 Johannesburg Water	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
	PROJECT NUMBER:	JW CHR 002/24
	PROJECT LOCATION:	Various JW Sites and areas around COJ
	PROJECT DESCR:	Provision of Specialised Tactical Response Service, crowd control and close protection services as and when required as well as Ad- hoc services for the period of 36 months.


## VOLUME 2

# Occupational Health & Safety Specification

## JW CHR 002/24

### PROVISION OF SPECIALISED TACTICAL RESPONSE SERVICE, CROWD CONTROL AND CLOSE PROTECTION SERVICES AS AND WHEN REQUIRED AS WELL AS AD- HOC SERVICES FOR THE PERIOD OF 36 MONTHS.

Prepared by: OHS Department 65 Ntemi Piliso Street Newtown 2001  Tel: +27 11 688 1476	PRINCIPAL CONTRACTOR:	
	CEO (16.1 APPOINTEE):	
	TELEPHONE NUMBER:	
	FAX NUMBER	
	E-MAIL ADDRESS:	
	SIGNATURE:	

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### 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.

### 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
PSIRA	Private Security Industry Regulatory Authority
SANS	South African National Standards
SABS	South African Bureau Standard
OHS	Safety, Health & Environment
SOC	State Owned Company

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## DEFINITIONS

Word / Phrase	Definition
<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, 2000 (Act 67 of 2000).
<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 OHS 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 OHS Specification.
<b>Workplace</b>	Any physical location in which work related activities are performed under the control of the organization.

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## 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).

The dual objective of this specification is to ensure that the Mandatories and Principal Contractors (herein after called Principal Contractor (including Mandatories)) entering a contractual agreement/relationship with Johannesburg Water SOC Ltd. achieves and maintains an acceptable level of occupational health & safety 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 (OHS) SPECIFICATION FOR THE INTENDED 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 (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 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

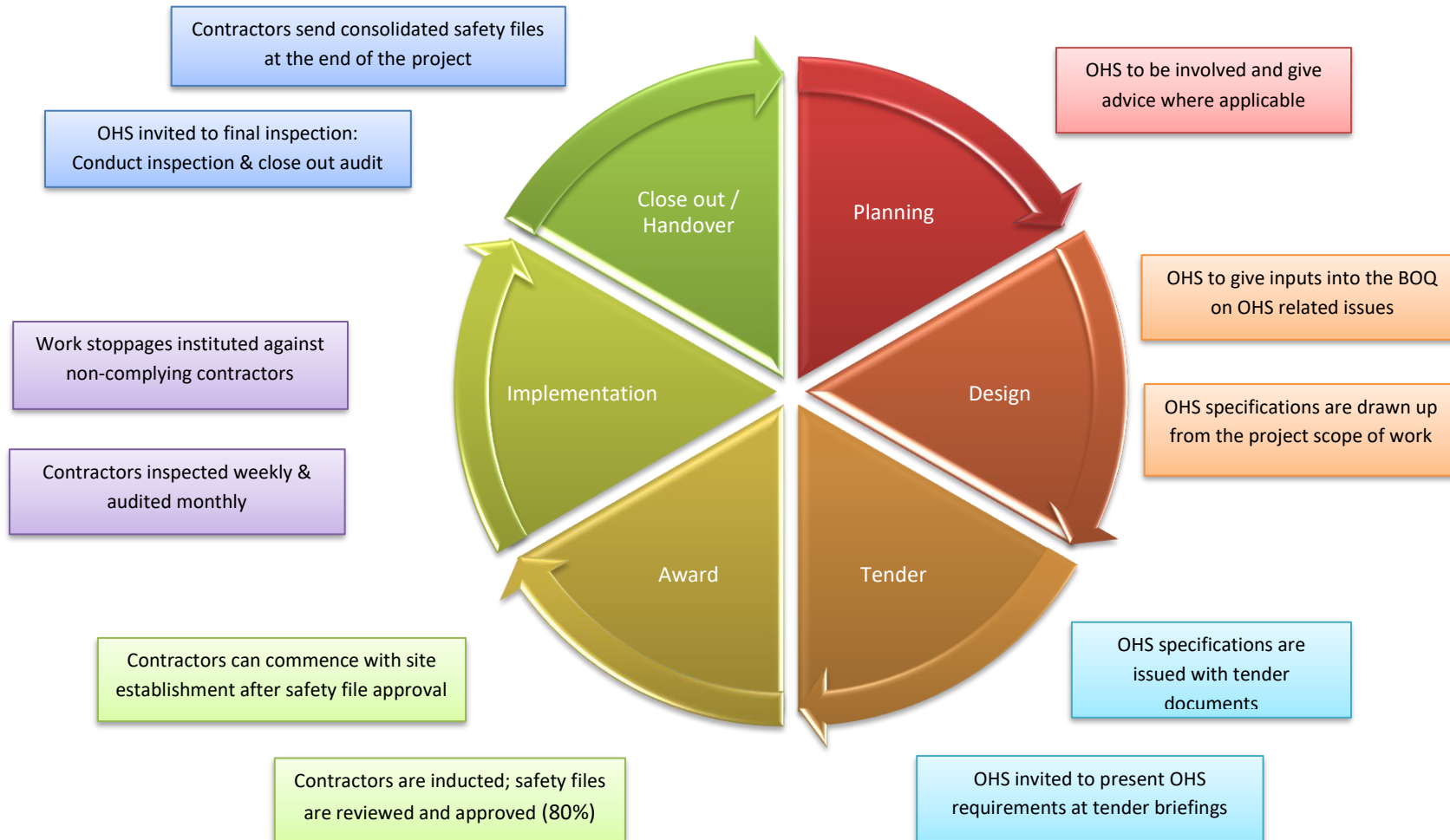
The contractor management process consists of the following phases:


- 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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### 3. OHS DOCUMENTATION

#### 3.1 Safety file


The Principal Contractor will prepare a mini 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:

- Company OHS Policy
- Medical Screening Policy
- Substance Abuse Policy
- Vehicle Policy
- PPE Procedure / Policy
- Wellness Policy (Trauma Counselling & Employee Wellbeing)
- Incident Reporting and Management Procedure
- Employees medicals
- Vaccination records (Employees identified as exposed to raw sewer)
- Risk Assessment
- Letter of Good Standing
- Emergency Procedure
- Valid PSIRA Certificate (Company)
- Valid PSIRA Certificate (Employees)
- Toolbox talks
- Employee induction programme and records
- 37.2 Agreement with JW
- Supervisor Appointment (OHS Act Sec 8) and competence
- Relevant SOPs

#### 3.2 Principal contractor responsibilities

- 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 "at-risk" 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.

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- 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 toolbox 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.

### 3.3 37.2 Agreement

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

### 3.4 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 (COID)
- Local by-laws and provincial ordinances
- Private Security Industry Regulatory Act

### 3.5 OHS Policy

An 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 legal obligation, relevant OHS roles and responsibilities, and contractual obligations to the Client.

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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.
- 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 ISO 45001 requirements and guidance documentation. Must be authorized by contractor CEO.

### 3.6 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.

### 3.7 Supervision

- The contractor shall ensure that there is a sufficient number of security guards placed at sites, with readily available supervisors appointed to oversee all allocated sites.

### 3.8 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.

### 3.9 Costing for OHS


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.

### 3.10 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.

## 4. COMMITMENT TO SHE

- 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

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## 5 Development of risk assessments

Every Contractor shall, before the commencement of any 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 file 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 SHE 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 SHE 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.
- **Personal Protective Equipment (PPE)** - Use of appropriate and properly fitted PPE where other controls are not practical. (PPE as the last resort)

### 5.1 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.


## 6. INCIDENT MANAGEMENT

### 6.1 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

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- 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.

## 6.2 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.

## 6.3 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.

## 7. 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 after a person commences employment, where any exposure exists or may exist, which comprises:

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- 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 (employees exposed to raw sewer on a daily basis)
- 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

## 8. 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-aider(s) 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.

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## 9 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,
- Occupational health and safety representatives;
- Basic fire prevention and protection;
- Basic first-aid;
- Emergency planning and coordination
- Incident investigation
- Risk Assessment
- Legal Liability for supervisors and managers


## 10 PPE REQUIREMENTS

- The Principal Contractor is required to continuously identify the hazards in the workplace and deal with them.
- 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:

- Uniform branded with company logo;
- Combat boots
- Sun hat / cap
- Baton
- Pepper spray
- Hand cuffs

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- Jackets for cold seasons
- Rain coats
- Flashes / epaulettes for identification
- Name badges
- Body armour
- Communication devices
- 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).

## 11 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.

## 12 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.

## 13. WELFARE FACILITIES

The provision of toilets for each sex is required in terms of the National Building Regulations and Construction Regulation 28. Since most of the work will be done at JW premises, the employees may use the available ablution facilities provided by the Client.

Care should be taken to ensure that those facilities are kept hygienic at all times.

The employer needs to provide his employees with the following:

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


## 13 COMPLIANCE MONITORING

### 13.1 Safety file evaluation

- The contractor will be required to submit a safety file containing documents that will be agreed upon during the induction and outlined under Section 3.1 of these specifications.
- The contractor will be required to obtain a minimum score of 80% for the approval of the safety file.

### 13.2 Inspections and audits

- The Client's OHS Department will conduct periodic audits and inspections to verify compliance with these specifications.
- Results of performance will be shared with the Project Manager as well as Supply Chain Management on a regular basis.

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### 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

### 13.3 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.

NR	DESCRIPTION OF AUDIT NON-CONFORMANCE / NON-COMPLIANCE
<b>1</b>	<b>PROOF OF REGISTRATION WITH COMPENSATION COMMISSIONER</b>
1.1	Proof of registration with Compensation Commissioner or other insurer not available
1.2	Registration with Compensation Commissioner or other insurer not valid and up-to-date


## 14. OPERATIONAL CONTROL

### 14.1 EXCAVATIONS

- Excavation work is not anticipated for this project. The contractor and his employees are expected to observe safety when near excavations at the Client's premises.

### 14.2 COMMUNICATION

- The contractor shall ensure that all their employees have access to relevant and reliable communication devices and can communicate between themselves, their supervisors and site personnel.
- Any incidents occurring on site shall be recorded by the security guards on the occurrence book and reported to site management.

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- Security guards on site as well as supervisors shall be in possession of the site's most recent version of the emergency contact list.
- Regular debriefing meetings should be done by supervisors on procedures, risks as well as other health and safety meetings.

#### 15. 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

#### 16. 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.