

	4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW REQ TEMPLATE)
DATE:	5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY
	6. TOTAL QUOTATION VALUE TO INCLUDE VAT WHERE APPLICABLE



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

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Beverley Sewer Pump Station
PROJECT DESCR:	Bioremediation of Contaminated Area at Beverly Sewer Pump Station

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Sewer Treatment works (Cleaning of screenings, compactor filtrate)	✓ Walking on the screenings filtrate without safety shoes ✓ Working without being vaccinated as per requirement	✓ Slip and Fall ✓ Contracting waterborne communicable diseases	✓ Body injuries ✓ Lung infections	L	✓ Training, daily supervision ✓ Wearing of correct PPE ✓ Vaccination of employees and training on health risk issues
Transportation of material off-site	✓ Unsafe road conditions. ✓ Unroadworthy vehicles ✓ Equipment and material unsecured ✓ Incompetent drivers ✓ Driving under influence of alcohol ✓ Inclement weather ✓ Speeding ✓ Slippery road	✓ Overturning vehicles ✓ Vehicle collisions	✓ Injuries ✓ Property damage ✓ Third party liability		✓ Adherence to the speed limit ✓ Only competent/ authorised drivers should operate the vehicle ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ The road to be paved to prevent accidents ✓ Traffic control to be implemented to avoid collisions ✓ Materials transported off-site, must be transported in appropriate vehicles that have been specially

	✓ Transporting materials off-site with an inappropriate vehicle	✓ Contamination	✓ Health risks illnesses ✓ Absorption of hazardous chemicals through skin		- licensed to carry hazardous substances ✓ Accredited transfer station to store materials for decontamination ✓ Mandatory permits and licensing required
Offloading of material	✓ Faulty machinery ✓ Poor ergonomics ✓ Suspended load falling on employees ✓ Uneven surfaces ✓ Manual handling	✓ Hands caught in between materials ✓ Pinching ✓ Obstructed walkways by materials ✓ Handling heavy objects	✓ Hand injuries ✓ Back injuries ✓ Back pain	M	✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs ✓ Stacking and storage inspector must be appointed and in charge ✓ Training of employees on proper lifting techniques ✓ Heavy material to be lifted by two or more people where mechanical lifting is not possible
Excavation	✓ Open excavations	✓ Collapse ✓ Falling ✓ Unsafe entry and exit ✓ Spoil material	✓ Injuries	M	✓ Shoring of the excavation if deeper than 1.5 metres ✓ No unauthorised entry into the project site ✓ Safe method of entry and exit to be provided for employees ✓ Spoil material to be stored at least 2 metres away from the excavation ✓ signage to be displayed indicating excavations

					✓ re-assess the stability after heavy rain, restrict access if too wet ✓ Do not excavate adjacent to anything that may collapse into excavation and restrict the placement of any load, large equipment or vehicles anywhere near excavation work.
	✓ Accumulated dust from moving plant	✓ Inhalation of dust	✓ Respiratory illness	M	✓ Employees should wear dust masks ✓ Wear gloves
Reinstatement of the surface	✓ Inadequate compaction ✓ Construction refuse ✓ Inadequate re-surfacing ✓ High ground collapse	✓ Uneven surfaces	✓ Trip and fall injuries ✓ Personal injuries	M	✓ Compaction to specified standards ✓ Site cleared of debris and refuse ✓ Re-surface appropriately ✓ Do not leave gaps in turf or leave uneven surface ✓ Erect fence around hazardous areas until restored and safe. ✓ Ensure plugs and compressors are installed and secured against movement ✓ Release air before removing plugs.
Handling of contaminated soil	✓ Inhaling contaminants ✓ Not wearing proper PPE	✓ Inhalation ✓ Absorption of chemicals through skin	✓ Respiratory illness	M	✓ Ensure no contaminants materials are carried off-site by employees and vehicles ✓ PPE should be stored on-site and anything that is not

Treating contaminated soil	✓ Improper disposal of contaminated waste ✓ Stockpiling material	✓ Collapsing of material ✓ Material run-offs	✓ Material falling over employees	M	reusable should properly disposed of. ✓ All areas with contaminated materials should be protected by a securely fenced-off exclusion zone
	✓ Bio piles ✓ Soil stabilization ✓ Soil washing ✓ Chemical oxidation	✓ Very high contaminant concentration may be toxic to micro organisms	✓ Skin irritation ✓ Alteration of physical structure of available nutrients		✓ Avoid stock piling of contaminated material, if stockpiling is necessary always cover the pile with plastic sheeting ✓ Install a berm around the perimeter to prevent run-off ✓ Never position the pile near storm drains or public water infrastructure ✓ Clean soil may be added to dilute the concentration ✓ Substantial space may be required for biopiles construction and operations ✓ Soil washing does not destroy or remove the contaminants and therefore the contaminated soil must be disposed in a licensed facility
Removing the settled sludge through Biological and	✓ Harsh smells ✓ Toxic gases ✓ Pathogens ✓ Genotoxic agents	✓ Ingestion of sewage contaminated material	✓ Health- related infections ✓ Skin irritation ✓ Inflammation	M	✓ Sludge removal waste must be treated first to reduce sludge volume and stabilize the organisms

Manual bioremediation	✓ Harmful organic chemicals	✓ Inhalation of sewage dust	✓ Heavy metal poisoning ✓ Pulmonary diseases ✓ Carcinogenic		✓ Proper PPE must be worn at all times ✓ All employees must be vaccinated prior the commencement of works ✓ Avoid becoming contaminated with sewage ✓ Avoid in breathing in sewage dust or spray ✓ Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with soap and water ✓ Consult your doctor in the event of flu-like illnesses or fever particularly associated with severe headache and skin infections
Water quality sampling	✓ Ammonia ✓ Chemical oxygen demand ✓ Nitrates ✓ E coli ✓ pH ✓ Conductivity ✓ Turbidity and ✓ Phosphate	✓ To much exposure may lead to skin damage ✓ Fatal ✓ Respiratory system illnesses ✓ Ingestion of faecal contaminated water ✓ Inhalation	✓ Skin damage ✓ Oral cavity ✓ May increase the risk pregnancy complication, threatened abortions ✓ Weakened immune system		✓ In order to have a baseline and also after the application of the chemical sample to check if there is any changes taken place after the biological method, Follow the DWS Guideline for water quality for analyses ✓ Proper PPE must be worn at all times
In situ water quality sampling	✓ Expired standards	✓ Incompetent appointed person	✓ Injuries	L	✓ All work carried must comply with DWS water quality Guidelnes and or Jukskei River catchment DWS Resource Quality

					objectives before and after bioremediation process ✓ Record keeping including taking of field photos and videos ✓ A detailed risk management process be in place ✓ Control and review of hazards and risks must be undertaken ✓ Permits and approvals may be required to conduct activities in protected areas ✓ Staff using this method should have previous trainings and experience in the use of the equipment described ✓ Correct use of PPE
Instrument maintenance and calibration	✓ Incorrect use of the instrument	✓ Not following the correct instructions from the manual ✓ Using the damaged instrument ✓ Lack of skill	✓ Injuries ✓ Property damage	L	✓ Before taking an instrument into the field, be familiar with operating manuals ✓ Ensure that the instrument is stored calibrated and maintained and used as per manufacturers' instructions ✓ Detailed records of calibration and maintenance must be kept.
Taking readings inside water	✓ Fast flowing water current	✓ Drowning or swept away by water ✓ Attacked by fauna species	✓ Injuries ✓ Hand injuries ✓ Body injuries		✓ Wear task specific PPE ✓ Adhere to correct safe work procedures

	✓ Potential of presence of fauna				✓ Provide proper training for employees working on such environment ✓ Posting of signage indicating types of animals that may be found in watersource
Cleaning inside pumps stations	✓ Cleaning of pumps without proper PPE	✓ Gas leakage ✓ Inhalation of gases	✓ Respiratory illnesses	H	✓ Ventilation system ✓ Toolbox talks ✓ Proper PPE
Dewatering plant	✓ Checking of plant without proper PPE ✓ Pouring of Poly electrolyte inside the poly hopper	✓ Slips and falls ✓ Pouring without proper PPE	✓ Body injury ✓ Skin irritation ✓ Inhalation	M	✓ Proper PPE ✓ Toolbox talks ✓ MSDS for all hazardous substances to be in place
Washing bays	✓ Pressurised water spray	✓ Using damaged water hose pipe	✓ Hose bust and pressured water injuries	L	✓ check and inspect the hose pipe for any damages before use
Working at heights	✓ Use of a step ladder ✓ Lack of the correct PPE ✓ PPE not worn correctly ✓ Accessing facilities, coupled to unplanned work methods	✓ Employees falling from heights which could result in fatalities	✓ Body injuries ✓ Serious injuries ✓ Fatal	H	✓ Wear task specific PPE ✓ Adhere to correct safe work procedure ✓ Provide proper training for employees working at heights ✓ Only employees that are fit to work at heights are permitted to conduct this task

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

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1. SCOPE OF WORK:

Bioremediation of contaminated area at Beverley Sewer Pump Station

2. PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

3. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

4. APPOINTMENTS

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 found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

- Site Supervisor
- Excavation Inspector / Supervisor
- First Aider (if more than 10 employees will be on site)
- SHE Representative (if more than 10 employees will be on site)

5. INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

6. COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

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An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction.

8. SUBMISSION OF SAFETY FILE

- Once appointed the contractor must submit their safety file for approval to OHS department.
- Approval will be granted when the critical items have been sufficiently addressed.

9. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task based risk assessments will be done daily with every task being done.

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:

- Open excavations
- Use of power / electrical tools
- Emergency preparedness
- Incident Management
- Tie in

11. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
 - Audiograms.
 - A cardio-respiratory examination
 - Lung function tests.



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- Eye/ sight tests.
- A general physical examination.
- A review of previous medical history.
- Blood pressure tests
- Glucose tests
- Vaccination for Hepatitis and Typhoid

12. TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

13. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

14. WORKPLACE SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

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15. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

16. NOTIFICATION OF CONSTRUCTION WORK

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

17. 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.

18. ACCOMMODATION ON SITE

No employees shall be accommodated on site.

19. 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.



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- 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

20. 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.
- 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. 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.



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- No person may be required or permitted to work in an excavation that has not been adequately shored or braced.
- 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.
- The safe atmosphere must be maintained and, where necessary.



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- 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.
- 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.

22. 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 3rd party service provider for the provision of Emergency Response Services, the following criteria must be met:
 - Identification of 3rd party emergency response services (organization & contact details);
 - Notification of contractor to 3rd 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.



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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.

23. 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 sheet 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 sheet 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;



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- 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

24. 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
- 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;



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- 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.

25. 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.

26. COMPLIANCE MONITORING

- Weekly inspections and monthly audits will be conducted on site.

27. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.



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Project details				
Project Scope:	Bioremediation of contaminated area			
Depot / Site / Department:	Beverley Sewer Pump Station			
Estimated duration:	TBC			
Documents required				
Letter of Good Standing	Yes	☒	No	☐ N/A ☐
SHE plan	Yes	☒	No	☐ N/A ☐
Risk Assessment	Yes	☒	No	☐ N/A ☐
Safe working Procedures	Yes	☒	No	☐ N/A ☐
Notification of Construction work	Yes	☒	No	☐ N/A ☐
Inspection registers	Yes	☒	No	☐ N/A ☐
Items required before starting				
Medicals	Yes	☒	No	☐ N/A ☐
Vaccinations	Yes	☒	No	☐ N/A ☐
PPE (boots, hard hats, overall)	Yes	☒	No	☐ N/A ☐
Induction	Yes	☒	No	☐ N/A ☐
Approval from OHS	Yes	☒	No	☐ N/A ☐
APPOINTMENTS AND COMPETENCIES				
<u>Construction Supervisor</u>				
Appointment	Yes	☒	No	☐ N/A ☐
CV (and/ certificates)	Yes	☒	No	☐ N/A ☐
<u>Safety Officer</u>				
Appointment	Yes	☒	No	☐ N/A ☐
CV (and/ certificates)	Yes	☒	No	☐ N/A ☐
NB* Other appointments will be based on the number of employees on site as required by law.				



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RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at on this Day of 20.....

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE

Request for quotation of Bioremediation.

The scope of work must include the following activities, amongst others:

- Removal of all contaminated soil/materials on site.
- Conduct bioremediation at the affected area.
- The MSDS of the biological chemical that will be used must be provided.
- Disposal of all contaminated soil/materials at a registered and licence disposal facility and submit the safe disposal certificates.
- Writing and submission of the detailed report that includes all the above requirements (Clean-up and rehabilitation report/bioremediation) which will be submitted to the Department of Water and Sanitation.
- Method Statement (Bioremediation and rehabilitation)
- JW will collect in situ water quality sample and analyse it according to DWS water quality guidelines (DWAf, 1996) and/or Jukskei River catchment DWS Resource Quality Objectives (RQO) before and after the bioremediation process.

The lead bioremediation specialist must at least have the following:

- Detailed description and programme of how the scope will be carried out (with timeframes). Note that all work required should be completed within 30 days from the date of appointment.
- The lead specialist must have knowledge of treating water contaminated with sewers.
- Qualifications (Copies of Certificate/s must be submitted): The lead bioremediation specialist must have at least BA/BSc Honours Degree or 5-year Degree in Environmental/Natural Sciences.
- Registered with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (Copy of SACNASP Certificate must be submitted). At least two letters from their client/s must be submitted, detailing the impact assessment studies conducted, bioremediation of watercourse and removal of contaminated soils that he/she has undertaken (letters should have the name of the client, description of the project and/or scope of work done, contact details and must be signed). Letters should be in their client's company letterhead.



a world class African city



City of Johannesburg

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www.johannesburgwater.co.za

- Copy of CV must be submitted, specialist should at least have a minimum of five (5) years working experience as Environmental Specialist.
- Please note that transportation fees must be included in the overall quotation.

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.

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); and

1.2 **To be completed by the organ of state**

a) 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
Total points for Price and SPECIFIC GOALS	100

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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.1.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) 0$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest 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)	Proof of documents per specific goals
People with Disabilities - Business owned by 51% or more-Black People with Disabilities	10		Medical Certificate from medical doctor or SARS Confirmation of Diagnosis of Disability. Valid BBEE Certificate issued by SANAS accredited verification agency, DTI/CIPC BBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under Oath.
EME - Businesses owned by Black People - 51% or more	10		Valid BBEE Certificate issued by SANAS accredited verification agency, DTI/CIPC BBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under Oath.

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.2. Name of company/firm.....
- 4.3. Company registration number:
- 4.4. 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]

4.5. 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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, shareholder²):.....

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.

.....

¹MSCM 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.

² 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

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	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
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?	Yes ☐	No ☐

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 ☐	No ☐
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 ☐	No ☐
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

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.

³ 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



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntengi Piliso Street
Newtown
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PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :

Returnable Documents	Description	Yes/No	
1	Original Valid Tax Clearance Certificate /valid SARS PIN		COMPULSORY
2	A, certified /original/valid, BBEE certificate /sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018 , NON COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)		COMPULSORY
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.		COMPULSORY
4	Signed Declaration of Interest form (MBD 4)		COMPULSORY
5	Declaration of Bidders past supply chain management practices (MBD 8)		COMPULSORY
6	Certificate of Independent Proposal Determination (MBD 9)		COMPULSORY
7	Proof of CSD registration /MAAA Supplier Number		COMPULSORY
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)		COMPULSORY
9	Company registration documents with ID copies of directors / shareholders.		COMPULSORY

Directors:

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30