



HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Electro – Mech: Scotts Athol Region
PROJECT DESCR:	Refurbishment of the access at Scotts Athol region JW sites

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Submission of Safety file	✓ Unapproved safety file/ working without safety file	✓ Unsafe work conducted in the clients premises ✓ Non adherence to the clients safety requirements	✓ Fatalities, injuries, damage to property	High	✓ Compile safety file and submit it to the OHS department for approval ✓ Employees need to be inducted ✓ Employees work and safety file will be audited and monitored while they are on site
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	✓ Accident	✓ Personal injuries ✓ Property damage	High	✓ Adherence to the speed limit ✓ Only competent/ authorised drivers should operate the vehicle ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ Alcohol testing to be done
Offloading of material	✓ Faulty machinery ✓ Poor ergonomics ✓ Equipments (suspended load) falling on employees	✓ Hands can be caught in between materials ✓ Obstructed walkways by materials	✓ Injuries ✓ Back sprain	High	✓ The correct PPE must be worn ✓ Designate the stacking areas and put signs ✓ Stacking and storage inspector must be appointed and in charge

	✓ Unsafe slings and guide ropes ✓ uneven surface	✓ Unsafe stacking of materials			
Clearing of site/ remove vegetation	✓ The use of mobile plant/ construction vehicle. ✓ Unsafe work. ✓ Exposure to dust.	✓ Use of unsafe mobile plant or machinery. ✓ Damage of site fence due to site clearing operations. ✓ Damage to existing services not marked. ✓ Employees being struck by moving plant working in the area. ✓ No dust control measures in place. ✓ Removing tall trees unsafely. ✓ Damage to neighbouring properties. ✓ unsafe / uncontrolled interaction with employees on site. ✓ Construction vehicle and mobile plants ✓ reverse hooters not working. ✓ Unsafe stockpiles of soil or other materials	✓ Respiratory irritation, ✓ Insect bites ✓ Foreign object in the eye ✓ Property damage	Moderate	✓ Appoint vehicle/ mobile plant operator. ✓ Inspect mobile plant & vehicles. ✓ Service mobile plant & vehicles. ✓ Develop SOP for operating mobile plant/ vehicle. ✓ Obtain necessary permits and approvals before clearing vegetation, especially in areas with protected species or specific regulations. ✓ Barricade work area. ✓ Suppress dust with water. ✓ Do not remove any tree without consulting JW OHSE department. ✓ Provide employees with dust masks. ✓ Implement erosion and sediment control measures to prevent soil loss and runoff. ✓ Properly dispose of or reuse cleared vegetation, such as using it as mulch

		✓ on site. ✓ - Unauthorized removal of indigenous & endangered fauna & flora.			
Traffic management on site	✓ The use of construction vehicle on the public and streets ✓ Execution of activities on the road in line with the scope of work. ✓ Exposed group/ employees ✓ Placing of temporary traffic warning signs. ✓ Unsafe stockpiling	✓ Poor/ no traffic management plan in place ✓ Lack of traffic management training ✓ Unroadworthy plant and vehicle ✓ Collision with other vehicles ✓ Workers exposed to high traffic volume. ✓ Personnel movement and vehicles ✓ Signs not visible to the road users. ✓ Signs being placed at an unreasonable distance. ✓ Personnel in charge of traffic control not familiar with the traffic management plan.	✓ Injuries ✓ Accidents ✓ Property damage	High	✓ All services on site must be pointed out by the client to the principal contractor. ✓ Safe distance from site fence and services must be established by contractor and must be maintained and marked. ✓ Dust control measures must be implemented by the principal contractor as determined by the environmental requirements. ✓ All construction vehicles on site must be inspected when delivered to site to ensure adherence to the legal requirements before any usage of plant.

Excavation/ trenching (manual)	✓ Unstable heap soil ✓ Employees damage underground services	✓ Heap soil falling onto employees inside trenches ✓ Flooding / electrocuted	✓ Injuries ✓ Fatalities	High	✓ All loose soil must be placed at least 1meter away from the trench ✓ Inspect the excavations daily ✓ Conduct DSTI ✓ Keep drawings pointing underground services ✓ Appoint excavation supervisor
Excavation/ trenching (mobile plant)	✓ Incompetent operator ✓ Unsafe plant	✓ Accidents ✓ Underground services	✓ Injuries	High	✓ Pre and post inspections of excavations to be conducted daily ✓ Display excavation Signages ✓ Appoint competent plant operator and excavation supervisor ✓ Barricade excavations
Slab laying (concrete pouring)	✓ Ready mix trucks reversing on employees ✓ Employees falling when vibrating concrete ✓ Concrete bucket falling on employees ✓ Bucket pinching fingers of employees	✓ Reversing onto employees ✓ Truck falling into excavation ✓ Concrete getting into employees skin, eyes etc.	✓ Injuries or possible fatalities ✓ Property damage ✓ Blindness and burns ✓ Pinch injuries	Medium	✓ Strong supervision required for this job ✓ Detailed risk assessment must be in place prior to the job being done ✓ Wear the correct PPE ✓ Follow safe work procedures ✓ Competent operator must drive the truck
Manual handling	✓ Incorrect lifting	✓ Awkward movement	✓ Back strain, muscle pain, slipped disc, hernia	Medium	✓ Work areas should be organised to ensure materials are stored

		✓ Constricted movement or position			close to point of use or a handling aid is sourced. ✓ Employees must take regular breaks
Backfilling and Compaction	✓ Operating a bomag roller, wacker etc.	✓ Incompetent operator. ✓ Noise. ✓ Vibration.	✓ Personal injuries ✓ Damage to property. ✓ Noise Induce Hearing loss. ✓ Kidney problem. ✓ Body pain.	Moderate	✓ Appoint portable electrical inspector ✓ Appoint hand tool inspector. ✓ Develop SOP for bomag roller, wacker etc. ✓ Inspect bomag roller, wacker etc. ✓ Provide employees with job specific PPE.
Stormwater control	✓ Chemical exposure, ✓ Weather-related risks, ✓ Confined space dangers/ hazards, ✓ Manual handling and falling debris	✓ Exposure to sewer ✓ Drowning ✓ Exposure to gases/ chemicals ✓ Contact with contaminated floodwater, mud, or soil ✓ poor ergonomics	✓ Injuries ✓ Infections ✓ Back pains	High	✓ Implement procedures for confined space entry, including gas detection, ventilation, and rescue plans. ✓ Provide appropriate PPE, including respirators, harnesses, and safety footwear, depending on the specific hazards. ✓ Train workers on safe work procedures, hazard recognition, and emergency response. ✓ Train workers in proper lifting techniques and provide equipment to minimize strain. ✓ Advise workers to avoid contact with floodwater and contaminated materials. Provide appropriate barriers and PPE if contact is unavoidable. ✓ Develop a plan for handling emergencies, including confined space rescues.

Laying and resetting of paving bricks	✓ Cutting paving bricks using a grinder.	✓ Unsafe tools ✓ Ergonomic hazards ✓ Manual handling of paving brick ✓ Defective grinder machine. ✓ Dust accumulation.	✓ Backache. ✓ Injuries to hands and toes ✓ Ergonomic risks ✓ Injury to employees. ✓ Chest pains. ✓ Air pollution.		✓ Use traffic cones, barriers, and signage to clearly define work zones and prevent unauthorized access. ✓ Post warning signs at appropriate distances to alert drivers and pedestrians. ✓ Employ trained personnel to manage traffic flow, especially on larger projects. ✓ Follow proper operating procedures and only operate machinery if trained. ✓ Stay hydrated and take breaks in shaded areas to prevent heat - related illnesses.
Road markings	✓ Exposure to HCS (paint)	✓ Inhalation of HCS ✓ Incompetent workers ✓ Smoking while using flammable HCS ✓ Explosions	✓ Respiratory irritation ✓ Skin irritation ✓ Fires ✓ Property damage ✓ Burns ✓ Fatality	High	✓ Ensure that employees are working in a well-ventilated environment. ✓ Provide employee with dust masks & BA sets. ✓ Appoint HCS Coordinator. ✓ Train employees on the use of HCS. ✓ Develop HCS risk assessment. ✓ Keep SDS records. ✓ Encourage employees to cover their bodies/ wear full PPE while working. ✓ Discourage employees from smoking/ making fire around areas that have HCS
Hand tools	✓ The use of hand tools	✓ Tools not inspected prior to use or issue. ✓ Incorrect use of tools.	✓ Injuries	Medium	✓ Hand tools must be inspected before use. ✓ Must be fit for purpose.

		✓ Incompetent workers.			✓ Must be stored in secured location without damaging equipment. ✓ Must be removed from site if found damaged or defective. ✓ Employees must be provided with the PPE as determined in the task risk assessment.
Veld fire	✓ Fire fighting ✓ Fire prevention ✓ Fire extinguisher ✓ Extinguishing of fire.	✓ - No competent fire equipment inspector appointed. ✓ Not sufficient employees trained in firefighting. ✓ No suitable and sufficient fire-extinguisher equipment available. ✓ Fire extinguishers not clearly identified in terms of a number and not inspected monthly by a competent person. ✓ Fire extinguisher not serviced at required intervals. ✓ Incorrect type of fire extinguisher available.	✓ Property damage ✓ Air pollution ✓ Burns ✓ Fire	High	✓ Appoint Firefighter. ✓ Appoint First Aider. ✓ Appoint Evacuation leader. ✓ Develop fire emergency response plan. ✓ Employees must be trained in the usage and storage of equipments. ✓ Site to be inspected to determine if the number of equipment is sufficient. ✓ Equipment to be serviced annually.
Housekeeping/ Clean up and handover to site	✓ Poor housekeeping. ✓ Manual clearing of the site.	✓ Materials / equipment not stored properly. ✓ Waste, scrap and debris not	✓ injuries. ✓ Backaches.	Low	✓ Housekeeping must be done daily and must be managed by the principal contractor.

		removed from site at appropriate intervals. ✓ Materials on site obstructing means of access to and from site / work areas and passageways / walkways. ✓ Materials not being used on site is accumulating and not removed. ✓ Construction sites not properly / sufficiently fenced off and access points not being controlled. ✓ Catch platforms not erected where overhead work is taking place. ✓ No Housekeeping supervisor appointed. ✓ No weekly housekeeping checklist completed.			✓ Waste and rubble to be removed from site at appropriate intervals. ✓ Employees must be provided with the PPE as determined in the task risk assessment.
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RISK ASSESSMENT MATRIX

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

 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

Refurbishment of the access to the Scotts Athol Region (JW sites)

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.

2. APPLICABILITY

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

3. 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.

Appoint:

1. Hand tool Inspector
2. Portable electrical tool Inspector
3. Evacuation Leader
4. Firefighter
5. Risk Assessor
6. Ladder Inspector
7. Construction Supervisor
8. Incident Investigator
9. First Aider
10. Confined space supervisor
11. Mobile plant and vehicle Operator
12. HCA Coordinator

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

4. 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.

5. 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

6. 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

7. 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.

8. 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.

9. 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.



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

10. HAZARDOUS CHEMICAL SUBSTANCES (HCS)

Control of exposure to hazardous chemical agents

- An employer must ensure that the exposure of an employee is either prevented or, where this is not reasonably practicable, adequately controlled: Provided that—

(a) where there is exposure for which there is a restricted limit, the control of the exposure must be regarded as adequate if the level of exposure is below that limit or if the relevant area is zoned and the level of exposure is reduced to below that restricted limit by means of adequate personal protective equipment only after the level has been reduced to as low as is reasonably practicable by any other means than personal protective equipment; or

(b) where there is exposure for which there is a maximum limit, the control of the exposure must be regarded as adequate if the exposure is at a level as low as is reasonably practicable below that maximum limit: Provided that in the case of temporary excursions above the control limit, the employer must ensure—

(i) that the excursion is without a significant risk from exposure;

(ii) that the excursion is not indicative of a failure to maintain adequate control;

(iii) that during the excursion, the area is temporarily demarcated and prescribed and identified as respirator zone; and

(iv) that the provisions for personal protective equipment and facilities are complied with.

- Where reasonably practicable, the employer must control the exposure of an employee by
 - (a) limiting the amount of an HCA used, which may contaminate the working environment;
 - (b) limiting the number of employees who will be exposed or may be exposed;
 - (c) limiting the period during which an employee will be exposed or may be exposed;
 - (d) using a substitute for an HCA;
 - (e) introducing engineering control measures for the control of exposure, which may include:
 - (i) process separation, automation or enclosure;
 - (ii) the installation of local extraction ventilation systems to processes, equipment and tools for the control of emissions of an airborne HCA;
 - (iii) use of wet methods; and
 - (iv) separate workplaces for different processes; and



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

(f) introducing appropriate work procedures which an employee must follow where materials are used or processes are carried out which could give rise to exposure of an employee, and which procedures must include written instructions to ensure:

- (i) that an HCA is safely handled, used and disposed of;
- (ii) that process machinery, installations, equipment, tools and local extraction and general ventilation systems are safely used and maintained;
- (iii) that machinery and work areas are kept clean; and
- (iv) that early corrective action may be readily identified.

11. HAND TOOLS

Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples include the following:

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench might slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying toward the user or other employees. The employer is responsible for the safe condition of tools and equipment used by employees. Employers shall not issue or permit the use of unsafe hand tools. Employees should be trained in the proper use and handling of tools and equipment.
- Wrenches must not be used when jaws are sprung to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads. The wooden handles of tools must not be splintered.
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substance. Where this hazard exists, spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.



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

12. PORTABLE ELECTRICAL TOOLS

Power tools must be fitted with guards and safety switches; they are extremely hazardous when used improperly. The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and po wider-actuated.

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

13. CONFINED SPACE

- Never enter a confined space without evaluating the potential atmospheric and physical risks.
- Never enter a confined space without proper certification and supervision.
- Never enter a confined space without someone outside equipped with rescue equipment.
- Use gas monitoring equipment to test confined spaces that could potentially harbor oxygen deficient, flammable, or toxic atmospheres before entering.
- Always wear the proper personal protective equipment before entering oxygen deficient, flammable, or toxic atmospheres.
- Leave a confined space immediately at the first sign of trouble, such as difficulty breathing.
- Always establish communication with someone standing outside the confined space.
- Make sure all potential physical hazards are minimized (such as energized machinery and electrical systems).



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

- Establish and periodically practice a confined space rescue plan tailored to your work environment.

Make sure everyone that will be working inside, standing outside, or supervising confined space work is properly trained on hazard assessment, atmospheric monitoring and emergency rescue

14. BACKFILLING

It is the responsibility of the services Provider to ensure that the bedding of the services is of adequate quality to prevent undue settlement, displacement and damage during backfilling.

The area around and directly above the services will first need to be backfilled with sand to the underside of the controlled pavement layers. This material must be well compacted around and above the services to ensure that there are no voids that may cause settlement of the back-fill materials. No mechanical vibratory compaction equipment should be used less than 400mm vertically above the crown of service ducts or pipes. In this zone, manual means of compaction should be used.

Care should also be taken to ensure that no damage is caused to the service installation. Backfilling above the backfill material immediately surrounding the service ducts should be brought up in layers not exceeding 150 mm in depth with each layer compacted to the specified density using appropriate compaction equipment.

15. COMPACTION

- Before compaction, make sure the dirt is ready to be compacted. You do not want soil that is “too wet” or “too dry” before compaction. To test this, grab a handful of dirt and squeeze it in your hand. It should not break apart. If it is in one piece after you squeeze the dirt in your hand, then the soil is ready for compaction.

16. 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.



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

- 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).

17. 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.

18. 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

19. 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.



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

20. 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.

21. NOTIFICATION OF CONSTRUCTION WORK

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

22. COMPLIANCE MONITORING

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

23. PROJECT COMPLETION

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



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

Project details

Project Scope: Refurbishment of the access road.

Depot / Site / Department: Scotts Athol region.

Estimated duration: TBC

Documents required

Letter of Good Standing	Yes	☒	No	☐	N/A	☐
SHE plan	Yes	☒	No	☐	N/A	☐
Risk Assessment	Yes	☒	No	☐	N/A	☐
Safe working Procedures	Yes	☒	No	☐	N/A	☐
Notification of Construction work	Yes	☒	No	☐	N/A	☐
Inspection registers	Yes	☒	No	☐	N/A	☐

Items required before starting

Medicals	Yes	☐	No	☒	N/A	☐
Vaccinations	Yes	☐	No	☒	N/A	☐
PPE (boots, hard hats, overall)	Yes	☒	No	☐	N/A	☐
Induction	Yes	☒	No	☐	N/A	☐
Approval from OHS	Yes	☒	No	☐	N/A	☐

APPOINTMENTS AND COMPETENCIES

Construction Supervisor

Appointment	Yes	☒	No	☐	N/A	☐
CV (and/ certificates)	Yes	☒	No	☐	N/A	☐

Safety Officer

Appointment	Yes	☐	No	☒	N/A	☐
CV (and/ certificates)	Yes	☐	No	☒	N/A	☐

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



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

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

Guide: How to submit a response on the E-tender Portal

- Submit on E tender portal, following the below:
 1. (<https://www.etenders.gov.za/>)
 2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number .
 3. Click the **+ sign** to expand the tender/ RFQ information.
 4. start the e submission process.
 5. Supplier login
 6. Use your CSD Credentials to Login. Contact CSD on (csd@treasury.gov.za) in case you forgot your login credentials. "My profile should show if you have logged in successfully".
 7. select supplier.
 8. check the submission checklist and attached the compulsory documents.
 9. confirm and proceed .

If the application is not going through on the E-tender portal Contact:

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

etenders@treasury.gov.za

<https://etenders.treasury.gov.za>

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act, 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

2. Definitions of personal information

According to the Act “personal information” means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- Where we believe it is necessary to protect our rights.

3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

3.5 Your rights: Access to Information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at informationofficer@jwater.co.za, and specify what information you require.

3.6 Correction of your personal information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

3.7 How to contact us

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to informationofficer@jwater.co.za.



a world class African city



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PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :

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

Directors:

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

Ms Kethabile Mabe (Company Secretary),
Johannesburg Water SOC Ltd
Registration Number: 2000/029271/30

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

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

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

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

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

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

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

3.1.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
SMME (An EME or QSE) 51% or more black owned by Black People	20		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Qualifying Small Enterprise or Affidavit sworn under oath.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company

- ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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