80-92%  | Letter of compliance improvement to Principal Contractor | Johannesburg Water SOC Ltd        |
|                            | Non-conformance closure                                  | Principal Contractor / Contractor |
| Compliance rating: 60-79%  | Non-compliance hearing                                   | Johannesburg Water SOC Ltd        |
|                            | Letter of commitment for performance improvement         | Principal Contractor / Contractor |
|                            | Non-conformance closure                                  | Principal Contractor / Contractor |
| Compliance rating: <60%    | Non-compliance hearing                                   | Johannesburg Water SOC Ltd        |

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| CRITERIA  | ACTION TO BE INSTITUTED   | RESPONSIBLE PARTY                 |
|---|---|-----------------------------------|
|   | Letter of commitment for performance improvement                  | Principal Contractor / Contractor |
|   | Non-conformance closure   | Principal Contractor / Contractor |
|   | Supply Chain Management to be informed of non-compliance standing | Johannesburg Water SOC Ltd        |
| 3 x Work stoppages                                    | Non-compliance hearing  | Johannesburg Water SOC Ltd        |
|   | Letter of commitment for performance improvement                  | Principal Contractor / Contractor |
|   | Non-conformance closure   | Principal Contractor / Contractor |
|   | Supply Chain Management to be informed of non-compliance standing | Johannesburg Water SOC Ltd        |
| 3 x Non-conformance to <93% monthly compliance rating | Non-compliance hearing  | Johannesburg Water SOC Ltd        |
|   | Letter of commitment for performance improvement                  | Principal Contractor / Contractor |
|   | Non-conformance closure   | Principal Contractor / Contractor |
|   | Supply Chain Management to be informed of non-compliance standing | Johannesburg Water SOC Ltd        |
| 3 x consecutive repeat findings                       | Non-compliance hearing  | Johannesburg Water SOC Ltd        |
|   | Letter of commitment for performance improvement                  | Principal Contractor / Contractor |
|   | Non-conformance closure   | Principal Contractor / Contractor |
|   | Escalation to SCMU & CAPEX  | Johannesburg Water SOC Ltd        |

## 21 OPERATIONAL REQUIREMENTS

### 21.1 EXCAVATIONS


- Where excavations will exceed 1.5 m in depth the contractor will be required to submit a method statement to Johannesburg Water SOC Ltd for approval before commencing with the excavation and Johannesburg Water SOC Ltd will issue a permit to proceed once the risk assessment and method statement is approved.
- Excavations must be limited to 100m per day, or equated to the amount of work to be done for the day.
- All open excavations shall be closed within 3 days of excavation. No excavation will remain open beyond 3 days or during holidays.
- Excavation work must be carried out under the supervision of a competent person, who has been appointed in writing, with at least two years' experience in excavation work. Before excavation work begins the stability of the ground must be evaluated.
- Whilst excavation work is being performed, the contractor must take suitable and sufficient steps to prevent any person from being buried or trapped by a fall or dislodgement of material.
- No person may be required or permitted to work in an excavation that has not been adequately shored or braced.

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- Where the excavation is in stable material and where the sides of the excavation are sloped back to at least the angle of repose of the excavated material, shoring or bracing may be left out but only after written permission has been obtained from the appointed competent person.
- Shoring and bracing must be designed and constructed to safely support the sides of the excavation.
- Where uncertainty exists regarding the stability of the soil the opinion of a competent professional engineer or professional technologist must be obtained whose opinion will be decisive. The opinion must be in writing and signed by the engineer or technologist as well as the appointed competent person.
- No load or material may be placed near the edge of an excavation unless suitable shoring has been installed to be able to carry the additional load.
- Neighbouring/adjoining buildings, structures or roads that may be affected or endangered by the excavation must be suitably protected.
- Every excavation must be provided with means of access that must be within 6 metres of any worker within the excavation.
- The location and nature of any existing services such as water, electricity, gas etc. must be established before any excavation is commenced with and any service that may be affected by the excavation must be protected and made safe for workers in the excavation.
- The appointed competent person must inspect every excavation, including the shoring and bracing or any other method to prevent collapse, as follows:
  - Daily before work commences
  - After every blasting operation
  - After an unexpected collapse of the excavation
  - After substantial damage to any supports
  - After rain
- The results of any inspections must be recorded in a register kept on site and in the safety file.
- Every excavation accessible to the public or that is adjacent to a public road or thoroughfare or that threatens the safety of persons, must be adequately barricaded or fenced to at least one meter high and as close to the excavation as practicable, regardless of the depth of the excavation.
- Every excavation must be provided with warning lights or visible boundary indicators after dark or when visibility is poor.
- Upon entering an excavation the requirements of General Safety Regulation 5, work in confined spaces, must be observed:
- Any confined space may only be entered after the air quality has been tested to ensure that it is safe to breathe and does not contain any flammable or noxious air mixture.
- The confined space must be purged and ventilated of any hazardous or flammable gas, vapour, dust or fumes.
- The safe atmosphere must be maintained and, where necessary.
- Employees are to be provided with breathing apparatus and must wear a safety harness with a rope with the free end of the rope being continuously attended to by a person outside the confined space.
- Furthermore, an additional person, trained in resuscitation, to be in full-time attendance immediately outside the confined space.
- Additional serviceable breathing and rescue apparatus is kept immediately outside the confined space for rescue purposes.
- All pipes, ducts etc. that may leak into the confined space to be blanked off sufficiently to prevent any leakage or seepage.
- The employer must ensure that all employees have left the confined space after the completion of work.



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- Where flammable gas is present in a confined space no work may be performed in close proximity to the flammable atmosphere.
- Excavations and other openings must be provided with sufficient barriers to prevent construction vehicles and mobile plant from falling into them.
- Excavations left open for extended periods of time (exceeding 48 hours) must be approved the relevant Engineer / Construction Supervisor.

#### EXISTING SERVICES


- The Contractor shall note that although the drawings have been prepared using available information they show only the approximate positions of existing services where applicable.
- The information is supplied in good faith but shall be used as a guide only and does not relieve the Contractor of his responsibility to exercise due caution when working in areas where existing services can reasonably be expected, nor his obligation to liaise with the authorities in this regard and the obtaining of the necessary work permits and wayleaves.
- The Contractor shall be responsible to locate and safeguard any existing service he may encounter during construction. The Contractor shall be responsible for any damage to such existing services and works in the execution of this contract and shall reimburse the Employer, authority or the owner concerned for any repairs required following damages due to the Contractor's negligence.
- The Contractor shall be responsible for immediately notifying the Engineer and the authorities concerned regarding any damage caused to public services and existing works.
- Any alterations to public services shall be carried out by the Authority concerned unless the Contractor is instructed otherwise.

#### SETTING OUT OF WORKS

- Reference and level beacons will be shown to the Contractor by the Engineer at the commencement of the Contract and the Contractor will be responsible for transferring the datum to the Site of Works.
- The Contractor shall check the condition and accuracy of all reference and level beacons and satisfy himself that they have not been disturbed and are true with regard to position and level. A beacon that has been disturbed shall not be used until its true position and level have been re-established and the new values have been certified by the Engineer. The Contractor shall thereafter be held entirely responsible for the protection of all reference and level beacons.
- The Contractor shall employ a capable surveyor to set out the Works to the required lines and levels. The Engineer shall be informed immediately should any discrepancy be discovered between the levels or dimensions obtained by the Contractor and those shown on the drawings.
- Where a beacon is likely to be disturbed during construction operations, the Contractor shall establish suitable reference beacons at locations where they will not be disturbed during construction. No beacons shall be covered over, disturbed or destroyed before accurate reference beacons have been established and details of the positions and levels of such beacons have been submitted to the Engineer. The Contractor's reference beacons shall be of at least the same accuracy and sturdiness of construction as the existing beacons.
- The Contractor shall submit the method of setting out he proposes to employ to the Engineer. Accurate control of line and level shall be provided by the Contractor at all stages of construction.
- Work set out by the Contractor may be checked by the Engineer and any errors found shall be rectified by the Contractor at his own expense. The Contractor shall supply any instrument, equipment, material and

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labour required by the Engineer for this survey work. Any assistance, including checking given to the Contractor by the Engineer or any setting out done by the Engineer for Contractor shall not be held as relieving the Contractor of his responsibility for the accurate construction of the Works.

- The Contractor's survey instruments and survey equipment shall be suitable for the accurate setting out of the Works and shall be subject to the approval of the Engineer. They shall furthermore be checked and correctly adjusted by the authorized agents before the commencement of the contract and subsequently when required by the Engineer and when otherwise necessary.
- Survey work shall not be measured and paid for directly and compensation for the work involved in setting out shall be deemed to be covered by the rates tendered and paid for the various items of work included under the contract.

## 21.2 CONFINED SPACE ENTRY

- Enclosed space work necessitates a Confined Space Permit. This may only be obtained from the authorized person nominated in writing.
- The responsibility for safe procedure, both at the time of entry and during the entire operation of entering and working in confined spaces, rests with the Contractor.
- The Contractor shall be sure that adequate steps have been taken to eliminate or control hazards.
- Before working in an area that contains dust, the area is to be ventilated and hosed down to settle and dampen the dust.
- The Contractor shall provide all necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment (such as tripods, breathing equipment and the like).
- The Contractor shall ensure all persons working in a confined space or managing entry to a confined space are appropriately trained.
- Compulsory - Continuous monitoring, trained rescue teams, radio communication & adequate ventilation.

### Pump sumps & valve chambers


#### Ventilation

- All available manholes or ventilation covers must be removed and the compartment ventilated for 10 (ten) to 15 (fifteen) minutes, using compressed air or a portable blower.
- Such ventilation must be continued while personnel are in the compartment.
- Ensure that exhaust fumes from blower do not enter the confined space.
- Before entering any sump or compartment, the atmosphere must be tested by the Principal Contractor's competent person (trained by the supplier of the gas monitoring equipment) by lowering the gas monitoring equipment to the bottom of the sump or compartment by means of a rope.
- A register must be kept indicating that the atmosphere has been tested and that the sump or compartment is fit to work in.
- The Principal Contractor's construction supervisor must check and co-sign this register each time he visits a site to ensure that the atmosphere is continuously being monitored.

#### Entering sump

- When entering a sump the person entering the sump must wear the safety harness, gas detector as well as a self-rescuer.
- A lifeline must be attached to the safety harness and a person on the surface must be in continuous contact with the person in the sump.
- At least one person on the surface must be trained in basic first aid and CPR and a first aid kit with resuscitation equipment must be available outside the entrance of the confined space for emergencies.
- Should the alarm sound when a person is in the confined space, the area must be evacuated immediately and the atmosphere re-tested and certified safe before re-entry into the confined space.
- In no circumstance shall any person remain within a sump for a period of more than one hour at a time.

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- A five-minute rest on the surface must be taken after this period before re-entering.
- No naked lights, smoking or unprotected electrical apparatus which may cause sparks, shall be permitted in any sump or in their vicinity.

### **Underground tanks, digesters**

#### Lock-out

- The electrical switch must be locked out in the MCC room when emptying and filling a digester.
- No work shall be done in any digester or closed tank without the necessary permit issued by the Maintenance Manager of the facility.
- The Principal Contractor's construction supervisor must check and co-sign the permit.

#### Ventilation

- All available manhole or ventilation covers, and in the case of a digester, the "Varig" (pressure relief) valve must be removed and the compartment force ventilated for at least 4 (four) hours.
- Such ventilation must be continued while there are people in the confined space.
- Before entering the confined space, the atmosphere must be tested by lowering the gas monitoring equipment to the bottom of the confined space by means of a rope.
- The compartment may only be entered if it has been certified safe by a competent person (certified competent by supplier of gas monitoring equipment).
- The first person to enter the confined space must wear the gas monitoring equipment on his person while inside the confined space.
- A person trained in the use thereof, inside the digester, must also wear an emergency oxygen kit. Another emergency oxygen kit must be available on the surface.
- No person may enter any digester or closed tank unaccompanied and at least two other persons must be present on the surface to make continuous contact with the persons in the confined space.

#### Entering closed tank or digester

- The first person to enter a closed tank or digester must wear a safety harness with a safety rope, long enough to reach the point of exit.
- This safety rope must be monitored at all times.
- All persons subsequently entering the closed tank/digester must wear a safety harness as well as a self-rescuer.
- No person is allowed to enter the tank or digester without a safety harness or self-rescuer.
- In no circumstances shall any person remain within the enclosure for a period of more than one hour at a time.
- A fifteen-minute rest on the surface must be taken before re-entry,
- No naked lights, smoking or unprotected electrical apparatus which may cause sparks shall be permitted in any confined space or in their vicinity.

### **Confined spaces & water chambers**


#### General

- All employees working in confined spaces or sewer manholes must be issued with gas monitoring equipment and safety harnesses and self- rescuers where applicable.
- All these employees must be trained in their use.
- Where over pumping between manholes is involved, only leakage free pumping machines and conveyance tubes will be allowed.
- Under no circumstances may any confined space be entered unless it has been certified safe to work in.
- Safety harnesses and attachments must be checked for damage to webbing, metal fittings and ropes on a monthly basis and the findings recorded in a register.
- Should a harness be damaged, it must be reported to the construction supervisor immediately.

The following records shall be taken and maintained by the Principal Contractor:

- Confined space entry permits

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- Confined space entry registers
- Safety harness registers

#### Ventilation

- All available manholes or ventilation covers must be removed and the chamber ventilated for 10 (ten) to 15 (fifteen) minutes, using compressed air or a portable blower.
- Such ventilation must be continued while personnel are in the chamber.
- Ensure that exhaust fumes from blower do not enter the confined space.
- Before entering any chamber, the atmosphere must be tested by the Principal Contractor's competent person (trained by the supplier of the gas monitoring equipment) by lowering the gas monitoring equipment to the bottom of the chamber by means of a rope.
- A register must be kept indicating that the atmosphere has been tested and that the area is fit to work in.
- The Principal Contractor's construction supervisor must check and co-sign this register every time he visits the site to ensure that the atmosphere is continuously being monitored.
- Fumes must be extracted from the chamber while welding.

#### Entering chamber

- When entering a chamber the person entering the chamber must wear a safety harness as well as the gas detector.
- A lifeline must be attached to the safety harness and a person on the surface must be in continuous contact with the person in the manhole.
- At least one person on the surface must be trained in basic first aid and CPR and a first aid kit with resuscitation equipment must be available outside the entrance of the confined space for emergencies.
- In no circumstances shall any person remain within a chamber for a period of more than one hour at a time. A five-minute rest on the surface must be taken after this period before re-entering.
- Should the alarm sound when a person is in the confined space, the area must be evacuated immediately and the atmosphere re-tested and certified safe before re-entry into the confined space.
- When the activity to undertake inside the pipeline includes the use of any hazardous chemical substances or substances, which might cause hazardous fumes or gasses the contractor, must comply with 5.24 Hazardous Chemical Substances.


#### Safety equipment

- All teams must be issued with gas monitoring equipment and safety harnesses and self-rescuers where applicable.
- All employees must be trained in the use thereof.

### **21.3 BARRICADING**

- Barricading plans are to be presented by the Principal Contractor for any major operations involving site works for approval by Johannesburg Water SOC Ltd. Where areas are unsafe, they should be enclosed with barricading. Examples are people working overhead, welding splatter etc.
- Where there is a risk of injury, the area should be barricaded off with secure solid barricades.
- Barricading for the prevention of access into areas with a potential risk of injury shall as a minimum be constructed of a handrail, knee-rail and appropriately supported as to prevent any person from falling into the restricted/risk area.
- Appropriate signage shall be affixed to the barricade indicating the risk associated (i.e. deep excavation, lifting operations etc.) and the responsible Supervisor and contact details shall be displayed. All barricading shall have a "No Entry" signs on all sides and at each change of direction. Signage shall be placed at 20 m intervals where lengths exceed. All signage shall be a minimum size of 290 mm x 290 mm.
- Danger tape shall not be utilised to prevent personnel from entering into areas.
- Where no risk exists of injury to personnel such as stacking and storage areas, the use of wire for hand and knee rails netting shall be acceptable to demarcate the area.

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- All barricades will have a dedicated entrance where it is required that personnel enter the areas.
- Appropriate signage shall be placed at the entrance indicating which Contractor has right of entry.
- It is the Contractor's responsibility to remove all redundant barricades directly after use. The Contractor's Safety Officers will maintain a marked-up site plan indicating where barricades are erected.
- It will be a requirement that the contractor protects employees against contact with exposed rebar and poles by the installation of rebar-caps on all exposed areas where there is a potential that an employee could be injured.

#### 21.4 WORKING AT HEIGHTS


- A pre-emptive risk assessment will be required for any work to be carried out above **two metres** from the ground or any floor level. This work will be classified as "work in elevated positions".
- As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if he is working at ground level.
- Whilst working in this position he shall be wearing a single belt with lanyard to prevent the person falling from the platform, ladder or other device.
- This safety belt will be, as far as is possible, secured to a point away from the edge over which the person might fall and the lanyard must be of such a length and strength that the person will not be able to move over the edge.
- Alternatively, any platform, slab, deck or surface forming an edge over which a person may fall may be fitted with suitable guard rails at two different heights as prescribed in the relevant South African National Standard for the design, erection, use and inspection of access scaffolding.
- Where the requirement in the paragraph above is not practicable, the person will be provided with a full body harness that will be worn at all times and shall be attached above the wearer's head at all times.
- The lanyard must be fitted with a shock-absorbing device or the person must be attached to a fall arrest system (anchorage connector; body wear; and connecting device) approved by Johannesburg Water SOC Ltd.
- Where the requirements in the paragraph above are not practicable, a suitable catch net must be erected.
- Employees working in elevated positions must be trained to work without risk to their health and safety or to the health and safety of others and be declared medically and psychologically fit to perform work at elevated positions.
- Where work on roofs is carried out, the risk assessment must take into account the possibility of persons falling through fragile material, i.e. skylights and openings in the roof.
- Access scaffolding must be erected, used and maintained safely in accordance with Construction Regulations and relevant SA Bureau of Standards Code of Practice.
- Detailed consideration must be given to all scaffolding to ensure that it is properly planned to meet the working requirements, designed to carry the necessary loadings and maintained in a sound condition. Sufficient material must be available to erect the scaffolding properly.
- Scaffolding must only be erected, altered or dismantled by persons who have adequate training and experience and are competent in this type of work and under the continuous supervision of such a person.

#### 21.5 SYMBOLIC SIGNAGE

Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas. The display of the following signs is mandatory:

- "Radio-Active Material" symbolic signs at radioactive storage areas.
- "Eye Protection" symbolic signs shall be displayed at all grinding machines and at any area where it is mandatory to wear eye protection or where there is danger of an eye injury being sustained.
- "Ear Protection" symbolic signs shall be displayed at all areas where there is a danger of noise induced hearing loss being sustained.
- Every separate room of a workplace shall be consecutively numbered.
- All toilets or urinals shall be marked in a conspicuous place with painted or stencilled letters to indicate the sex for which they are intended.

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- The location of every first aid box is to be clearly indicated by means of a sign.
- In any room, cabinet or enclosure where flammable substances are used or stored shall be fixed a suitable and conspicuous sign prohibiting smoking or the use of naked flames in the area.
- At the entrance to premises where machinery is used
- Restricted access on "Authorised Person Only" signs on entry. "No person shall enter the workplace or premises without the permission of the employer or user of the machinery".
- At every place where machinery is used a notice (English & Pictograms) shall be posted.
- Explosive Power Tool shall have a sign warning people when it is in use.
- Electrical Control Gear. A notice shall be posted so as to warn against the re-closing of a switch of control gear whilst a person is working on such equipment.
- Emergency contact telephone numbers.
- Adequate scaffolding signs. (When applicable).
- Adequate fire fighting equipment signs.
- Speed limit signs.
- Warning notices at openings through which people may fall.
- Risk based signage depending on the task being performed e.g.:
  - "Men working above", "Men working below", "Road closed – detour", "Excavation in progress", "No walkway" etc.;
- No-entry signs to incomplete platforms

The Principal Contractor shall install a notification board indicating the following information at the site entrance:

- Johannesburg Water SOC Ltd project number;
- Principal Contractor identification details (name, telephone number)
- Name and contact details of Construction Supervisor;
- Name and contact details of site safety officer;
- Monthly compliance rating;
- Lost Time Injury Rate;


The Principal Contractor will ensure that information on the notification board is kept up-to-date.

## 21.6 USE AND STORAGE OF FLAMMABLES

The Principal Contractor to ensure that:

- No person is required or permitted to work in a place where there is the danger of fire or an explosion due to flammable vapours being present unless adequate precautions are taken;
- No flammable material is used or applied e.g. in spray painting, unless in a room or cabinet or other enclosure specially designed and constructed for the purpose unless there is no danger of fire or explosion due to the application of adequate ventilation;
- The workplace is effectively ventilated. Where this cannot be achieved:
  - Employees must wear suitable respiratory equipment
  - No smoking or other source of ignition is allowed in the area
  - The area is conspicuously demarcated as "flammable"
- Flammables stored on a construction site are stored in a well-ventilated, reasonably fire-resistant container, cage or room that is kept locked with access control measures in place. Sufficient fire fighting equipment is installed and fire prevention methods practiced. Proper housekeeping may achieve this;
- Flammables stored in a permanent flammable store are stored so that no fire or explosion is caused.
- Stored in a locked and well-ventilated reasonably fire resistant container, cage or room conspicuously demarcated as "Flammable Store – No Smoking or Naked Lights"
- The flammables store to be constructed of two-hour fire retardant walls and roof and separated from adjoining rooms or workplaces by means of a two-hour fire retardant fire wall
- Adequate and suitable fire fighting equipment installed around the flammables store and marked with the prescribed signs
- All electrical switches and fittings to be of a flameproof design

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- Any work done with tools in a flammable store or work areas to be of a non-sparking nature
- No Class A combustibles such as paper, cardboard, wood, plastic, straw and the like to be stored together with flammables
- The flammable store to be designed and constructed such that in the event of spillage of liquids the store is able to contain the full quantity + 10% of the liquids stored
- A sign indicating the capacity of the store to be displayed on the door
- Only one day's quantity of flammable is to be kept in the workplace;
- Containers (including empty containers) to be kept closed to prevent fumes/vapours from escaping and accumulating in low lying areas;
- Metal containers to be bonded to earth whilst decanting to prevent build-up of static forces; and
- Welding and other flammable gases to be stored segregated according to the type of gas and empty and full cylinders.

## 21.7 HAZARDOUS CHEMICAL SUBSTANCES

The Principal Contractor must ensure that:

- Employees receive the necessary information and training to be able to use and store hazardous chemical substances safely;
- Employees obey lawful instructions regarding:
  - The wearing and use of protective equipment
  - The use and storage of hazardous chemical substances
  - The prevention of the release of hazardous chemical substances
  - The wearing of exposure monitoring and measuring equipment
  - The cleaning up and disposal of materials containing hazardous chemical substances
  - Housekeeping, personal hygiene and the protection of the environment
- The risk assessments required in terms of Construction Regulation include employee exposure to hazardous chemical substances and that the necessary measures be taken to protect persons from being detrimentally affected by hazardous chemical substances present or used in the workplace;
- Suppliers provide the necessary information in the form of a material safety data OHSet regarding a hazardous chemical substances required to ensure the safe use and storage of that substances;
- An up-to-date list is kept on site of hazardous chemical substances stored and used together with the material safety data OHSet of the hazardous chemical substances;
- Hazardous chemical substances containers be clearly marked with the contents and main hazardous category e.g. "Flammable" or "Corrosive" and the reference number of the hazardous chemical substances on the list indicated above;
- Hazardous chemical substances, for example asbestos dust, are not cleared by using compressed air but should be vacuumed;
- No person eats or drinks in a hazardous chemical substances workplace; and
- Hazardous chemical substances waste is disposed of safely in terms of hazardous waste disposal requirements.
- MSDS's to be in 16 point format- available on site


## 21.8 FIRE PREVENTION AND PROTECTION

The Principal Contractor must ensure that:

- The risk of fire is avoided;
- Sufficient and suitable storage for flammables is provided;
- Sources of ignition are removed wherever flammable or highly combustible material is present in the workplace, for example:
  - Notices prohibiting smoking are displayed and enforced
  - Welding and flame cutting is only allowed under controlled conditions that includes written hot work permits
  - Only spark-free hand and power tools are used

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- No grinding, cutting and shaping of ferrous metals is allowed using electrically driven power tools that produce sparks
- Flameproof switches and fittings are to be used in the flammable atmosphere
- Good housekeeping is maintained to prevent the accumulation of unnecessary combustibles
- Adequate ventilation is maintained
- Adequate and suitable fixed and portable fire fighting equipment is provided and maintained in good working order.
- Maintenance must include:
  - Regular inspection of fire equipment by a competent person appointed in writing and keeping a register
  - Annual inspection and service by an accredited service provider
- All employees are instructed in the use of the fire fighting equipment and know how to attempt to extinguish a fire;
- A sufficient number of employees are appointed and trained to act as an emergency team to deal with fires and other emergencies;
- Employees are informed regarding emergency evacuation procedures and escape routes;
- Emergency escape routes are kept clear at all times and clearly marked;
- Evacuation assembly points are demarcated;
- Evacuation is practiced to ensure that all persons are evacuated timeously;
- Roll call is held after evacuation to account for all personnel and ensure that no-one has been left behind; and
- A siren or alarm is fitted which is clearly audible to all persons on site.

## 21.9 STACKING AND STORAGE

The Principal Contractor must ensure that:

- A competent person is appointed in writing to supervise all stacking and storage on a construction site;
- Adequate storage areas are provided and demarcated;
- The storage areas are kept neat and under control;
- The base of any stack is level and capable of sustaining the weight exerted on it by the stack;
- The items in the lower layers can support the weight exerted by the top layers;
- Cartons and other containers that may become unstable due to wet conditions are kept dry;
- Pallets and containers are in good condition and no material is allowed to spill out;
- The height of any stack does not exceed 3 times the base unless stepped back at least half the depth of a single container at least every fifth tier or the approval of an inspector has been obtained to build the stacks higher with the aid of a machine. The operator of the machine must be protected against items falling from overhead off the stack and no items may overhang;
- The articles that make up a single tier are consistently of the same size, shape and mass;
- Structures for supporting stacks are structurally sound and able to support the mass of the stack;
- No articles are removed from the bottom of the stack first but from the top tier first;
- Anybody climbing onto a stack must do it in a safe manner, taking reasonable safety precautions, and ensuring that the stack is stable and capable of supporting him or her
- Stacks that are in danger of collapsing are broken down and restacked;
- Stability of stacks are not threatened by vehicles or other moving plant and machinery;
- Stacks are built in a header and stretcher fashion and that corners are securely bonded;
- Stacks are stepped back at least half the depth of a single container at least every fifth tier; and
- Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations.
- Laydown area is allocated for Contractor-supplied items.
- At all times, the Contractor shall be responsible for the safe and adequate storage of all materials and equipment on site which he is to install, whether they are supplied by himself or others.
- The safe handling, unloading and loading of material receipts and dispatches at site or storage areas shall be the Contractors' responsibility.

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The Contractor shall provide a suitable and adequate lock-up store for the storage of items of equipment and material, which would be damaged or pilfered if stored in the open. The Principal Contractor shall provide all facilities required for weather-proofing, dust proofing or vermin proofing.

The Contractor is responsible for the proper storage and maintenance of all equipment until issue of the Certificate of Practical Completion.

All equipment and materials will be stored on suitable wood poles or pallets which will not protrude more than a meter from any of the stored material. Safe access ways shall be maintained between all stored items preventing employees from having to climb over or under equipment to retrieve the necessary.

## **21.10 HOUSEKEEPING**

The Principal Contractor to ensure that:

- Housekeeping is continuously implemented and maintained;
- Materials and equipment are properly stored;
- Scrap, waste and debris is removed regularly;
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and vehicular traffic;
- Waste and debris not to be removed from heights by throwing but rather by chute or crane;
- Where practicable, construction sites are fenced off to prevent entry of unauthorised persons;
- Catch platforms or nets are erected over entry and exit ways or over places where persons are working to prevent them being struck by falling objects;
- An unimpeded work space is maintained for every employee;
- Every workplace is kept clean, orderly and free of tools, materials and the like that are not required for the work being done;
- As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials;
- The walls and roof of every indoors workplace sound and leak-free; and
- Openings in floors, hatchways, stairways and open sides of floors or buildings are barricaded, fenced, boarded over or provided with protection to prevent persons from falling.

## **21.11 TRAFFIC MANAGEMENT**


- Where activities are performed close to public routes, the Principal Contractor will establish a traffic management plan incorporating the requirements of relevant by-laws.
- At a minimum, barricading, warning signage and flagmen will be provided to ensure the protection of workers from vehicles in transit.
- Where required, the Principal Contractor will interact with the local traffic department to establish minimum requirements to be implemented on public routes.

## **21.12 HAND TOOLS**

The Principal Contractor must inspect all hand tools before it is brought onto the site.

- As far as possible all hand tools must be numbered and placed on register to be inspected monthly by a person designated to do so.
- Any tools found to be in an unsafe condition must immediately be removed from service and either discarded or rectified.
- No chisels with "mushroomed" heads must be used.
- No hammer shall be used with a cracked or damaged handle.
- All files must be fitted with handles.



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- All trolleys, pushcarts, etc. used on site must be identifiable, placed on register and inspected at least once every month.
- Non-sparking tools must be used in areas where the risk of fire or explosion is present.
- No homemade hand tools are allowed on the project.
- All tools shall be attached to a suitable lanyard when utilised in elevated positions

#### 21.13 PORTABLE ELECTRICAL EQUIPMENT

Portable electrical tools and equipment includes every unit that takes electrical power from a 15 ampere plug point and is moved around for use in the workplace for example; drills, saws, grindstones, portable lights, etcetera. Other electrical appliances such as fridges, hotplates, heaters, and etcetera must be inspected and maintained to the same standards as portable electrical tools and appliances.

The use, inspection and maintenance of portable electrical tools and equipment shall be as follows:

- Periodical inspections must be carried out by a competent person appointed in writing;
- Inspection results must be recorded in a register;
- Only competent authorised persons are allowed to use portable electrical tools and equipment; and
- The correct protective equipment must be worn or used whilst operating portable electrical tools and equipment.

This equipment:

- Must be maintained in good condition at all times to prevent an electrical shock to the user;
- The main power source should incorporate an earth leakage protection device or receive power through a double wound transformer or be double insulated and clearly marked as such; and
- All equipment must be fitted with a switch to allow for safe and easy starting and stopping.

The following requirements apply to portable lights:

- Must be fitted with a robust non-hygroscopic non-conducting handle;
- Live metal parts or parts which may become live must be protected against contact;
- The lamp must be protected by a strong guard;
- The cable lead-in must withstand rough handling;
- Inspections must be undertaken that concentrate on plug, cord, switch and any obvious faults;
- A register be kept for each piece of equipment with findings of regular inspections undertaken to evaluate the condition of these lights; and
- When used in wet/damp/metal container conditions, the lamp must be protected.


#### 21.14 LIFTING EQUIPMENT & MACHINERY

Lifting equipment must be designed and constructed in accordance with the manufactures/designers specifications as well as generally accepted technical standards and operated, used, inspected and maintained in accordance with the manufactures requirements as well as that of the of Driven Machinery Regulations promulgated in terms of the Occupational Health and Safety Act (Act no 85 of 1993).

The Driven Machinery Regulations requires that:

- Lifting equipment is clearly and conspicuously marked with the maximum mass load (MML) that it is designed to carry safely. When the MML varies with the conditions of use a table showing the maximum mass load with respect to every variable condition shall be posted up by the user in a conspicuous, place easily visible to the operator and the table shall be used by the driver/operator;
- Each winch on a lifting machine must at all times have, at least, three full turns of rope on the drum when the winch has been run to its lowest limit;
- Lifting equipment shall be fitted with a brake or other device capable of holding the MML. This brake or device shall automatically prevent the downward movement of the load when the lifting power is interrupted;

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- Lifting equipment shall be fitted with a load limiting device that automatically arrest the lift when the load reaches its highest safe position or when the mass of the load is greater than the MML;
- Every chain or rope on a lifting machine that forms an integral part of the machine must have a factor of safety as prescribed by the manufacturer of the machine. Where no standard is available the factor of safety must be:
  - chains – 4 (four)
  - steel wire ropes 5 (five)
  - fibre ropes- 10 (ten)
- Every hook or load attaching device must be designed to prevent the load from slipping off or disconnecting;
- Every lifting machine must be inspected and load tested by a competent person every time it has been dismantled and re-erected and every 12 months after that. The load test must be in accordance with the manufacturer's requirements or to 110% of the MML. In addition, all ropes, chains, hooks or other attaching devices, OHSaves, brakes and safety devices forming an integral part of a lifting machine must be inspected every 6 months by a competent person;
- All maintenance, repairs, alterations and inspection results must be recorded in a log book and each lifting machine must have its own log book; and
- No person may be lifted by a lifting machine not designed for lifting persons unless in a cradle approved by the inspector of the Department of Labour.

#### General requirements for cranes and lifting equipment

All documentation must be provided to the Johannesburg Water SOC Ltd Project Engineer prior to mobilisation. Failure to do so and the resulting cost of any delays and/or remedial activities will be for the Contractor's account.

All crane operators must be authorised by the relevant Engineer before they may operate a crane or lifting machine. The Load charts must be displayed at the crane.

Daily pre-use inspections of the cranes must be done and be kept on the file. The inspections must be logged in a logbook. The area in which a lift is performed must always be barricaded to prevent employees from entering.

A crane or lifting machine must not be left unattended and the keys may never be left in the ignition when the operator is not present. Properly constructed out rigger pads must be used when soil is uneven or unstable. (Only sleepers or appropriately designed steel plate pads may be used for this purpose).


Only a competent rigger may direct a lift of any kind unless the following requirements are met. Rigger assistants used for performing lifting operations shall be limited to lifts with all of the following requirements:

- Lifts lower than 5 tons
- Easy lifts that does not require the load to be lifted over structures, equipment or machinery
- Equipment that is not critical
- Rigging configuration that requires the attachment of several parts of lifting equipment such as chain blocks to adjust the angle of loads.
- All safety devices on a crane or lifting machine must be functional.

Certification will be required for record purpose, and shall cover the following:

- A Brake or other device capable of holding the maximum mass should the power fail, or which is such that it shall automatically prevent the uncontrolled downward movement of the load when the raising effort is interrupted; and
- A Limiting device which shall automatically arrest the driving effort when:
  - The Hook or Load attachment point of the Power Driven lifting machine reaches its highest safe position; and
  - In the case of a Winch Operated lifting machine with a lifting capacity of 5000kg or more, the load is greater than the rated mass load of such machine.

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The user shall ensure that every lifting machine is operated by an Operator specifically trained for a particular type of lifting machine; the user shall not require or permit a person to operate such lifting machine unless the operator is in possession of a certificate of training, issued by an accredited person or organisation.

No Crane shall be used at arrival on site before copies of all documentation have been handed over to the Johannesburg Water SOC Ltd and the Crane have been checked by a person duly authorised and signed off as acceptable. Copies of all documentation shall be kept in the OHS File at all times.

No Crane shall be used without a pre-use check and findings entered on an approved checklist. Before any cranes are established on site the following must be inspected and approved:

- Operator's licences
- Training certificates
- Medical fitness certificate.
- The cranes load test certificate.
- Rope test certificates including Mill / Destructive test.
- The lifting gear load test certificates.
- The load limiting device calibration certificate.
- Proof that the hooks have been measured for spreading.
- The service inspection history.
- Monthly comprehensive inspection certificate
- Operation and maintenance Manuals and crane condition.

#### Cranes and Lifting Machines

A contractor shall ensure that where tower cranes are used:

- Account is taken of the effects of wind forces on the structure;
- Account is taken of the bearing capacity of the ground on which the tower crane is to stand;
- The bases for the tower cranes and tracks for rail-mounted tower cranes are firm and level;
- The tower cranes are erected at a safe distance from excavations;
- There is sufficient clear space available for erection, operation and dismantling;
- The tower crane operators are competent to carry out the work safely; and
- The tower crane operators are physically and psychologically fit to work in such an environment by being in possession of a medical certificate of fitness."

No user shall use or permit any person to use a Jib-Crane with a lifting capacity of 5000kg or more at a minimum Jib radius, unless it is provided with:

- A load indicator that shall indicate to the operator of the Jib-Crane the mass of the load being lifted, provided that such a device shall not require manual adjustment from the application of the load, to the Jib-Crane, until the release of the load.
- A Limiting Device, which shall automatically arrest the driving effort whenever the load is lifted, is greater than the rated mass load of the Jib-Crane.

#### Mobile Crane near Power Lines


No mobile cranes are to be used near overhead power lines until the Johannesburg Water SOC Ltd representative has been notified and provided safe access conditions and a valid permit to work is obtained. Mobile cranes shall be effectively earthed when working in the vicinity of electrical wires. Assume that all electrical equipment and wires are live and avoid them.

#### Skyjacks

The following requirements for skyjacks shall apply:

- No Skyjack shall be used before the Jack has been inspected and passed by the Resident Engineer.
- The Test Certificate, no older than three (3) months shall be produced.
- The Safe Working Load shall be clearly displayed.

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- The Operators shall make use of Safety belts / Harnesses at all times.
- Only trained, competent and appointed persons shall operate Skyjacks.
- Proof of Training and Training program shall be submitted.
- No person shall stand of the Handrails of a Skyjack.
- When a Skyjack is not operational, it shall be stopped, no lower than three (3) meters above ground level.
- The Operator shall make use of a ladder to get in and out of the Skyjack. The ladder shall be removed to safekeeping when stopped and not in use.
- The Power supply shall be disconnected when not in use thus preventing unauthorised

#### Overhead Cranes

Contractors and their employees shall not go onto any operational overhead crane runway or crane for any purpose without a valid permit to work.

When ascending to, or descending from, crane runways, always use the access provided for this purpose.

When crane runways are operational, prior to the commencement of any work being carried out on or near a crane runway, or in circumstances as necessary, the Principal Contractor shall arrange to isolate appropriate sections of the crane runway by fitting stops to the crane rail tracks.

If this is impracticable, the Principal Contractor shall provide a watcher who shall take up a position in the crane cab. In cases where there is more than one crane on the same runway, a watcher is to be provided in the cab of each crane, which may approach the work area. The Contractor shall note that the use of a crane watcher is not permitted for repairs or replacements of the crane rails.

The prime responsibility of the watcher is to keep the employee, who may be in or move into a position of danger, constantly in view and warn the crane driver when necessary. It is important that watchers are given clear and concise instructions in carrying out their responsibilities so as to ensure maximum safety.

The watcher shall not engage in conversation with the driver.

In cases where the watcher stationed in the crane cab is unable at all times to view employees working on the runway, a second watcher shall be placed in a position where there is a clear vision of both the employees working on the crane runway and the watcher in the crane cabin.

When sections of runway are being replaced or repaired, arrangements shall be made to isolate the working position by fitting permanent rail stops to the crane rail tracks. If necessary, they are to be fitted on both sides of the section under repair. When the stops are fitted, they shall be at least three (3) metres clear of the area under repair.

When rail stops are fitted for this purpose, members of the group or groups working on the crane runway shall fix Danger Tags to the stops.


The Contractor shall provide the watcher with a hooter or suitable warning device.

#### Lifting tackle

The following requirements will apply to lifting tackle:

- Manufactured of sound material, well-constructed and free from patent defects;
- Clearly and conspicuously marked with an identity number;
- MML factor of safety:
  - Natural fibre ropes - 10(ten)
  - Man-made fibre ropes and woven webbing - 06(six)
  - Steel wire ropes – single rope - 06(six)
  - Steel wire ropes – combination slings - 08(eight)
  - Mild Steel chains - 05(five)

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- High tensile/alloy steel chains - 04(four)
- Steel wire ropes must be examined by a competent person every three months and the results recorded in a designated logbook. The ropes must be discarded (not used any further for lifting purposes) when wear and corrosion is evident.

#### 21.15 LADDERS

The following requirements for ladders will apply:

- All ladders used on the site shall be constructed and used in compliance with the OH&S Act and Regulations.
- Ladders, which provide access to a working platform, shall extend one metre above the platform where it provides access, and shall be secured to prevent slipping.
- Timber ladders shall not be painted other than with clear preserving oils, clear varnishes or clear plastics.
- Ladders, which are in a damaged condition, shall not be used and shall be labelled accordingly and removed from the Premises.
- All Ladders shall be numbered, logged in a register, and inspected monthly.
- A ladder in use shall be held by an assistant and/or properly tied down in position.
- Only ladders that do not conduct electricity shall be used in live electrical sub-stations and switching rooms.
- Ladders shall be removed after use and stored in an appropriate facility as to not expose them unnecessarily to the elements or potential damage by surrounding activities.

#### 21.16 CONSTRUCTION VEHICLES AND MOBILE PLANT

Johannesburg Water SOC Ltd will inspect construction vehicles and mobile plant prior to being allowed on a project site. Suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the Occupational Health and Safety Act (Act no. 85 of 1993) and Regulations.


Construction vehicles and mobile plant to be:

- Of acceptable design and construction;
- Maintained in good working order;
- Used in accordance with their design and intention for which they were designed;
- Operated and/or driven by trained, competent and authorised operators/drivers. No unauthorised persons are to be allowed to drive construction vehicles and mobile plant;
- Provided with safe and suitable means of access;
- Fitted with adequate signalling devices to make movement safe including reversing;
- Provided with roll-over protection (where applicable);
- Inspected daily before start-up by the driver, operator and/or user and the findings recorded in a register/log book;
- Fitted with two head and two tail lights that are in good working condition and must be used whilst operating under poor visibility conditions;
- When used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported.

Operators and drivers of construction vehicles and mobile plant must be in possession of a valid medical certificate declaring the operator and/or driver physically and psychologically fit to operate or drive construction vehicles and mobile plant.

No loose tools, materials etc. are allowed in the driver and/or operators compartment/cabin or in the compartment in which any other persons are transported.

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|   | PROJECT NUMBER:                                  | RFQ   |
|   | PROJECT LOCATION:                                | Far East Bank, Alexandra,   |
|   | PROJECT DESCR:                                   | Supply and install 100m x 200mm diameter HDPE slip lining, and rebuilding of 2 manholes and benching, complete. |

No person shall ride on any construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose. Employees shall only be transported if provision for seating and safety belts has been provided with an adequate canopy or rollover protection.

All construction vehicles and mobile plant left unattended at night, adjacent to a freeway in normal use or adjacent to construction areas where work is in progress, must have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant.

Bulldozers, scrapers, loaders, and other similar mobile plant must, when being repaired or when not in use, be fully lowered or blocked with controls in a neutral position, motors stopped and brakes set.

#### Self-Propelled Mobile Machinery

All Self-Propelled Mobile Machinery must be inspected daily and the findings recorded in a register. Pre-use inspection checklist shall identify critical items that would stop the operator from operating machinery should a defect be detected.

All operators shall be tested on their ability to operate machinery and equipment inspected prior to be used on any of the premises by the Johannesburg Water SOC Ltd Project Inspectors and Responsible Engineer. Relief drivers shall be made available for mobile machinery where there is a need for on-going operations and the contractor shall establish a rotation schedule.

All Drivers/Operators shall be appointed under the applicable legislation prior to operating any type of mobile equipment or machinery:

- If Driver/Operator does not adhere to the rules and regulations his appointment as operator shall be cancelled and he shall not be able to carry on with his duty.
- No Driver/Operator shall be appointed without proof of training, driver's licence or letter of competency.
- No training of Drivers/Operators on Site.
- No passengers on dump truck, Loaders or Excavators.
- No eating or drinking allowed while operating equipment.
- No vehicle shall be left unattended with engine running or key in ignition.
- Drivers may use no cellular phones during operations.

#### Equipment Approval

Authorization for the use of equipment shall be given in writing only after the following minimum requirements and documentation have been verified and shall as a minimum include the following:

- Minimum two lights in front and rear of vehicle
- Communications system (where required);
- Reflective Taping;
- First-aid kit, fire-fighting equipment and emergency roadside triangles;
- Tyres in good condition;
- Windscreen clear of cracks;
- Safety belts fitted for all occupants;
- Signage for clear identification;
- Windscreen wipers;
- Warning hooter and reverse alarm;
- Rotating warning lights (where applicable);
- Maximum number of persons indicated;
- Equipment free of oil and other leaks;
- Maintenance/Service & Equipment manuals available;


#### Operator Approval

Authorization for operators for the use of equipment shall be given in writing only after the following minimum requirements and documentation have been verified and shall as a minimum include the following:

- Operator's Certificate (accredited training organisation);

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- Operators Licence appropriate to the nature of the Mobile equipment;
- Operator's knowledge tested and familiar with the controls for the vehicle;
- Public driver's permit where required;
- Medical fitness certificate.

### 21.18 Portable electric tools

No person shall use or permit the use of a portable electric tool with an operating voltage that exceeds 50 V to earth unless-

- It is connected to a source of electrical energy incorporating an earth leakage protection device, the construction of which meets the requirements of the relevant health and safety standard incorporated into these Regulations under section 44 of the Act; or
- It is connected to a source of electrical energy through the interposition between each tool and the source of an individually double-wound isolating transformer, the secondary winding of which is not earthed at any point and the construction of which meets the requirements of the relevant health and safety standard incorporated into these Regulations under section 44 of the Act; or
- It is connected to a source of high frequency electrical energy derived from a generator which is used solely for supplying energy to such portable electric tool and which arrangement is approved by the chief inspector; or it is clearly marked that it is constructed with double or reinforced insulation.

No person shall sell a portable electric tool constructed with double or reinforced insulation unless-

- It is clearly marked that it is constructed with such insulation; and its insulation is constructed in accordance with the relevant health and safety standard incorporated into these Regulations under section 44 of the Act.
- No employer or user shall use or permit the use of a portable electric tool which is not fitted with a switch to allow for easy and safe starting and stopping of the tool.
- The employer or user shall maintain every portable electric tool, together with its flexible cord and plug, in good working order.

### 21.19 Working with sewer

The contractor needs to ensure the following where there is a possibility of contact with sewer:

- Train employees in the dangers associated with working with sewer.
- Provide employees with sufficient and good quality PPE to protect them from contact with live sewer.
- Provide facilities for handwashing and sanitation in the workplace.
- Vaccinate all identified employees prior to exposure.
- Promote good hygiene practices in the workplace.

### 21.20 Pipe cracking

- Not applicable


### 21.21 Horizontal Drilling

- Not applicable

### 21.22 WATER ENVIRONMENTS

- The contractor must ensure that where construction work is done over or in close proximity to water, provision is made for—
  - preventing persons from falling into water; and
  - the rescuing of persons in danger of drowning.

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- 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.

### 21.23 Working in proximity to Eskom power lines

- No mechanical equipment, including mechanical excavators, may be used under or in close proximity to Eskom's services without the prior approval of Eskom's authorized representatives. No excavations may be executed closer than 3 meters from any of Eskom underground electric power cables and 10 meters from Eskom overhead electrical power lines unless Eskom authorized representative is on site.
- No excavations may take place closer than 5m from any overhead line infrastructure (poles and stays and only excavation by hand will be allowed. Only excavation by hand will be allowed on the same route and in close proximity to the Eskom's 132 kV cables.
- The use of explosives of any type within 500 meters of Eskom's services shall only occur with Eskom's previous written permission. If such permission is granted the applicant must give at least fourteen working days prior notice of the commencement of blasting. This allows time for arrangements to be made for supervision and/or precautionary instructions to be issued in terms of the blasting process.
- The contractor shall be liable for any death or injury to any person or for the loss of or damage to any property caused in whatsoever manner by the contractor, his employees, agents or sub-contractors. The contractor's attention is drawn to section 27(3) of the Electricity Act 1987.
- The contractor is advised to negotiate a proper route with the CNC (Customer Network Centre. Lat Long co-ordinates of all proposed routes to be provided on site and during the application process. The contractor is required to provide the same to the CNC on site during the signing of the Stakeholder On-Site Risk Identification Form.
- Parallel encroachment into overhead power line servitudes is limited to one meter from the boundary of the servitude. (Where applicable for underground pipelines only.)
- All Eskom servitudes to be kept clear of any obstacles and other services. No dumping, manholes and illegal structures whether occupied by equipment or humans, shall be allowed directly underneath or within Eskom servitude areas.
- Eskom Overhead Lines, Cables and Eskom Plant to be adequately protected against other services and water sources.
- Adequate protection fence should be installed around all Eskom Overhead Structures. The type of fence will be proposed and approved by Eskom CNC / Engineering as listed above.
- Interlocking bricks to be used along all roads and reserves as to ensure Eskom cables could be easily accessed for maintenance and repair / emergency purposes. No roads should be tarred with Eskom cables within the road.
- For developer projects and other works that might affect access to Eskom mini-sub, an appropriate fence with access / gate as approved by the CNC should be installed on street front side.
- The applicant shall ensure that the existing natural ground level is maintained within the Eskom servitude area and where Eskom cables are affected. Should there be a need for the lifting of lines and / or replacement of existing structures / cables and application should be made via **Eskom Customer Services**.
- The vertical clearance required between the road surface and the 11kV / 22kV power-lines shall be at least 6.4m. (Where applicable.)
- Eskom Plant and Cables to be protected from proposed landscaping i.e. no big trees and large plants / scrubs (large roots.) to be planted in close proximity to Eskom services.
- Construction / Amendment of boundary wall/s / fences to be closely monitored with guidance from the CNC – where walls / fences are in close proximity of Eskom Plant.
- At all entrances and road crossings, corrosion-free sleeves must be installed at least 600 mm below undisturbed ground level to provide for existing and future installation of Eskom cables. (Where applicable.)
- Cross trenches by hand need to be done for each road crossing on both sides of the road before the services are installed, to ensure Eskom services do not get damaged during drilling operations. For

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installations where the service will be installed parallel to Eskom services, cross trenches need to be done by hand at regular intervals, which is to be determined by site conditions and the Eskom PPM cables representative.

- The contractor must inform and update Eskom PPM cables on a weekly basis of the on-site work being planned and performed.
- Equipment shall be regarded electrically live and therefore dangerous at all times.
- Eskom may stipulate any additional requirements to illuminate any possible exposure to Customers or Public to coming into contact or be exposed to any dangers of Eskom plant.
- Security must be on-site 24/7 when trenching and working in close proximity to the Eskom 132 kV cables
- Extra care must be taken when working in close proximity to the 132 kV cables. (Eskom's PPM cables can assist in identifying these cables on-site.)
- The contractor in charge of the construction or maintenance work on site must at all times be in possession of the Approved Wayleave letter of the affected Eskom services, as well as all plans related to the wayleave application. This should be available upon the request of any Eskom and Municipal official, during site visits. If no approval is presented, then the Eskom Official(s) can order that all work to be ceased until approval can be presented.

## 22. Monthly reporting

- The Principal Contractor is required to provide Johannesburg Water SOC Ltd. with a monthly report in the format provided on the last working day of the month.
- The report will include the monthly man-hours, incidents, training, inductions, audits, etc

## 23. Project close out

- Upon completion of the project, the contractor is required to hand over a consolidated project file to the Client with all the working documents for retention.