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Johannesburg Water

PAGE NO.

CLOSING DATE AND TIME: 22-Apr-25 16:00:00 PM

Date of Issue: 14 April 2025

INITIATING DEPARTMENT	INITIATOR
Northern Works	Lazarus Chitsungo

QUOTATION REFERENCE	COLLECTIVE NO.
RFQJW46SN25- Plough Levers	

QUOTATION DATE: 60 DAYS

VALIDITY: 7 DAYS

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022

ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

JW Contact Person : Nandipha Sikambule- Email Address : nandipha.sikambule@jwater.co.za

Telephone Number : 011 688 1421

ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	Volume	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
	SUPPLY AND DELIVERY							
1	Replace bent and missing ploughs on each old belt solids technology filter belt presses- Model U622				6			
2	Replace bent and missing ploughs on each new belt solids technology filter belt presses - Model U622				4			
3	Replace plough levers				10			
4	Repair plough levers				10			

Full Specification attached

Contact Lazarus on 011 510 2601

QUOTATION REF AS ABOVE: 60000 .....& COMPANY NAME ON THE EMAIL SUBJECT LINE

NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.

NB: A copy of valid lease agreement or municipal account(not older than 3 months)should be submitted with a quote

NB: MBD forms attached should be completed and submitted with the quote

NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED)

NB: Copy of valid BBBEE CERTIFCATE or SWORN AFFIDAVIT to be submitted with the quote

Please send your quote on E-tender

SPECIFIC GOALS	POINTS
EME's OR QSE's- Businesses owned by people who are black- 51% or more	**20**

OFFICIAL STAMP

AUTHORISED BY: .....

SIGNATURE:.....

DATE:.....

1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.
2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED
3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT
4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW RFQ TEMPLATE)
5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY
6. TOTAL QUOTATION VALUE TO INCLUDE V.A.T WHERE APPLICABLE

1. SCOPE OF WORK:

Replace bent and missing plough levers on each old belt solids technology filter belt presses- Model U622

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 (Technician / Fitter)
- Risk Assessor
- Incident Investigator
- Hand tools inspector
- Power tools inspector
- Lifting equipment inspector

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

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 can submit their safety file for approval.
- 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:

- Lifting
- Emergency preparedness
- Incident Management
- Power tools (if used)
- Hand tools
- Lockout
- How works
- Method statement for the works to be done

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.
    - Eye/ sight tests.
    - A general physical examination.
    - A review of previous medical history.
    - Blood pressure tests
    - Glucose tests

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
- The following PPE will be required:
    - Safety boots
    - Overalls / long pants
    - Earplugs

- Dust masks (should there be dust generated)
- Gloves
- Reflective vests
- Goggles

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.

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

- Not required

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

- JW toilets may be used by the contractor and his employees.
- Care must be taken to ensure that facilities are kept clean.

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. 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.

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.

22. 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;
- 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

23. 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;
- Evacuation is practiced to ensure that all persons are evacuated timeously;
- Roll call is held after evacuation to account for all personnel and ensure that no-one has been left behind; and

- A siren or alarm is fitted which is clearly audible to all persons on site.

21.1 LIFTING EQUIPMENT & MACHINERY

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

The Driven Machinery Regulations requires that:

- Lifting equipment is clearly and conspicuously marked with the maximum mass load (MML) that it is designed to carry safely. When the MML varies with the conditions of use a table showing the maximum mass load with respect to every variable condition shall be posted up by the user in a conspicuous, place easily visible to the operator and the table shall be used by the driver/operator;
- Each winch on a lifting machine must at all times have, at least, three full turns of rope on the drum when the winch has been run to its lowest limit;
- Lifting equipment shall be fitted with a brake or other device capable of holding the MML. This brake or device shall automatically prevent the downward movement of the load when the lifting power is interrupted;
- Lifting equipment shall be fitted with a load limiting device that automatically arrest the lift when the load reaches its highest safe position or when the mass of the load is greater than the MML;
- Every chain or rope on a lifting machine that forms an integral part of the machine must have a factor of safety as prescribed by the manufacturer of the machine. Where no standard is available the factor of safety must be:
    - chains – 4 (four)
    - steel wire ropes 5 (five)
    - fibre ropes- 10 (ten)
- Every hook or load attaching device must be designed to prevent the load from slipping off or disconnecting;
- Every lifting machine must be inspected and load tested by a competent person every time it has been dismantled and re-erected and every 12 months after that. The load test must be in accordance with the manufacturer's requirements or to 110% of the MML. In addition, all ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices forming an integral part of a lifting machine must be inspected every 6 months by a competent person;

- All maintenance, repairs, alterations and inspection results must be recorded in a log book and each lifting machine must have its own log book; and
- No person may be lifted by a lifting machine not designed for lifting persons unless in a cradle approved by the inspector of the Department of Labour.

General requirements for cranes and lifting equipment

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

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

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

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

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

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

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

- A Brake or other device capable of holding the maximum mass should the power fail, or which is such that it shall automatically prevent the uncontrolled downward movement of the load when the raising effort is interrupted; and

- A Limiting device which shall automatically arrest the driving effort when:
- The Hook or Load attachment point of the Power Driven lifting machine reaches its highest safe position; and
- In the case of a Winch Operated lifting machine with a lifting capacity of 5000kg or more, the load is greater than the rated mass load of such machine.

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

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

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

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

<u>Cranes and Lifting Machines</u>

A contractor shall ensure that where tower cranes are used:

- Account is taken of the effects of wind forces on the structure;
- Account is taken of the bearing capacity of the ground on which the tower crane is to stand;
- The bases for the tower cranes and tracks for rail-mounted tower cranes are firm and level;
- The tower cranes are erected at a safe distance from excavations;
- There is sufficient clear space available for erection, operation and dismantling;

- The tower crane operators are competent to carry out the work safely; and
- The tower crane operators are physically and psychologically fit to work in such an environment by being in possession of a medical certificate of fitness."

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

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

Mobile Crane near Power Lines

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

Lifting tackle

The following requirements will apply to lifting tackle:

- Manufactured of sound material, well-constructed and free from patent defects;
- Clearly and conspicuously marked with an identity number;
- MML factor of safety:
    - Natural fibre ropes - 10(ten)
    - Man-made fibre ropes and woven webbing - 06(six)
    - Steel wire ropes – single rope - 06(six)
    - Steel wire ropes – combination slings - 08(eight)
    - Mild Steel chains - 05(five)
    - High tensile/alloy steel chains - 04(four)
- Steel wire ropes must be examined by a competent person every three months and the results recorded in a designated logbook. The ropes must be discarded (not used any further for lifting purposes) when wear and corrosion is evident.

26. PORTABLE ELECTRICAL EQUIPMENT

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

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

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

This equipment:

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

The following requirements apply to portable lights:

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

27. Noise

Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan.

- Proof of training with regards to these regulations.
- That monitoring carried out by an AIA and done according to SABS 083.

- Medical surveillance programme is established and maintained for the necessary employees.
- Control of noise by means of:
    - Engineering methods considered
    - Admin control considered
    - Personal protective equipment considered/decided on
    - Describe how records are going to be kept for 40 years.

25. COMPLIANCE MONITORING

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

26. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.
- The documents shall be submitted in an electronic format, preferably a memory stick or a downloadable link
- The contractor shall also ensure that the site is left in a safe manner that cannot cause injury or harm to JW employees or third parties.

Project details	
Project Scope:	**REPLACE BENT AND MISSING PLOUGH LEVERS ON EACH OLD BELT SOLIDS TECHNOLOGY FILTER BELT PRESSES-MODEL U622**
Depot / Site / Department:	**NORTHERN WWTW**
Estimated duration:	**TBC**

Documents required						
Letter of Good Standing	**Yes**	X	**No**		**N/A**	
SHE plan	**Yes**	X	**No**		**N/A**	
Risk Assessment	**Yes**	X	**No**		**N/A**	
Safe working Procedures	**Yes**	X	**No**		**N/A**	
Notification of Construction work	**Yes**		**No**		**N/A**	X
Inspection registers	**Yes**	X	**No**		**N/A**	

Items required before starting						
Medicals	**Yes**		**No**		**N/A**	X
Vaccinations	**Yes**		**No**	X	**N/A**	
PPE (boots, hard hats, overall)	**Yes**	X	**No**		**N/A**	
Induction	**Yes**	X	**No**		**N/A**	
Approval from OHS	**Yes**	X	**No**		**N/A**	

APPOINTMENTS AND COMPETENCIES						
		Construction Supervisor				
Appointment	**Yes**	X	**No**		**N/A**	
CV (and/ certificates) *(Technician / Fitter)*	**Yes**	X	**No**		**N/A**	
		Safety Officer				
Appointment	**Yes**		**No**		**N/A**	x
CV (and/ certificates)	**Yes**		**No**		**N/A**	X

NB* Other appointments will be based on the number of employees on site as required by law.

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	PROJECT NUMBER:	RFQ
	PROJECT LOCATION:	Northern WWTW
	PROJECT DESCR:	Replace bent and missing plough levers on each old belt solids technology filter belt presses- Model U622

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Compliance with applicable legislation for safety, health and environment	✓ Contractor processes and/or procedures not developed according to legislation requirements.	✓ Not complying with applicable legislation and client SHE specifications.	✓ Litigation, multiple injuries and death. ✓ Work stoppages	**M**	✓ Planning, design and implementation to comply with legislative requirements, especially for Health, Safety and Environment together with Quality. ✓ Appointment of a qualified person to assist with the development of legislative guided processes and procedures.
Conducting SHE Induction training	✓ Employees, contractors, suppliers, and visitors not aware of applicable legislating for the project and policies.	✓ Non-compliance to legislation.	✓ Work stoppages ✓ Multiple injuries	**M**	✓ Every new employee or visitor must be inducted before entering company premises or starting work. ✓ All employees absent from work or on leave for a period of 14days must be inducted. ✓ Inducted visitors must at all times be accompanied when walking around company premises.
Arranging Medical surveillance or examination	✓ Employees not medically fit for work appointed for.	✓ Non-compliance to statutory requirements. ✓ Exposure to unidentified	✓ Work stoppages. ✓ Incidents resulting to injuries ✓	**L**	✓ Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner. ✓ Every person must be declared medically fit for the type of work they

Task	Hazard	Risk	Consequence	Rating	Controls
	✓ No proof of medical fitness certificate. ✓ Employees not Vaccinated ✓	contagious diseases carriers.			performing and copies of employees' medical certificates to be kept on site. ✓ Employees must be vaccinated prior to work on site
Gate access to site premises - by people	✓ Walking on the vehicle's driveways ✓ Lack of observation ✓ Intoxicated pedestrian employee or visitor entering security gate ✓ Employees, visitors or contractors entering with firearm ✓ Unauthorized entry	✓ Knocked over by cars ✓ Armed persons ✓ Theft due to unauthorized entry.	✓ Injuries ✓ Property losses	**H**	✓ Only Authorised entry on JW premises ✓ Zero alcohol tolerance ✓ All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises.
Obtain necessary JW documentation and JW approvals	✓ Working without authorization from JW	✓ JW removing Contractor from site	Delay in production	**L**	✓ No work is allowed to start without the necessary documentation and approvals in place. ✓ Occupational notices must be available on site kept on site in the Health and Safety File
Working on site	✓ Working during peak hours	✓ Employees and vehicles moving around the vicinity	✓ Serious injuries ✓ Vehicle damages	**M**	✓ Access to the work area must be restricted/monitored ✓ Designated pedestrian routes must put in place to restrict unauthorized access

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Work must be planned for quieter times of the day when reduced/restricted pedestrian access is required to the area ✓ Safe working area must be cordoned off around the area and signage must be used as appropriate ✓ High visibility clothing worn by Site Supervisor if working on traffic route.
Transportation of material to site	✓ Unsafe road conditions ✓ Un-road worthy vehicles ✓ Equipment and material not safely secured ✓ Incompetent drivers ✓ Driving under the influence of alcohol ✓ Inclement weather ✓ Speeding ✓ Slippery road	✓ Over-turning vehicles ✓ Vehicle collisions	✓ Injuries ✓ Property damages ✓ Third party liability	**M**	✓ Adherence to the speed limit ✓ Only competent/ authorized drivers should operate the vehicle. ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ Alcohol testing to be done ✓ The road to be paved to prevent accidents ✓ Traffic control to be implemented to avoid collisions
Offloading of Material	✓ Faulty lifting machinery & equipment ✓ Suspended load ✓ Poor housekeeping	✓ Malfunctioning ✓ Objects falling on employees ✓ Obstructed walkways by materials	✓ Injuries	**M**	✓ Inspect lifting equipment prior to use. ✓ Ensure the safe working load prior to use ✓ Train the employees in manual lifting ✓ Ensure proper housekeeping ✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs ✓ Stacking and storage inspector must be appointed and in charge

Task	Hazard	Risk	Consequence	Rating	Controls
Existing Services	✓ Destruction/ loss of services in the area	✓ Damage to existing services; Improper connection/ disconnection	✓ Fatality ✓ Property damage	**M**	✓ Detect all the services underground and overhead prior to commencement of the construction work on site. ✓ Existing services must be marked prior to excavations, and employees to be aware of the services marked.
Entry and exit	✓ No access ✓ control	✓ Unauthorized entry into the ✓ construction site	✓ Injuries ✓ Theft of tools ✓ and material	**M**	✓ Appoint a full time, registered security guard on site
Manual Lifting	✓ Manual lifting	✓ Back pain ✓ Muscles strains	✓ Pains ✓ Muscular disorder ✓ Back ache	**M**	✓ Proper lifting tool to be inspected before use ✓ Employees must be trained on the lifting of objects/ material
Cutting and drilling	✓ Drilling ✓ Drill bit ✓ Drill sharp metal fibres ✓ High Noise Levels ✓ Cutting Grinder/Disc ✓	✓ Vibration ✓ Cutting edges ✓ Eye penetration ✓ Finger cuts ✓ Expose to high noise level area ✓ Uncontrolled disc ✓ Electrical equipment failure ✓ Sharp window edges	✓ Damaged hearing ✓ Carpal tunnel syndrome ✓ Cuts/ injuries ✓ Eye irritation / blindness ✓ Injuries ✓ Eye injuries	**M**	✓ Use hearing protection when exposed to excessive noise levels (greater than 85 dB over an 8-hour work period) ✓ Assess noise level with sound level meter if possibility exists that level may exceed 85dB. ✓ Rotate drilling tasks to minimize worker exposure to equipment vibration. ✓ Use right size of a drill to drill different layers of the ground ✓ Assess manual guide carefully to ensure correct usage of portable electrical devices.
Welding	✓ Fumes	✓ Inhalation	✓ Respiratory problems	**M**	✓ Wear respiratory protection
	✓ Sparks	✓ Contact with skin	✓ Skin burns	**L**	✓ Personal Protective Equipment to include face, eye and skin protection

Task	Hazard	Risk	Consequence	Rating	Controls
	✓ Sparks	✓ Fire	✓ Damage to property ✓ Fatalities	**H**	✓ Provide fire extinguisher ✓ Provide screens ✓ Remove all sources of combustion and hazardous chemicals from welding area
	✓ Welding arc	✓ Starring welding arc	✓ Eye irritation	**L**	✓ Safety goggles to be worn
Using hand tools and portable equipment	✓ Improper placing ✓ Unstable footing	✓ Falling on employees	✓ Injuries	**L**	✓ Provide employees with proper safety shoes. ✓ Ensure that the equipment is properly placed and balanced
Use of hand tools	✓ Repetitive movements	✓ Improper bending	✓ Back pains	**L**	✓ Training in correct posture
	✓ Distance between employees	✓ Hitting each other with tools	✓ Injuries	**M**	✓ Ensure safe distance between employees
	✓ Damaged hand tools	✓ Contact with skin	✓ Injuries	**L**	✓ Inspect tools prior to use ✓ Provide employees with gloves
✓ **General activities in and around site**	✓ Unfavourable weather conditions	✓ Exposure to temperature extremes	✓ Heat exhaustion ✓ Frost bite	**M**	✓ Provide employees with water for cooling down. ✓ Provide employees with warm jackets and gloves during winter ✓ Provide 5-minute rest periods for every 30 minutes of exposure to temperature extremes. ✓ No work to be undertaken in rainy conditions
	✓ Poor housekeeping	✓ Trips and falls	✓ Injuries	**M**	✓ Ensure that proper housekeeping is maintained on site at all times.
	✓ Snakes	✓ Bites ✓ Poisoning	✓ Fatalities ✓ Serious injuries	**H**	✓ Inspect the area for snakes prior to entering

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Conduct snake awareness training ✓ Know the do's and don'ts of what to do when coming across snakes
	✓ Bees	✓ Bites	✓ Allergic reaction	**M**	✓ Inspect the area for bees / wasps prior to entering ✓ Conduct bees awareness training ✓ Know the do's and don'ts of what to do when coming across bees
	✓ Sharp objects	✓ Getting pricked by sharp objects	✓ Tetanus ✓ Injuries	**M**	✓ All employees to get Tetanus vaccination. ✓ Provide employees with proper safety boots
	✓ Criminals	✓ Getting mugged	✓ Loss of personal possession	**M**	✓ Personal belongings such as phones and car keys to be safely put in pockets while working. ✓ Employees to report any suspicious activities to the local police. ✓ Equipment to be safety stored while not in use
	✓ Criminals	✓ Employees being attacked	✓ Injuries ✓ Fatalities	**H**	✓ Ensure that employees do not work in isolation. ✓ Employees to report any suspicious activities to the local police. ✓ Develop an emergency response procedure
	✓ Open excavations	✓ Falling inside	✓ Injuries	**M**	✓ Employees to be vigilant while working on site
	✓ Water bodies	✓ Falling inside	✓ Serious injuries ✓ Fatalities	**H**	✓ Employees to be vigilant while working on site ✓ Emergency procedures to be developed

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