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 Johannesburg Water	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	01

1. SCOPE OF WORK

Earth leakage testing

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.

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

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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:

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.
- Method statement for the entire works

11.ELECTRICAL CONTRACTOR & RESPONSIBILITIES

- No person may do electrical installation work as an electrical contractor unless that person has been registered as an electrical contractor in terms of the Regulation.
- The principal contractor who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector. An application for registration shall be accompanied by a prescribed fee.
- An electrical contractor shall be responsible for the safety, safe use and maintenance of the electrical installation he or she uses or leases.

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12.CERTIFICATE OF COMPLIANCE

- A registered person may issue a certificate of compliance accompanied by the required test report only after having satisfied himself or herself by means of an inspection and test that a new electrical installation complies with the provisions of regulation 5(1) and was carried out under his or her general control; or an electrical installation which existed prior to the publication of the current edition of the health and safety standard incorporated into these Regulations in terms of regulation 5(1) , complies with the general safety principles of such standard; or the existing part of the electrical installation complies with the general safety principles of such standard and is reasonably safe, and the extensions or alterations effected comply with the provisions of regulation 5(1) and were carried out under his or her general control.
- Any person who undertakes to do electrical installation work shall ensure that a valid certificate of compliance is issued for that work and no person may amend a certificate of compliance.

13.WORKING AT HEIGHTS

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be always complied with by the contractor.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.


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14. 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
 - Vaccinations (Hepatitis A & Typhoid)

15.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.

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16 .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

17 . 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.

18.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.

19.NOTIFICATION OF CONSTRUCTION WORK

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

20.COMPLIANCE MONITORING

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


21.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: Earth leakage testing				
Depot / Site / Department: Cydna Lab				
Estimated duration: TBC				
Documents required				
Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Items required before starting				
Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> N/A <input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
APPOINTMENTS AND COMPETENCIES				
<u>Construction Supervisor</u>				
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/> N/A <input type="checkbox"/>
<u>Safety Officer</u>				
Appointment	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/> N/A <input type="checkbox"/>
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



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

PROJECT NUMBER:	Johannesburg Water
PROJECT LOCATION:	Cydna Laboratories
PROJECT DESCR:	Earth Leakage Testing

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	E	<ul style="list-style-type: none"> ✓ 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	E	<ul style="list-style-type: none"> ✓ 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. No proof of medical fitness certificate.	Non-compliance to statutory requirements. Exposure to unidentified contagious diseases carriers.	Work stoppages. Incidents resulting to injuries	E	<ul style="list-style-type: none"> ✓ 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 performing and copies of employees' medical certificates to be kept on site.
Gate access to site premises - by people	Walking on the vehicle's driveways Lack of observation Intoxicated pedestrian employee or visitor	Personal injuries due to vehicles driving over people. Personal fight due to arrogant intoxicated	Personal fight due to arrogant intoxicated people. Work stoppages	H	<ul style="list-style-type: none"> ✓ 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

	entering security gate Employees, visitors or contractors entering with firearm Unauthorized entry	people. Theft due to unauthorized entry.	resulting in delay to production Theft due to unauthorized entry.		premises.
Gate access to site / client premises – by motorists	Speeding Intoxicated drivers. Unlicensed drivers Inexperienced drivers Vehicles not roadworthy	Vehicle accidents.	Fatalities and Injuries Death	E	<ul style="list-style-type: none"> ✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises. ✓ All motorists to adhere to all access control procedures explained to them at the gate. ✓ Only roadworthy and licensed vehicles are allowed to drive into site/client premises. ✓ All motorists to be sober ✓ All vehicles must be searched when entering and leaving the premises. ✓ Indemnity declaration to be used for all items/equipment entering with the vehicle in the premises (laptops,)
Driving from home to work	Driving under the influence of alcohol	Vehicle accident	Fatalities and Injuries Death	E	<ul style="list-style-type: none"> ✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site
Obtain necessary JW documentation and JW approvals	Working without authorization from JW	JW removing Contractor from site	Delay in production	H	<ul style="list-style-type: none"> ✓ 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
Site woks	Lack of experienced and qualified workers	Substandard performances Decrease in time management	Injuries Delay in production Difficulties in fault findings	E	<ul style="list-style-type: none"> ✓ Appoint qualified and certified employees for the job ✓ Supervision

	Unauthorised persons entering work area.	Unauthorised person entering construction area	Injuries resulting in Liability for medical expenses	L	<ul style="list-style-type: none"> ✓ Allow only authorised persons to enter site ✓ Place warning signs where work is taking place ✓ Full time supervision
	Electricity	Getting into contact with live electricity	Electricity burns and shocks	M	<ul style="list-style-type: none"> ✓ Lock out tag out
	Uneven surfaces	Trip and falling	Body injuries	L	<ul style="list-style-type: none"> ✓ Focus at the task on hand ✓ Wear PPE
	Slippery surfaces	Slip and falling	Body injuries	M	<ul style="list-style-type: none"> ✓ Focus at the task on hand ✓ Wear PPE ✓ Ensure floors are dry from water
	Floors openings	Falling in the opening	Body Injuries	M	<ul style="list-style-type: none"> ✓ Always barricade or cover openings when work is in progress
Employees use of hand tools	Defective Hand tools	Unserviceable tools, damaged tools. The use of wrong tool for the job Hand tools not identified or pre-used inspected.	Hand injuries	M	<ul style="list-style-type: none"> ✓ Hand tools shall be assessed before the project/construction commences and at frequent intervals thereafter. ✓ All hand tools must be identified and entered on a register/checklist. ✓ All hand tools must be inspected. Records of such inspections must be kept on site in the Health & Safety File.
Emergency planning	No procedure for emergency response. No trained persons on emergencies responses. No emergency numbers available.	Employees, contractors, suppliers and visitors will not know how to react to any emergency situation which could result in further injuries.	Employees, contractors, suppliers and visitors will not know how to react to any emergency situation which could result in further injuries.	H	<ul style="list-style-type: none"> ✓ Emergency preparedness and response procedure must be developed and communicated to all employees and visitors. ✓ An emergency response team must be established and be introduced to anyone in the project.
Driving (to & from site or office)	Unlicensed vehicle. Vehicle not roadworthy. Vehicle not maintained. Driver not licensed for	Vehicle colliding with other vehicles or driver losing control of vehicle Breakdown due to unroadworthy vehicle	Injuries / death.	E	<ul style="list-style-type: none"> ✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site. ✓ Transfer - Ensure that drivers have the

	operating the vehicle.				required competence and the required skills for driving
Testing and Inspection	Not conducting DSTI	Site hazards not identified	Personal injury	H	<ul style="list-style-type: none"> ✓ Task planning is done prior commencement of work ✓ Conduct DSTI daily
	Using of voltage detector	Electric shock	Body injuries	H	✓ Full PPE
	Using of volt meter	Electric shock	Body injuries	H	✓ Full PPE
Replacement of electrical circuit breaker and plugs	Poor lighting and visibility	Strip and fall	Personal Injuries	H	<ul style="list-style-type: none"> ✓ Task planning is done prior commencement of work ✓ Conduct DSTI daily
	Mounting of a electrical plugs using hand tools	Unsafe tools	Hand injuries	L	<ul style="list-style-type: none"> ✓ Inspect tools prior use. ✓ All defective tools must be removed from working area
	Electrical Wiring	Electric shock	Body injuries	H	✓ All defective tools must be removed from working area
	Power to the Electrical plugs	Electrocution	Body injuries	H	✓ BEFORE connecting the electrical plugs ALWAYS disconnect the supply at the consumer unit.
Commissioning	Site risk assessment not conducted prior commencement of work	Task specific risks and hazards not identified, and control measures not known	Injuries (Electrical shocks and burns)	H	<ul style="list-style-type: none"> ✓ Full time supervision ✓ Toolbox talks
	Not following manufactures maintenance and testing procedures	Lack knowledge regarding manufacture technical safety instructions provision	Injuries (Electrical shocks and burns)	H	<ul style="list-style-type: none"> ✓ Full time supervision ✓ Toolbox talks
	Work carried out by untrained workers	Electrical shocks /burns and damage to property	Injuries Damage to property	H	<ul style="list-style-type: none"> ✓ Only trained certified people to work on the switchgear ✓ Full time supervision
	Electrical shocks from getting in contact with live wires	Electrocuted	Electrical shocks, Injuries	H	<ul style="list-style-type: none"> ✓ Open, Isolated, test, earth bond before touch ✓ Use danger & Caution Tags

					✓ Lock out Tag out (LOTO) ✓ PPE
	faulty electrical equipment	Fire and smoke	Injuries Death Property damage	E	✓ Develop and implement switchgear SOP Regular checks and Supervision ✓ Toolbox talks ✓ LOTO

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

LEGENDS							
LOW	L	MODERATE	M	HIGH	H	EXTREME	E