	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION	
Johannesburg Water	PROJECT NUMBER:	JW14402
	PROJECT LOCATION:	FOREST HILL
	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

VOLUME 2

Occupational Health & Safety Specification

JW 14402

CONSTRUCTION OF 2,5ML WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

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	CEO (16.1 APPOINTEE):	
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	E-MAIL ADDRESS:	
	SIGNATURE:	

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General Notification

This document forms an integral part of the Contract Specification and, in particular, shall constitute the Client's (Johannesburg Water SOC Ltd.) Occupational Health & Safety (OHS) Specification, as required by the Construction Regulations, 2014, as promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993). The Specification shall furthermore be applied for the management of Mandatories performing activities for or on behalf of Johannesburg Water SOC Ltd, irrespective whether the contract work constitutes construction work or not.

The Contract Specification is contained in Volume 1 of the contract documents in Part 3: Scope of Work.

Acknowledgements

This Occupational Health & Safety (OHS) Specification was developed by the internal OHS Department for the sole use by Johannesburg Water SOC Ltd. The issue date of this OHS Specification is September 2016.

ABBREVIATIONS

Abbreviation	Description
CR	Construction Regulations
COID	Compensation for Occupational Injuries and Diseases
DoL	Department of Labour
GAR	General Administrative Regulations
GMR	General Machinery Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
HIRA	Hazard Identification and Risk Assessment
JW	Johannesburg Water (SOC) Ltd
SDS	Safety Data Sheet
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
PER	Pressure Equipment Regulations
SANS	South African National Standards

SABS	South African Bureau Standard
SOC	State Owned Company

DEFINITIONS

Word / Phrase	Definition
"WCL 1", "WCL 2" and "WCL 22"	Means the prescribed forms for reporting of incidents and occupational diseases referred to in the Compensation for Occupational Injuries and Diseases Act.
Competent Person	A person who has in respect of the work or task to be performed the required knowledge, training, experience and, where applicable, qualifications specific to that work or task: provided that where appropriate, qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act 67 of 2000).
Construction work	Any work in connection with: a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure b) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work
Contractor (inclusive of Principal Contractor)	Any organization, person, entity performing activities for or on behalf of Johannesburg Water SOC Ltd.
Corrective Action	Action to eliminate the cause of a detected nonconformity or other undesirable situation.
Employee	Any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section I (1) of the Labour Relations Act, 1956 (Act No. 28 of 1956)
Hazard	Means a source of or exposure to danger.
Hazard identification	The identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
Incident	Means an incident as contemplated in section 24 (1) of the OHS Act 85 of 1993.
Machinery	means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy
Mandatory	Includes an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or a user
Medical surveillance	Means a planned programme or periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.
Method Statement	A document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.
Principal Contractor	Any employer who performs work and is appointed by the Client to be in overall control and management of the contract work (inclusive of Mandatories).
SHE File	A file or other record in permanent form, containing the information required as contemplated in the S.H.E Specification Document and legal requirements applicable to work activities.

SHE Plan	A documented plan which seeks to address all hazards identified means and ways to control and eliminate such to ensure compliance to the S.H.E Specification.
Workplace	Any physical location in which work related activities are performed under the control of the organization.

1. Introduction

In terms of Section 37 of the Occupational Health and Safety Act (Act no. 85 of 1993), Johannesburg Water SOC Ltd is required to control persons/organizations conducting activities for or on their behalf (Mandatories) and the Construction Regulations promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993), is requiring Johannesburg Water SOC) Ltd. to compile an occupational health and safety specification for any intended project classified as construction work and to provide the specification to prospective tenderers / Mandatories.

The dual objective of this specification is to ensure that the Mandatories and Principal Contractors (herein after called Principal Contractor (including Mandatories)) entering into a contractual agreement/relationship with Johannesburg Water SOC Ltd. achieves and maintains an acceptable level of occupational health, safety and environmental performance whilst conducting activities to perform the contract work.

This document forms an integral part of the Contract Specification and, in particular, shall be the OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION FOR CONSTRUCTION WORK. The Contract Specification is contained in Volume 1 of the contract documents. The principal and other contractors shall ensure that this specification is included with any contract/s that they may have with other contractors and/or suppliers that are engaged for the provision of labour, goods or services for this project. The Principal Contractor and its Contractors shall furthermore implement any reasonable practicable means to ensure compliance to this Occupational Health & Safety (OHS) Specification and any other applicable legislation on their organization and/or activities performed by or for them. This OHS Specification will be read in conjunction, where issued and applicable, with the Environmental Specification issued for listed activities requiring environmental authorization by a relevant authority.

Compliance with this OHS specification does not absolve the Principal Contractor from complying with any other applicable minimum legal requirement and the Principal Contractor remains responsible for the sustainable integrity of the environment and the health and safety of its employees, mandatories as well as any persons affected by activities conducted for or on behalf of Johannesburg Water SOC Ltd (SOC) Ltd..

1.1 Johannesburg Water SOC Ltd's commitment to Occupational Health, Safety & Environmental (SHE) Management

Johannesburg Water SOC Ltd is committed to responsible occupational health, safety and environmental management. This commitment is essential to protect the environment, employees, Mandatories, visitors and provide a work environment conducive to health and safety. Principal Contractors and their Contractors shall demonstrate their commitment and concern by:

- Ensuring that decisions and practices affecting occupational health, safety and environmental performance are consistent with the issued SHE specification;
- Ensuring adequate resources are made available for the effective implementation of occupational health, safety and environmental control and mitigation measures;
- Participating in hazard identification and risk assessments and design safety reviews;
- Communicating occupational health, safety and environmental management processes, strategies and control measures with all levels of employees, contractor and/or visitors;
- Ensuring visible leadership at all sites;
- Promoting and enforcing the use of correct types of Personal Protective Equipment (PPE);
- Reporting and investigation of incidents and accidents and ensuring actions are identified and implemented to prevent similar types of incidents reoccurring;
- Participating in Client audits and meetings and ensuring required actions are implemented within reasonable time frames on the site/project;

- Recognizing and commending safe work practices and coaching employees who require guidance;
- Applying and enforcing consequence management from deviations and transgressions of/from compliance to this SHE Specification noted and/or observed, where applicable;
- Carrying out safety observations, implement corrective and preventative actions and giving immediate feedback;
- Encouraging employee participation in the formulation of work instructions and safety rules.

1.2 Scope of Occupational Health, Safety and Environmental (SHE) Specification

The scope of this Occupational Health, Safety and Environmental (SHE) Specification is to address the reasonable and foreseeable aspects of occupational health, safety and environmental management, which will be affected by the contract work.

The specification will provide the requirements that the Principal Contractor and other Contractors shall comply with in order to reduce the risks associated with the contract work, and that may lead to incidents causing injury and/or ill health or degradation of the environment, to a level as low as reasonably practicable and possible.

In particular, Johannesburg Water SOC Ltd will ensure that it shall not appoint any Principal Contractor unless it is reasonably satisfied that the contractor which it intends to appoint has the necessary competencies and resources to carry out the work safely.

1.3 Omissions from SHE Specification

Where any omission from the SHE Specification is identified, applicable legal requirements will constitute the minimum standard for compliance to the relevant omission. The responsibility will be on the Principal Contractor to provide assurance to Johannesburg Water SOC Ltd on compliance to the applicable legal requirements related to the activity / task / process.

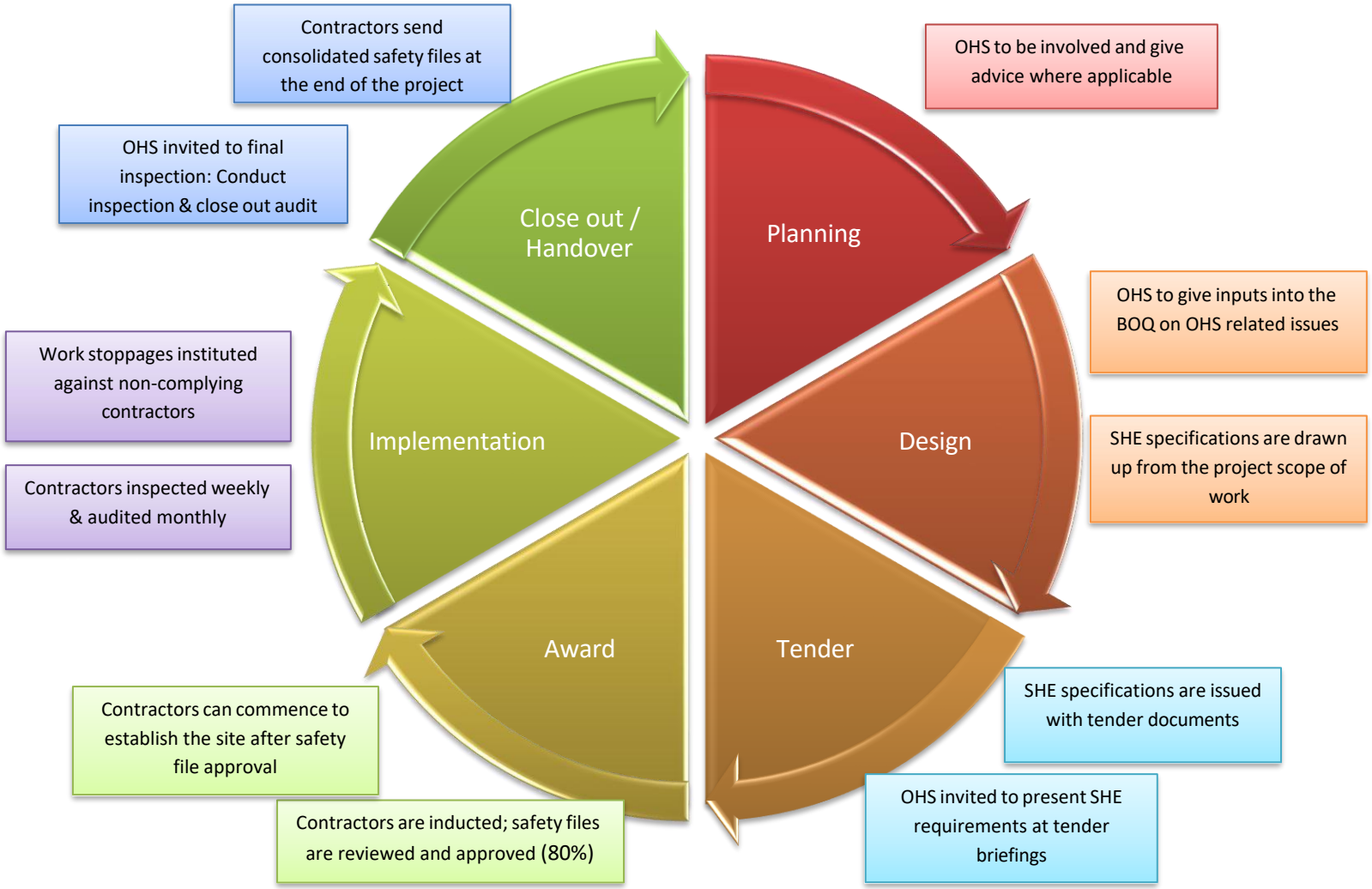
1.4 Change management

Whenever Johannesburg Water SOC Ltd identifies the need to change or review the SHE Specification, approved changes and revisions will be communicated to the Principal Contractor. A cost analysis on the implementation of the proposed changes / revisions will be calculated through a collaborative processes between Johannesburg Water SOC Ltd and the Principal Contractor – where the approved changes and/or revisions has no cost implication for the Principal Contractor the Principal Contractor will be required to accept the approved changes / revisions and ensure implementation within the SHE Plan / File framework.

2 Overview of contractor management process

The contractor management process consists of the following phases:

- Tender briefing and tender documentation;
- Competency evaluation of Principal Contractors (integrated into Supply Chain Management processes);
- Appointed contractor to attend SHE system induction;
- Preparation of SHE File by Principal Contractor;
- Evaluation of SHE File;
- Principal Contractor engagement phase;
- Project close-out and submission of consolidated Health & Safety File.


Contractors send consolidated safety files at the end of the project
OHS to be involved and give advice where applicable
OHS invited to final inspection: Conduct inspection & close out audit
Close out / Handover
Planning
OHS to give inputs into the BOQ on OHS related issues
Work stoppages instituted against non-complying contractors
Implementation
Design
SHE specifications are drawn up from the project scope of work
Contractors inspected weekly & audited monthly
Award
Tender
SHE specifications are issued with tender documents
Contractors can commence to establish the site after safety file approval
OHS invited to present SHE requirements at tender briefings
Contractors are inducted; safety files are reviewed and approved (80%)

2. SHE DOCUMENTATION

2.1 Safety file

The Principal Contractor will prepare a SHE File containing the processes / procedures and templates to be applied during the project period for the scope of work. The Principal Contractor will be evaluated during the contract period against the submitted SHE File.

Ata minimum the SHE File will contain the following documentation:

- Notification of construction work to the relevant Department of Labour (stamped on each page)
- Scope of work to be performed;
- Personnel list (Principal Contractor employees);
- OH&S / SHE Policy and other Policies;
- Updated copy of the Occupational Health and Safety Act (Act no. 85 of 1993) and its Regulations; COID Act.
- Proof of valid registration and good standing with the Compensation Commissioner or another licensed Insurer;
- SHE Plan agreed with Johannesburg Water SOC Ltd.
- Approved risk assessments, review and monitoring plans and safe work procedures (method statements);
- A list of contractors (sub-contractors) including copies of the agreements between the parties and the type of work being done by each contractor;
- All written designations and appointments for project scope of work (CV and competency copies);
- Management structure (inclusive of OH&S responsibility & meeting structure);
- Induction training and site SHE rules;
- Occupational health and safety training matrix / plan;
- Arrangements with contractors and/or mandatories;
- Description of security measures;
- The following registers (as applicable to contract scope of work):
    - Accident and/or incident notifications, investigation & control register;
    - Occupational health and safety representatives inspection register;
    - Template for entry into confined space;
    - Toolbox talks pro-forma;
    - Fall protection inspections template;
    - First-aid box content template;
    - Record of first-aid treatment template;
    - Fire equipment inspection and maintenance template;
    - Ladder inspection template;
    - Machine safety inspections template (including machine guards, lock-outs etcetera);
    - Inspection templates for lifting machines and –tackle (including daily inspections by drivers/operators);
    - Inspection templates of scaffolding;
    - Inspections templates of structures;
    - Templates of issuing of Personal Protective Equipment;
    - Monthly reporting and recording of statistics templates;
    - Keeping of any other record in terms of applicable legislation falling within the scope of SHE Legislation applicable to the project and the Principal Contractor / Contractor's activities and organization.
- Emergency preparedness and response programmes;
- Medical examination tests

2.2 Principal contractor appointment

- The principal contractor will be appointed in terms of Construction Regulations 2014, Reg 5(1) k
- All responsibilities imposed on the contractor by the Regulations will be applicable
- The duties will include:

a) Prepare a site specific SHE file based on client SHE specification and project scope.
b) Have an updated Letter of Good standing.
c) Ensure the necessary legal appointment letters are compiled and signed by affected parties.
d) Ensure SHE file submitted before work commences to Johannesburg Water for evaluation and approval.
e) Must ensure an organizational medical programme for its employees is in place. This must address pre-employment, periodic examination, and exit examinations.
f) Ensure all employees undergo medical examination and are declared fit for the job they are employed for by a Medical Practitioner.
g) All employees undergo his control undergo company specific induction and Johannesburg water induction.
h) Ensure before work commences employees are trained on the health and safety risks associated with the work they are conducting.
i) Ensure employees are trained on company procedures, policies, method statements and informed of the Johannesburg Water SHE requirements as per the specification.
j) Ensure legislative requirements are complied with during the duration of the contract and ensure that their employees comply also.
k) Sign the 37 (2) Agreement between Johannesburg Water and themselves before any work commences and kept on their SHE file.
l) Ensure that 37(2) Agreement(s) are signed between themselves and their sub-contractors.
m) Ensure that sub-contractors have valid Compensation Commissioner Letter of Good Standing.
n) Have a disciplinary procedure to address those found to be transgressing requirements of SHE specification, SHE plan, site rules or any other OHS act and its Regulation requirement.
o) Prevent any employee or visitor who is under the influence of any alcohol or drugs (in state of intoxication) from being allowed to site.
p) Ensure the safety of employees who are taking legal medication.
q) Must hand over a consolidated SHE file at the end of the contract.
r) Stop his/her employees who are doing unsafe acts or who are creating an unsafe environment.
s) Investigate all incidents and report to Johannesburg water and ensure all reportable incidents as per the legislative requirement are complied with.
t) Ensure work is supervised by competent personnel and that work is done by competent employees.
u) Ensure pre-task risk assessment is done by a competent person and that employees are informed of the pre-task risks and the risk control measures.
v) Ensure tool box talks are conducted to communicate SHE issues in connection to the work being done and any other aspects.
w) Ensue that appointed personnel as per the SHE file are executing their duties as per the legal appointment.
x) Ensure first aid kit is made available in case of any emergency.
y) Ensure that housekeeping is maintained in good condition and that materials are store/stacked properly is designated areas.
z) Have sufficient waste receptacles and ensure the correct disposal of the different wastes.
aa) Proof of hazardous waste disposal to be requested from disposal site and to be kept inside SHE file.
bb) Take reasonable steps to ensure that each appointed sub-contractor health and safety plan is implemented and maintained on the site and SHE File documentation is up to date.
cc) Stop any work from being executed which is not in accordance with the client's health and safety specification and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons.
dd) Must maintain an up to date list of all the sub-contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
ee) Ensure that all his or her employees have a valid medical certificate of fitness.

2.3 37.2 Agreement

- Johannesburg Water will enter into a 37(2) Agreement with all the appointed contractors
- A copy of the 37(2) Agreement must be kept in the SHE file of the contractor at all times.

- It is the responsibility of the contractor to ensure that there are 37(2) agreements between themselves and all their appointed sub-contractors.

2.4 SHE Plan

- The contractor shall prepare a SHE plan to address and manage all applicable sources of risk that are identified during the execution of the project. The SHE plan shall incorporate the requirements as listed in the SHE specification.
- A copy of the SHE plan shall be submitted together with SHE file for review and approval.
- It is the contractor responsibility to ensure they sub-contractor compiles a SHE plan that in line with the SHE specification requirement of Johannesburg Water.

2.5 Legislative framework

All contractors shall comply with legislation pertaining to this contract, including but not limited to:

- Constitution of the Republic of South Africa
- Occupational Health and Safety Act and its associated Regulations
- National Environmental Management Framework Legislation
- National Road Traffic Act
- Applicable South African National Standards (SANS)
- Compensation of Occupational Injuries and Diseases Act (COID)
- Local by-laws and provincial ordinances

2.6 SHE Policy

A SHE policy is a statement of intent and a commitment by the organization Chief Executive or Managing Director (OHS Act 16(1) appointee) in relation to requirements applicable to their Safety, Health and Environmental legal obligation, relevant SHE roles and responsibilities, and contractual obligations to the Client.
The contractor and their sub-contractor companies shall each have a documented SHE Policy authorized by their Chief Executive/Managing Director (OHS Act Section 16 (1) Appointee). The SHE Policy must meet the following minimum requirements;

- Organizational Mission and Goal.
- State the overall SHE objectives within the project.
- Show commitment to the prevention of injuries and ill-health.
- Show commitment to the protection of environment and the conservation of natural resources.
- Must be reviewed at predetermined intervals, or when there is change in work process, serious incident occurs.
- The SHE Policy must be in line with ISO 45001 and ISO 14001 requirements and guidance documentation.
- Must be authorized by contractor CEO.

2.7 Appointments and competencies

- The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.
- All appointees shall be suitably trained and certified competent for the responsibilities they are assigned for.
- Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

2.8 Supervision of construction work

- The principal contractor shall ensure that the construction manager and construction health and safety officer are appointed for a ***single site*** on a full time basis.
- Where the total number of employees on site exceeds **75, the contractor shall appoint 2 Safety Officers and an Assistant Construction Manager.**

- In the event that the appointed Safety Officer / Construction Manager cannot come to work for more than 5 days, the contractor must ensure that a substitute is appointed until they are back on site.
- JW should be informed in writing of the absence of the above-mentioned on site.

Appointment index

Appointment	Legislative Ref	Competency requirements (Min)
Alternate Construction Manager	CR 8.1	N.Dip Eng + 4yrs exp
Assistant Construction Manager	CR 8.2	N.Dip Eng + 4yrs exp
Assistant Construction Supervisor	CR 8.8	-
Bulk mixing plant	CR 20	Certificate
Confined Space Supervisor	GSR 5	Certificate + Proven experience
Construction Manager	CR 8.1	N.Dip Eng + 4yrs exp Full time on site
Construction Health , Safety & Environmental Officer	CR 8.5 & JW Requirement	N.Dip Safety + 2yrs exp; OR N.Dip Enviro + 3yrs exp; OR NEBOSH / SAMTRAC + 4yrs exp Full time on site Experience in enviro / certificate **Fully registered with SACPCMP as CHSO**
Construction supervisor	CR 8.7	3 yrs experience
Construction vehicle & mobile plant supervisor	CR 23.1	Certificate
Electrical installation and appliances inspector	CR 24	
Emergency, security and fire coordinator	CR 29	Certificate
Excavation supervisor (including piling)	CR 13	3yrs exp / N.Dip building
Fall protection supervisor	CR 10.1	Certificate
First-aiders	GSR 3	Certificate
Fire fighting equipment inspector	CR 29	Certificate
General Machinery Supervisor	GMR 2.1/7	GCC (GMR 2.1)/ 3yrs exp (GMR 2.7)
Temporary work supervisor (Formwork)	CR 12.2	N.Dip building + 4yrs exp
Hazardous chemical substances supervisor	HCS Regs	Certificate
Incident investigator	GAR 9.2	Certificate
Ladder inspector	GSR 13A	-
Lifting machines and equipment inspector	DMR 18.5	Certificate + 3yrs experience
Materials hoist inspector	CR 19.8	Certificate
Occupational health and safety committee	OHS Act 19	-
Occupational health and safety representatives	OHS Act 17	Certificate
Risk assessor	CR 9.1	Certificate

Stacking and storage supervisor	CR 28	Certificate
Structures supervisor	CR 11.2	N.Dip building + 4yrs exp
Suspended platform supervisor	CR 17.1	Certificate
Welding supervisor	GSR 9	Certificate

2.9 Insurances

- The principal contractor and all his appointed contractors shall be registered with an appropriate compensation commissioner and have available a valid letter of good standing at all times.
- The obligation lies with the contractor to ensure that the Letter of Good Standing remains valid throughout the entire duration of the project.
- A copy of the said letter must be filed in all SHE files and made available during inspections and audits.

2.10 Costing for SHE

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.

2.11 Sub-contractors

- Whenever the Principal Contractor appoints contractors or sub-contractors, it is a requirement that an Occupational Health and Safety Act (Act no. 85 of 1993) Section 37(2) agreement (i.e. Agreement with Mandatory) is entered into between the Principal Contractor and Contractors.
- The Principal Contractor will ensure that all appointed contractors comply with the Johannesburg Water SOC Ltd SHE Specification requirements.
- The Principal Contractor will establish a procedure on sub-contractor management and assurance on compliance to the established procedure will be provided to Johannesburg Water SOC Ltd on a monthly basis.
- Principal Contractors are required to formally notify Johannesburg Water SOC Ltd before appointing subcontractors.
- Johannesburg Water SOC Ltd shall approve all specialist subcontractors to be appointed and/or engaged by the Principal Contractor.

The Principal Contractor shall:

- Ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- Appoint each contractor in writing for the part of the project on the construction site;
- Take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
- Ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- Stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;
- Include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
- Ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

2.12 Notification of construction work

- There will not be a requirement for submitting a notification of construction work to Department of Employment and Labour.
- The Construction Work Permit will be applicable instead.

2.13 Construction work permit

- There will be a requirement for a construction work permit for this based on the number of days on site as well as project value.
- The permit can only be applied for after a contractor has been appointed, and the process will take approximately 30 days or more if requirements are not met.
- The Client will appoint a PrCHSA (Professional Construction Health and Safety Agent) registered with the SACPCMP to oversee the permit application process, and the contractor will be required to provide supporting documents for the application of the permit.

3. ORGANISATIONAL STRUCTURE

- The contractor shall develop and submit together with SHE file an organizational organogram related to the contractor, listing all the levels of responsibility from the Chief Executive down to the supervisor(s) responsible for the project.
- The organogram diagram must list all relevant positions, names of appointees and legal appointments.
- The contractor is responsible for updating the organogram timeously when there are changes to the appointments.
- All appointed sub-contractors are also required to compile their own organograms.

4. COMMITMENT TO SHE

- Visible commitment is essential to providing a safe working environment.
- Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day SHE operations.
- Legislation requires that each employee takes reasonable care of themselves and their fellow workers

5. HIRA

Annexure 1: List of possible hazards emanating from projects and activities conducted for or on behalf of Johannesburg Water SOC Ltd includes an assessment of site specific health and safety hazards and risks and environmental aspects and impacts that have been identified by Johannesburg Water SOC Ltd as possibly applicable to the contract work for this project. It is by no means exhaustive and is offered as assistance to the tenderers and contractors.

Development of risk assessments

Every Contractor performing construction work shall, before the commencement of any construction work or work associated with the construction work, and during construction work, ensure that a risk assessment is undertaken by a competent person, appointed in writing, and the risk assessment shall form part of the SHE plan to be applied on the site. Risk assessments shall identify occupational health and safety hazards and risks and environmental aspects and impacts emanating from the activity to be performed by the Principal Contractor / Contractor.

The risk assessment (inclusive of impact assessment) shall include (at a minimum):

- Identification of the relevant Johannesburg Water SOC Ltd Project with regard to JW Number, Project name and area;
- Date on which risk assessments were conducted / reviewed;
- The identification of the risks / hazards and aspects / impacts to which persons may be exposed to per activity;
- The analysis and evaluation of the risks / hazards and aspects / impacts identified;
- Existing control measures and proposed corrective measures;
- A plan to review the risk assessments as the work progresses and changes are introduced;
- Identification of significant risks (e.g. high; exceeding 75%);
- A documented plan of Safe Working Procedures (SWP)', and its relevance to the risk assessment, inclusive of method statements, to mitigate, reduce or control the risks and hazards that have been identified;

- A plan to monitor the application of the Safe Working Procedures (SWP);
- Signature of appointed competent person conducting risk assessment; and
- Signature of approval by Principal Contractor management and employees involved in risk assessment.

Based on the risk assessments, the Principal Contractor must develop a set of site-specific occupational SHE rules that will be applied to regulate the health, safety and environmental hazards/aspects of the construction work.

The risk assessments, together with the site-specific occupational health and safety rules, must be submitted to Johannesburg Water SOC Ltd before mobilisation on site commences. These will be included in the SHE plan. The Contractor shall ensure through his risk management process the hierarchy of controls stipulated as follows, are implemented:

- ***Eliminate*** - The complete elimination of the hazard.
- ***Substitute*** - Replacing the material or process with a less hazardous one.
- ***Redesign*** - Redesign the equipment or work process.
- ***Separate*** - Isolating the hazard by guarding or enclosing it.
- ***Administrate*** - Providing control such as training, procedures etc.
- ***Personal Protective Equipment (PPE)*** - Use of appropriate and properly fitted PPE where other controls are not practical. (PPE as the last resort)

The Principal Contractor will be required to carry out the following three forms of risk assessment:

- Baseline risk assessment;
- Issue based risk assessment;
- Continuous risk assessments.

Baseline risk assessments

The Principal Contractor is required to develop a baseline risk assessment taking the resources, competency levels, nature and scale of their organization into consideration for submission during SHE File evaluation phase. The hazards and risks to which persons, plant, vehicles and facilities may be exposed during the construction should be identified and evaluated. The aspects and impacts resulting in environmental pollution or degradation should also be identified and evaluated. Measures to reduce or control these risks or hazards should be defined during this assessment. The effectiveness of the measures defined and the baseline risk assessment prepared shall be monitored and reviewed from time to time to ensure that it remains relevant and accurate.

Issue based risk assessments

The Contractor will be required to carry out separate risk assessments during construction of the project when methods and procedures are varied, for example when:

- Designs are amended;
- New machines are introduced;
- Plant is periodically cleaned and maintained;
- Plant is started-up or shut-down;
- Systems of work change or operations alter;
- Indents or near-misses occur; or
- Technological developments invalidate prior risk assessments.

Continuous risk assessments

The Occupational Health and Safety Act (Act no. 85 of 1993) specifically requires that employers shall provide and maintain working environments that are safe and without risk to health. The general awareness of hazards needs to be raised as work ethic to maintain a safe and risk free environment on an on-going basis. This is achieved by continuous risk assessments, a form of risk assessment that takes place as an integral part of day-to-day management. Examples of continuous risk assessments include:

- Maintaining general hazard awareness, and
- Pre-work risk assessments / Daily Safety Task Instructions.

Occupational health and safety risks or environmental impacts that are identified during the risk assessment process shall be communicated before the commencement of the said activity to every employee whose work is associated with the risk. Each employee shall sign to confirm understanding of the safety, health or environmental risks in the tasks.

Review of risk assessments

The Principal Contractor is required to review the hazards identified, the risk assessments and the Safe Work Procedures as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and/or processes. Revisions to the approved risk assessments and Safe Work Procedures will be presented at each production planning and progress meeting.

Risk assessments are to be reviewed whenever there is change on the scope of work, process, and accidents or when required by Johannesburg Water SOC Ltd

The Principal Contractor must provide Johannesburg Water SOC Ltd, other contractors and all other concerned or affected parties with copies of any changes, alterations or amendments to risk assessments and Safe Work Procedures within 14 days of such changes.

6. SAFE WORK PROCEDURES / METHOD STATEMENTS

Method statements or written safe work procedures shall be documented for all high risk activities:

- Design change or scope change/addition
- Change in job or task
- Introduction of new machinery, equipment or substance.

Method statements or written safe work procedures shall identify following:

- Tasks that are to be undertaken
- The hazards and associated risks of the task(s)
- The control measures for the task(s)
- The equipment and substances that are associated with task(s)
- Any training or qualification needed to do the task
- Personal protective equipment to be worn.

7. INCIDENT MANAGEMENT

7.1 Reporting of accidents and incidents

The Principal Contractor must report all incidents where an employee is injured on duty to the extent that he:

- Dies
- Becomes unconscious
- Loses a limb or part of a limb
- Is injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he was usually employed

Or where -

- A major incident occurred
- The health or safety of any person was endangered
- Where a dangerous substance was spilled
- The uncontrolled release of any substance under pressure took place
- Machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- Machinery ran out of control

to Johannesburg Water SOC Ltd within two days and to the Provincial Director of the Department of Labour within seven days from date of incident (Section 24 of the Occupational Health and Safety Act (Act no. 85 of 1993) and General Administrative Regulations), except that, where a person has died, has become unconscious for any reason

or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident must be reported to both Johannesburg Water SOC Ltd and the Provincial Director of the Department of Labour forthwith by telephone, telefax or e-mail.

- All other reports required by this specification must also be completed. Reporting of accidents / incidents to Johannesburg Water SOC Ltd will be on the prescribed format.
- The Principal Contractor is required to provide Johannesburg Water SOC Ltd with copies of all statutory reports required in terms of the Occupational Health and Safety Act (Act no. 85 of 1993) within 7 days of the incident occurring.
- The Principal Contractor is required to provide Johannesburg Water SOC Ltd with copies of all internal and external accident/incident investigation reports, within 7 days of the incident occurring.

7.2 Accident and incident investigation

- The Principal Contractor is responsible for the investigation of all accidents and/or incidents where employees and non-employees were injured to the extent that they had to receive medical treatment other than first aid.
- The results of the investigation are to be entered into the accident and/or incident register. The Principal Contractor is responsible for the investigation of all incidents, including those described in Section 24 (1) (b) and (c) of the Occupational Health and Safety Act (Act no. 85 of 1993) and for keeping a record of the results of the investigations including the steps taken to prevent similar accidents in future.
- The Principal Contractor is responsible for the investigation of all road traffic accidents, related to the construction activities, and for keeping a record of the results of the investigations including the steps taken to prevent similar accidents in future.
- Johannesburg Water SOC Ltd reserves the right to hold its own investigation into an incident or call for an independent external investigation.

7.3 Close out

- All incident investigation reports will be closed out once all the recommendations to prevent further incidents have been implemented.
- A copy of the investigation report must be handed to JW Safety Officer conducting the investigation.

8. MEDICAL SCREENING REQUIREMENTS

- The Principal Contractor shall ensure that a medical surveillance programme is implemented for all employees.
- An initial health evaluation shall be carried out by an occupational health practitioner immediately, before after a person commences employment, where any exposure exists or may exist, which comprises:
  - an evaluation of the employees medical and occupational history;
  - a physical examination; and
  - any other essential examination which in the opinion of the occupational health practitioner is desirable in order to enable the practitioner to do a proper evaluation.
- Medical surveillance and immunisation shall be done accredited at / by institutions or occupational health personnel, including, but not limited to:
  - Audiograms.
  - A cardio-respiratory examination / Lung function test;
  - Chest X-rays
  - Eye/ sight tests.
  - A general physical examination;
  - A review of previous medical history.
  - Glucose levels
  - Blood pressure

- An entry medical certificate shall be obtained for all workers prior to commencing with site activities from approved medical institution. Copies of all medical certificates shall be retained in the SHE File prior to site establishment and before an employee is allowed to come onto site.
- Specific attention shall be given to the physical and psychological fitness of people who will be required to work in elevated positions and operators of mobile machinery.
- An exit medical certificate shall be obtained for all workers at the end of the contract and for all workers who leave the employment of the Contractor before the end of the Project. Copies of all exit medical certificates shall be submitted to the Johannesburg Water SOC Ltd Project Specialist or Appointed OHS Agent.

9 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.

10 SHE TRAINING

All employees in jobs requiring training in terms of the Occupational Health and Safety Act (Act no 85 of 1993) and any other applicable legislative requirements are to be in possession of valid proof of training. Other occupational health, safety and environmental training requirements of the Occupational Health and Safety Act (Act no 85 of 1993) and Construction Regulations can include:

- General induction;
- Site and job specific induction, including visitors;
- Occupational health and safety representatives;
- Training of the legal and nominated appointees;
- Operators and drivers of construction vehicles and mobile plant;
- Basic fire prevention and protection;
- Basic first-aid;
- Storekeeping methods and safe stacking; and
- Emergency planning and coordination

- Incident investigation
- Risk Assessment
- Planned job observations (supervisors)
- Emergency planning and coordination
- Incident investigation
- Risk Assessment
- Formwork
- Steel fixing
- Working at heights
- Confined space entry
- Fall protection planning

All operators, drivers and users of construction vehicles, mobile plant and other equipment are to be in possession of valid proof of training and, where applicable, valid licenses.

12.1 General Job training

The contractor is required to ensure that before an employee commences work their direct supervisor or line manager who is responsible for the employee has informed the employees of his scope of authority, hazards and risks associated with the work to be performed as well as the safety control measure(s). This will involve discussion in connection with ay work standard, job description or company policy or procedure.

12.2 Awareness and promotion

The Principal Contractor is required to have a promotion and awareness programme in place to create an occupational health and safety culture within employees. The following are some of the methods that may be used:

- Toolbox talks;
- Posters;
- Videos;
- Competitions;
- Suggestion schemes;
- Participative employee activities such as “occupational health and safety circles”.

The Principal Contractor is, at a minimum, required to provide awareness programmes to employees on the following:

- General Health and Safety Awareness
- Environmental Awareness;
- HIV / AIDS awareness.

12.3 General competence requirement

The Principal Contractor shall ensure that his personnel and other contractors’ personnel are trained and competent to carry out work safely and without risk to health has been completed before work commences. The Principal Contractor shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes.

A “**competent person**” in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training. It is the responsibility of the

Contractor to determine whether any appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act.

Records of all training must be kept in the SHE File. The contents of the file will be audited from time to time.

At a minimum, the Principal Contractor will provide training on Safe Work Procedures / Safe Operating Standards to personnel responsible for performing the related task. Records of training on Safe Work Procedures / Safe Operating Standards will be retained. Competence and skill levels by the employees responsible for performing the task on the implementation of the Safe Work Procedures / Safe Operating Standards will be measured through Planned Job Observations.

12.4 Site-specific induction training

The Principal Contractor will be required to develop a project specific induction-training course based on the baseline risk assessment for the contract work. He will ensure that all his employees and other contractors and their employees have received training on the submitted induction-training programme.

All employees of the principal and other contractors are to be in possession of proof (on person) that they have attended a site-specific occupational health and safety induction-training course.

No contractor shall allow or permit any employee, visitor or any other person to enter the site, unless such employee or person has undergone health, safety and environmental induction training pertaining to the hazards prevalent on the site at the time of entry.

Where the Principal Contractor is required to operate within Johannesburg Water SOC Ltd Depot's the Principal Contractor will ensure that all employees undergo the Johannesburg Water SOC Ltd induction.

11 PPE REQUIREMENTS

- The Principal Contractor is required to continuously identify the hazards in the workplace and deal with them. He must either remove them or, where impracticable take steps to protect workers and make it possible for them to work safely and without risk to health under the hazardous conditions.
- The Principal Contractor will establish a Personal Protective Equipment Policy and a Personal Protective Equipment study will be conducted to determine the types of Personal Protective Equipment (PPE) to be supplied related to the hazards and risks emanating from the tasks.
- Cognisance shall be given to the gender of individuals required to where PPE; size required by the employee and size issued.
- Personal protective equipment should, however, be the last resort and there should always first be an attempt to apply engineering and other solutions to mitigating hazardous situations before the issuing of personal protective equipment is considered.
- Where it is not possible to create an absolutely safe and healthy workplace the Principal Contractor is required to inform employees regarding this and issue, free of charge, suitable equipment to protect them from any hazards being present and that allows them to work safely and without risk to health in the hazardous environment.
- It is a further requirement that the Principal Contractor maintains the equipment, instructs and trains the employees in the use of the equipment and ensures that the employees use the prescribed equipment.
- Employees do not have the right to refuse to use and/or wear the equipment prescribed by the employer and, if it is impossible for an employee to use or wear the prescribed protective equipment through health or any other reason, the employee cannot be allowed to continue working under the hazardous condition(s) for which the equipment was prescribed. An alternative solution has to be found that may include relocating the employee.

- The Principal Contractor may not charge any fee for protective equipment prescribed by him but may charge for equipment under the following conditions:
  - Where the employee requests additional issue in excess of what is prescribed;
  - Where the employee has patently abused or neglected the equipment leading to early failure; and
  - Where the employee has lost the equipment.

All employees shall, as a minimum, be required to wear the following personal protective equipment on any of Johannesburg Water SOC Ltd's projects:

- Protective overalls with reflective strips;
- Safety boots (Steel toe cap with steel midsole or equivalent)
- Safety vests
- Protective headwear; and
- Eye, face and ear protection.
- Safety harness
- Gloves
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE!!!

All Personal Protective Equipment will clearly display the branding components of the Principal Contractor's organization (e.g. Name of Organization, logo).

12 DISCIPLINARY PROCESSES

- The contractor is required to implement disciplinary process in order to enforce compliance with requirements.
- All sub-contractors are required to have the same.

13 SITE RULES

- The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction.
- When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary**.**

14 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.
- Appropriate signage must be posted to this effect and all employees on site must be instructed to ensure that non-employees are protected at all times.
- All non-employees entering the site must receive induction into the hazards and risks of the site and the control measures to be observed.
- The Stakeholder Relations Specialist will be the link between Johannesburg Water SOC Ltd and the community to ensure relevant responsibilities are fulfilled and positive relationships with the community are maintained.

- Where activities are performed close to public routes, the Principal Contractor will establish a traffic management plan incorporating the requirements of relevant by-laws. At a minimum, barricading, warning signage and flagmen will be provided to ensure the protection of workers from vehicles in transit. Where required, the Principal Contractor will interact with the local traffic department to establish minimum requirements to be implemented on public routes.
- Where roads will be closed proper signage including the following will be posted:
    - Road closed
    - Detour
    - Keep left / right
    - Slow down
    - Deep excavation
    - Delineator
    - Road work ahead

15 REFUSAL TO WORK

- Section 14 of the OHS Act states that employees shall carry out any lawful orders given to them, suggesting that they have the right to refuse to obey any unlawful order or work instruction.
- In terms of legal and JW requirements, if an employee has reasonable belief that the work to be carried out is likely to endanger themselves or other persons in any way, he/she has the right to refuse to work.
- An employee may also refuse to work in term of Section 29 of NEMA, if the work would result in imminent and serious threat to the environment.
- All contractors shall ensure that their employees are conversant with hazards associated with their work and work environment, and be aware of the precautionary measures to take.
- The contractor must ensure that all refusals to work are investigated promptly and resolved timeously.

16 SECURITY

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must, amongst other, include the rule that non-employees will not be allowed on site unaccompanied.

The Principal Contractor must develop a set of security rules and procedures and maintain these throughout the construction period.

The Principal Contractor shall:

- Provide a guardhouse for security personnel. The guardhouse should be in good condition and at-least meet minimum requirements as per Environmental Regulations for Workplaces as promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993).
- Supply an access card containing the name, surname, employee number and photograph for all appointed employees (full or part time) for the site.
- Ensure that no person enters the construction site without wearing the necessary Personal Protective Equipment (PPE).
- Ensure that no children are allowed on the construction site.
- Ensure that no family members are sleeping over on the construction site.
- Ensure that no pets are allowed on the construction site.

17 ACCOMMODATION ON SITE

No employees shall be accommodated on site.

18 WELFARE FACILITIES

The provision of toilets for each sex is required in terms of the National Building Regulations and Construction Regulation 28. Chemical toilets are allowed instead of the water borne sewerage type. Toilets have to be provided at a ratio of 1 toilet per 30 workers. The Principal Contractor shall provide flushing toilets on the construction premises.

- At least cold-water showers for each sex have to be provided at a ratio of 1 shower per 15 workers.
- Some form of screened off changing facility must be provided separately for each sex.
- Some form of eating facility sheltered from the sun, wind and rain must be provided.

The employer needs to provide his employees with the following:

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

19 COMPLIANCE MONITORING

19.1 Inspections

- Contractors will be inspected at least once per week by the JW Project Inspectors.
- Feedback of the inspections will be issued immediately on work instructions, and a formal report sent within 7 days of conducting the inspection to all relevant stakeholders.
- Johannesburg Water SOC Ltd. reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary.
- This may include, amongst other measures, site safety walks. Corrective actions will be identified by Johannesburg Water SOC Ltd. and the Principal Contractor's representative and implemented by the Principal Contractor (at no cost to Johannesburg Water SOC Ltd.) to ensure SHE Performance improvement.

19.2 Monthly audits

- Monthly audits will be conducted within periods not exceeding 30 days.
- The Principal Contractor is to conduct his own monthly internal audits and inspections to verify compliance with his own occupational health and safety plan and management system as well as compliance with the requirements of the Johannesburg Water SOC Ltd. SHE Specification.
- The Principal Contractor will also assess and inspect the compliance of other contractors under its control. Management members of the Principal Contractor will be involved in the internal assessments and inspections.

19.3 Monthly compliance rating

A monthly compliance rating will be calculated for each Principal Contractor as per a formula determined by Johannesburg Water SOC Ltd focussing on or incorporating outcomes of assurance (e.g. monthly audit), operational (e.g. behavioural based safety inspection) assessments and other requirements, as necessary. Johannesburg Water SOC Ltd reserves the right to adjust the monthly compliance calculation formula as and when required – each revision of the monthly compliance calculation formula will be communicated to the Principal Contractor before implementation.

Each Principal Contractor is required to maintain a minimum compliance rating of 93% (Ninety Three Percent).

Scoring	Classification	Classification description
93% -100%	Good	Substantial compliance

80% -92%	Average	Compliance status needs to be improved
60% - 79%	Poor	Methods to ensure compliance require substantial improvement - operations with substantial non-compliance risks
<60%	Very poor	Methods to ensure compliance failed completely - troubled operation with severe non-compliance risks

19.4 Work stoppages

Work stoppages will be identified for 2 (two) types of work stoppages to be implemented:

- Overall work stoppage – the Principal Contractor and its Contractors are not allowed to continue with any type of construction / site work up until the work stoppage has been closed-out;
- Activity work stoppage – The Principal Contractor and its Contractors are not allowed to continue with the specific activity / task / job up until the work stoppage has been closed-out.

Overall work stoppages will be issued where non-conformances are identified against the criteria in the following table.

NR	DESCRIPTION OF AUDIT NON-CONFORMANCE / NON-COMPLIANCE
1	**NOTIFICATION OF CONSTRUCTION WORK**
1.1	Local Department of Labour not notified of construction work before commencement of construction activities
1.2	Notification of construction work not stamped by local Department of Labour (no faxed copies)
1.3	Copy of notification of construction work not available on site
2	**PROOF OF REGISTRATION WITH COMPENSATION COMMISSIONER**
2.1	Proof of registration with Compensation Commissioner or other insurer not available
2.2	Registration with Compensation Commissioner or other insurer not valid and up-to-date
3	**POLICY COMMITMENT & SHE SPECIFICATION**
3.1	SHE Plan not compiled, approved by contractor management and available on site
4	**SECTION 37(2) AGREEMENT**
4.1	Signed section 37(2) Agreement not signed and available on site
5	**RISK ASSESSMENTS**
5.1	Risk assessments not developed/ not applicable to scope of work issued by Client
6	**CONSTRUCTION MANAGER**
6.1	No construction manager appointed / available on site
6.2	Appointed construction manager does not meet requirements
6.3	Proof of competency not available on-site
7	**SITE SAFETY OFFICER**
7.1	No safety officer appointed/ available on site
7.2	Safety officer does not meet requirements

NR	DESCRIPTION OF AUDIT NON-CONFORMANCE / NON-COMPLIANCE
8	**SHE FILE**
8.1	No file on site

Activity work stoppages will be issued where non-conformance are identified per activity where the health and safety of employees or the public is compromised.

20.4 Non-compliance management process

The following actions will be instituted where non-conformances are identified in terms of compliance to relevant legislative requirements and the Johannesburg Water SOC Ltd SHE Specification.

CRITERIA	ACTION TO BE INSTITUTED	RESPONSIBLE PARTY
Compliance rating: 93-100%	Non-conformance closure	Principal Contractor / Contractor
Compliance rating: 80-92%	Letter of compliance improvement to Principal Contractor	Johannesburg Water SOC Ltd
	Non-conformance closure	Principal Contractor / Contractor
Compliance rating: 60-79%	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
Compliance rating: <60%	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Supply Chain Management to be informed of non-compliance standing	Johannesburg Water SOC Ltd
3 x Work stoppages	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Supply Chain Management to be informed of non-compliance standing	Johannesburg Water SOC Ltd
3 x Non-conformance to <93% monthly compliance rating	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Supply Chain Management to be informed of non-compliance standing	Johannesburg Water SOC Ltd

CRITERIA	ACTION TO BE INSTITUTED	RESPONSIBLE PARTY
3 x consecutive repeat findings	Non-compliance hearing	Johannesburg Water SOC Ltd
	Letter of commitment for performance improvement	Principal Contractor / Contractor
	Non-conformance closure	Principal Contractor / Contractor
	Escalation to SCMU & CAPEX	Johannesburg Water SOC Ltd

20 OPERATIONAL REQUIREMENTS

20.1 EXCAVATIONS

- Where excavations will exceed 1.5 m in depth the contractor will be required to submit a method statement to Johannesburg Water SOC Ltd for approval before commencing with the excavation and Johannesburg Water SOC Ltd will issue a permit to proceed once the risk assessment and method statement is approved.
- Excavations must be limited to 100m per day, or equated to the amount of work to be done for the day.
- All open excavations shall be closed within 3 days of excavation. No excavation will remain open beyond 3 days or during holidays.
- Excavation work must be carried out under the supervision of a competent person, who has been appointed in writing, with at least two years' experience in excavation work. Before excavation work begins the stability of the ground must be evaluated.
- Whilst excavation work is being performed, the contractor must take suitable and sufficient steps to prevent any person from being buried or trapped by a fall or dislodgement of material.
- No person may be required or permitted to work in an excavation that has not been adequately shored or braced.
- Where the excavation is in stable material and where the sides of the excavation are sloped back to at least the angle of repose of the excavated material, shoring or bracing may be left out but only after written permission has been obtained from the appointed competent person.
- Shoring and bracing must be designed and constructed to safely support the sides of the excavation.
- Where uncertainty exists regarding the stability of the soil the opinion of a competent professional engineer or professional technologist must be obtained whose opinion will be decisive. The opinion must be in writing and signed by the engineer or technologist as well as the appointed competent person.
- No load or material may be placed near the edge of an excavation unless suitable shoring has been installed to be able to carry the additional load.
- Neighbouring/adjoining buildings, structures or roads that may be affected or endangered by the excavation must be suitably protected.
- Every excavation must be provided with means of access that must be within 6 metres of any worker within the excavation.
- The location and nature of any existing services such as water, electricity, gas etc. must be established before any excavation is commenced with and any service that may be affected by the excavation must be protected and made safe for workers in the excavation.
- The appointed competent person must inspect every excavation, including the shoring and bracing or any other method to prevent collapse, as follows:
    - Daily before work commences
    - After every blasting operation
    - After an unexpected collapse of the excavation
    - After substantial damage to any supports

  - After rain
- The results of any inspections must be recorded in a register kept on site and in the safety file.
- Every excavation accessible to the public or that is adjacent to a public road or thoroughfare or that threatens the safety of persons, must be adequately barricaded or fenced to at least one meter high and as close to the excavation as practicable, regardless of the depth of the excavation.
- Every excavation must be provided with warning lights or visible boundary indicators after dark or when visibility is poor.
- Upon entering an excavation the requirements of General Safety Regulation 5, work in confined spaces, must be observed:
- Any confined space may only be entered after the air quality has been tested to ensure that it is safe to breathe and does not contain any flammable or noxious air mixture.
- The confined space must be purged and ventilated of any hazardous or flammable gas, vapour, dust or fumes.
- The safe atmosphere must be maintained and, where necessary.
- Employees are to be provided with breathing apparatus and must wear a safety harness with a rope with the free end of the rope being continuously attended to by a person outside the confined space.
- Furthermore, an additional person, trained in resuscitation, to be in full-time attendance immediately outside the confined space.
- Additional serviceable breathing and rescue apparatus is kept immediately outside the confined space for rescue purposes.
- All pipes, ducts etc. that may leak into the confined space to be blanked off sufficiently to prevent any leakage or seepage.
- The employer must ensure that all employees have left the confined space after the completion of work.
- Where flammable gas is present in a confined space no work may be performed in close proximity to the flammable atmosphere.
- Excavations and other openings must be provided with sufficient barriers to prevent construction vehicles and mobile plant from falling into them.
- Excavations left open for extended periods of time (exceeding 48 hours) must be approved the relevant Engineer / Construction Supervisor.

20.2 EXISTING SERVICES

- The Contractor shall note that although the drawings have been prepared using available information they show only the approximate positions of existing services where applicable.
- The information is supplied in good faith but shall be used as a guide only and does not relieve the Contractor of his responsibility to exercise due caution when working in areas where existing services can reasonably be expected, nor his obligation to liaise with the authorities in this regard and the obtaining of the necessary work permits and wayleaves.
- The Contractor shall be responsible to locate and safeguard any existing service he may encounter during construction. The Contractor shall be responsible for any damage to such existing services and works in the execution of this contract and shall reimburse the Employer, authority or the owner concerned for any repairs required following damages due to the Contractor's negligence.
- The Contractor shall be responsible for immediately notifying the Engineer and the authorities concerned regarding any damage caused to public services and existing works.
- Any alterations to public services shall be carried out by the Authority concerned unless the Contractor is instructed otherwise.

20.3 SETTING OUT OF WORKS

- Reference and level beacons will be shown to the Contractor by the Engineer at the commencement of the Contract and the Contractor will be responsible for transferring the datum to the Site of Works.
- The Contractor shall check the condition and accuracy of all reference and level beacons and satisfy himself that they have not been disturbed and are true with regard to position and level. A beacon that has been disturbed shall not be used until its true position and level have been re-established and the new values have been certified by the Engineer. The Contractor shall thereafter be held entirely responsible for the protection of all reference and level beacons.
- The Contractor shall employ a capable surveyor to set out the Works to the required lines and levels. The Engineer shall be informed immediately should any discrepancy be discovered between the levels or dimensions obtained by the Contractor and those shown on the drawings.
- Where a beacon is likely to be disturbed during construction operations, the Contractor shall establish suitable reference beacons at locations where they will not be disturbed during construction. No beacons shall be covered over, disturbed or destroyed before accurate reference beacons have been established and details of the positions and levels of such beacons have been submitted to the Engineer. The Contractor's reference beacons shall be of at least the same accuracy and sturdiness of construction as the existing beacons.
- The Contractor shall submit the method of setting out he proposes to employ to the Engineer. Accurate control of line and level shall be provided by the Contractor at all stages of construction.
- Work set out by the Contractor may be checked by the Engineer and any errors found shall be rectified by the Contractor at his own expense. The Contractor shall supply any instrument, equipment, material and labour required by the Engineer for this survey work. Any assistance, including checking given to the Contractor by the Engineer or any setting out done by the Engineer for Contractor shall not be held as relieving the Contractor of his responsibility for the accurate construction of the Works.
- The Contractor's survey instruments and survey equipment shall be suitable for the accurate setting out of the Works and shall be subject to the approval of the Engineer. They shall furthermore be checked and correctly adjusted by the authorized agents before the commencement of the contract and subsequently when required by the Engineer and when otherwise necessary.
- Survey work shall not be measured and paid for directly and compensation for the work involved in setting out shall be deemed to be covered by the rates tendered and paid for the various items of work included under the contract.

20.4 CONFINED SPACE ENTRY

- Enclosed space work necessitates a Confined Space Permit. This may only be obtained from the authorized person nominated in writing.
- The responsibility for safe procedure, both at the time of entry and during the entire operation of entering and working in confined spaces, rests with the Contractor.
- The Contractor shall be sure that adequate steps have been taken to eliminate or control hazards.
- Before working in an area that contains dust, the area is to be ventilated and hosed down to settle and dampen the dust.
- The Contractor shall provide all necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment (such as tripods, breathing equipment and the like).
- The Contractor shall ensure all persons working in a confined space or managing entry to a confined space are appropriately trained.
- Compulsory - Continuous monitoring, trained rescue teams, radio communication & adequate ventilation.

Pump sumps & valve chambers

Ventilation

- All available manholes or ventilation covers must be removed and the compartment ventilated for 10 (ten) to 15 (fifteen) minutes, using compressed air or a portable blower.
- Such ventilation must be continued while personnel are in the compartment.
- Ensure that exhaust fumes from blower do not enter the confined space.
- Before entering any sump or compartment, the atmosphere must be tested by the Principal Contractor's competent person (trained by the supplier of the gas monitoring equipment) by lowering the gas monitoring equipment to the bottom of the sump or compartment by means of a rope.
- A register must be kept indicating that the atmosphere has been tested and that the sump or compartment is fit to work in.
- The Principal Contractor's construction supervisor must check and co-sign this register each time he visits a site to ensure that the atmosphere is continuously being monitored.

Entering sump

- When entering a sump the person entering the sump must wear the safety harness, gas detector as well as a self-rescuer.
- A lifeline must be attached to the safety harness and a person on the surface must be in continuous contact with the person in the sump.
- At least one person on the surface must be trained in basic first aid and CPR and a first aid kit with resuscitation equipment must be available outside the entrance of the confined space for emergencies.
- Should the alarm sound when a person is in the confined space, the area must be evacuated immediately and the atmosphere re-tested and certified safe before re-entry into the confined space.
- In no circumstance shall any person remain within a sump for a period of more than one hour at a time.
- A five-minute rest on the surface must be taken after this period before re-entering.
- No naked lights, smoking or unprotected electrical apparatus which may cause sparks, shall be permitted in any sump or in their vicinity.

Confined spaces & water chambers

General

- All employees working in confined spaces or sewer manholes must be issued with gas monitoring equipment and safety harnesses and self- rescuers where applicable.
- All these employees must be trained in their use.
- Where over pumping between manholes is involved, only leakage free pumping machines and conveyance tubes will be allowed.
- Under no circumstances may any confined space be entered unless it has been certified safe to work in.
- Safety harnesses and attachments must be checked for damage to webbing, metal fittings and ropes on a monthly basis and the findings recorded in a register.
- Should a harness be damaged, it must be reported to the construction supervisor immediately.

The following records shall be taken and maintained by the Principal Contractor:

- Confined space entry permits
- Confined space entry registers
- Safety harness registers

Ventilation

- All available manholes or ventilation covers must be removed and the chamber ventilated for 10 (ten) to 15 (fifteen) minutes, using compressed air or a portable blower.
- Such ventilation must be continued while personnel are in the chamber.
- Ensure that exhaust fumes from blower do not enter the confined space.

- Before entering any chamber, the atmosphere must be tested by the Principal Contractor's competent person (trained by the supplier of the gas monitoring equipment) by lowering the gas monitoring equipment to the bottom of the chamber by means of a rope.
- A register must be kept indicating that the atmosphere has been tested and that the area is fit to work in.
- The Principal Contractor's construction supervisor must check and co-sign this register every time he visits the site to ensure that the atmosphere is continuously being monitored.
- Fumes must be extracted from the chamber while welding.

Entering chamber

- When entering a chamber the person entering the chamber must wear a safety harness as well as the gas detector.
- A lifeline must be attached to the safety harness and a person on the surface must be in continuous contact with the person in the manhole.
- At least one person on the surface must be trained in basic first aid and CPR and a first aid kit with resuscitation equipment must be available outside the entrance of the confined space for emergencies.
- In no circumstances shall any person remain within a chamber for a period of more than one hour at a time. A five-minute rest on the surface must be taken after this period before re-entering.
- Should the alarm sound when a person is in the confined space, the area must be evacuated immediately and the atmosphere re-tested and certified safe before re-entry into the confined space.
- When the activity to undertake inside the pipeline includes the use of any hazardous chemical substances or substances, which might cause hazardous fumes or gasses the contractor, must comply with 5.24 Hazardous Chemical Substances.

Safety equipment

- All teams must be issued with gas monitoring equipment and safety harnesses and self-rescuers where applicable.
- All employees must be trained in the use thereof.

20.5 BARRICADING

- Barricading plans are to be presented by the Principal Contractor for any major operations involving site works for approval by Johannesburg Water SOC Ltd. Where areas are unsafe, they should be enclosed with barricading. Examples are people working overhead, welding splatter etc.
- Where there is a risk of injury, the area should be barricaded off with secure solid barricades.
- Barricading for the prevention of access into areas with a potential risk of injury shall as a minimum be constructed of a handrail, knee-rail and appropriately supported as to prevent any person from falling into the restricted/risk area.
- Appropriate signage shall be affixed to the barricade indicating the risk associated (i.e. deep excavation, lifting operations etc.) and the responsible Supervisor and contact details shall be displayed. All barricading shall have a "No Entry" signs on all sides and at each change of direction. Signage shall be placed at 20 m intervals where lengths exceed. All signage shall be a minimum size of 290 mm x 290 mm.
- Danger tape shall not be utilised to prevent personnel from entering into areas.
- Where no risk exists of injury to personnel such as stacking and storage areas, the use of wire for hand and knee rails netting shall be acceptable to demarcate the area.
- All barricades will have a dedicated entrance where it is required that personnel enter the areas.
- Appropriate signage shall be placed at the entrance indicating which Contractor has right of entry.
- It is the Contractor's responsibility to remove all redundant barricades directly after use. The Contractor's Safety Officers will maintain a marked-up site plan indicating where barricades are erected.
- It will be a requirement that the contractor protects employees against contact with exposed rebar and poles by the installation of rebar-caps on all exposed areas where there is a potential that an employee could be injured.

20.6 SYMBOLIC SIGNGAGE

Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas. The display of the following signs is mandatory:

- "Radio-Active Material" symbolic signs at radioactive storage areas.
- "Eye Protection" symbolic signs shall be displayed at all grinding machines and at any area where it is mandatory to wear eye protection or where there is danger of an eye injury being sustained.
- "Ear Protection" symbolic signs shall be displayed at all areas where there is a danger of noise induced hearing loss being sustained.
- Every separate room of a workplace shall be consecutively numbered.
- All toilets or urinals shall be marked in a conspicuous place with painted or stencilled letters to indicate the sex for which they are intended.
- The location of every first aid box is to be clearly indicated by means of a sign.
- In any room, cabinet or enclosure where flammable substances are used or stored shall be fixed a suitable and conspicuous sign prohibiting smoking or the use of naked flames in the area.
- At the entrance to premises where machinery is used
- Restricted access on "Authorised Person Only" signs on entry. "No person shall enter the workplace or premises without the permission of the employer or user of the machinery".
- At every place where machinery is used a notice (English & Pictograms) shall be posted.
- Explosive Power Tool shall have a sign warning people when it is in use.
- Electrical Control Gear. A notice shall be posted so as to warn against the re-closing of a switch of control gear whilst a person is working on such equipment.
- Emergency contact telephone numbers.
- Adequate scaffolding signs. (When applicable).
- Adequate fire fighting equipment signs.
- Speed limit signs.
- Warning notices at openings through which people may fall.
- Risk based signage depending on the task being performed e.g.:
    - "Men working above", "Men working below', "Road closed – detour", "Excavation in progress", "No walkway" etc.;
- No-entry signs to incomplete platforms

The Principal Contractor shall install a notification board indicating the following information at the site entrance:

- Johannesburg Water SOC Ltd project number;
- Principal Contractor identification details (name, telephone number)
- Name and contact details of Construction Supervisor;
- Name and contact details of site safety officer;
- Monthly compliance rating;
- Lost Time Injury Rate;

The Principal Contractor will ensure that information on the notification board is kept up-to-date.

20.7 USE AND STORAGE OF FLAMMABLES

The Principal Contractor to ensure that:

- No person is required or permitted to work in a place where there is the danger of fire or an explosion due to flammable vapours being present unless adequate precautions are taken;
- No flammable material is used or applied e.g. in spray painting, unless in a room or cabinet or other enclosure specially designed and constructed for the purpose unless there is no danger of fire or explosion due to the application of adequate ventilation;
- The workplace is effectively ventilated. Where this cannot be achieved:
    - Employees must wear suitable respiratory equipment
    - No smoking or other source of ignition is allowed in the area

  - The area is conspicuously demarcated as “flammable”
- Flammables stored on a construction site are stored in a well-ventilated, reasonably fire-resistant container, cage or room that is kept locked with access control measures in place. Sufficient fire fighting equipment is installed and fire prevention methods practiced. Proper housekeeping may achieve this;
- Flammables stored in a permanent flammable store are stored so that no fire or explosion is caused.
- Stored in a locked and well-ventilated reasonably fire resistant container, cage or room conspicuously demarcated as “Flammable Store – No Smoking or Naked Lights”
- The flammables store to be constructed of two-hour fire retardant walls and roof and separated from adjoining rooms or workplaces by means of a two-hour fire retardant fire wall
- Adequate and suitable fire fighting equipment installed around the flammables store and marked with the prescribed signs
- All electrical switches and fittings to be of a flameproof design
- Any work done with tools in a flammable store or work areas to be of a non-sparking nature
- No Class A combustibles such as paper, cardboard, wood, plastic, straw and the like to be stored together with flammables
- The flammable store to be designed and constructed such that in the event of spillage of liquids the store is able to contain the full quantity + 10% of the liquids stored
- A sign indicating the capacity of the store to be displayed on the door
- Only one day’s quantity of flammable is to be kept in the workplace;
- Containers (including empty containers) to be kept closed to prevent fumes/vapours from escaping and accumulating in low lying areas;
- Metal containers to be bonded to earth whilst decanting to prevent build-up of static forces; and
- Welding and other flammable gases to be stored segregated according to the type of gas and empty and full cylinders.

20.8 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

20.9 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.

20.10 STACKING AND STORAGE

The Principal Contractor must ensure that:

- A competent person is appointed in writing to supervise all stacking and storage on a construction site;
- Adequate storage areas are provided and demarcated;
- The storage areas are kept neat and under control;
- The base of any stack is level and capable of sustaining the weight exerted on it by the stack;
- The items in the lower layers can support the weight exerted by the top layers;
- Cartons and other containers that may become unstable due to wet conditions are kept dry;
- Pallets and containers are in good condition and no material is allowed to spill out;
- The height of any stack does not exceed 3 times the base unless stepped back at least half the depth of a single container at least every fifth tier or the approval of an inspector has been obtained to build the stacks higher with the aid of a machine. The operator of the machine must be protected against items falling from overhead off the stack and no items may overhang;
- The articles that make up a single tier are consistently of the same size, shape and mass;
- Structures for supporting stacks are structurally sound and able to support the mass of the stack;

- No articles are removed from the bottom of the stack first but from the top tier first;
- Anybody climbing onto a stack must do it in a safe manner, taking reasonable safety precautions, and ensuring that the stack is stable and capable of supporting him or her
- Stacks that are in danger of collapsing are broken down and restacked;
- Stability of stacks are not threatened by vehicles or other moving plant and machinery;
- Stacks are built in a header and stretcher fashion and that corners are securely bonded;
- Stacks are stepped back at least half the depth of a single container at least every fifth tier; and
- Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations.
- Laydown area is allocated for Contractor-supplied items.
- At all times, the Contractor shall be responsible for the safe and adequate storage of all materials and equipment on site which he is to install, whether they are supplied by himself or others.
- The safe handling, unloading and loading of material receipts and dispatches at site or storage areas shall be the Contractors' responsibility.

The Contractor shall provide a suitable and adequate lock-up store for the storage of items of equipment and material, which would be damaged or pilfered if stored in the open. The Principal Contractor shall provide all facilities required for weather-proofing, dust proofing or vermin proofing.

The Contractor is responsible for the proper storage and maintenance of all equipment until issue of the Certificate of Practical Completion.

All equipment and materials will be stored on suitable wood poles or pallets which will not protrude more than a meter from any of the stored material. Safe access ways shall be maintained between all stored items preventing employees from having to climb over or under equipment to retrieve the necessary.

20.11 HOUSEKEEPING

The Principal Contractor to ensure that:

- Housekeeping is continuously implemented and maintained;
- Materials and equipment are properly stored;
- Scrap, waste and debris is removed regularly;
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and vehicular traffic;
- Waste and debris not to be removed from heights by throwing but rather by chute or crane;
- Where practicable, construction sites are fenced off to prevent entry of unauthorised persons;
- Catch platforms or nets are erected over entry and exit ways or over places where persons are working to prevent them being struck by falling objects;
- An unimpeded work space is maintained for every employee;
- Every workplace is kept clean, orderly and free of tools, materials and the like that are not required for the work being done;
- As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials;
- The walls and roof of every indoors workplace sound and leak-free; and
- Openings in floors, hatchways, stairways and open sides of floors or buildings are barricaded, fenced, boarded over or provided with protection to prevent persons from falling.

20.12 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.
- Appropriate signage must be posted to this effect and all employees on site must be instructed to ensure that non-employees are protected at all times. All non-employees entering the site must receive induction into the hazards and risks of the site and the control measures to be observed.
- The Principal Contractor shall recognize that the Community Liaison Officer (CLO) is the link between Johannesburg Water SOC Ltd and the community and provide all reasonable support to the Community Liaison Officer to ensure relevant responsibilities are fulfilled and positive relationships with the community are maintained.

20.13 TRAFFIC MANAGEMENT

- Where activities are performed close to public routes, the Principal Contractor will establish a traffic management plan incorporating the requirements of relevant by-laws.
- At a minimum, barricading, warning signage and flagmen will be provided to ensure the protection of workers from vehicles in transit.
- Where required, the Principal Contractor will interact with the local traffic department to establish minimum requirements to be implemented on public routes.

20.14 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

20.15 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.

20.16 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 SHE 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.

Cranes and Lifting Machines

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.

20.17 LADDERS

The following requirements for ladders will apply:

- All ladders used on the site shall be constructed and used in compliance with the OH&S Act and Regulations.
- Ladders, which provide access to a working platform, shall extend one metre above the platform where it provides access, and shall be secured to prevent slipping.
- Timber ladders shall not be painted other than with clear preserving oils, clear varnishes or clear plastics.
- Ladders, which are in a damaged condition, shall not be used and shall be labelled accordingly and removed from the Premises.
- All Ladders shall be numbered, logged in a register, and inspected monthly.

- A ladder in use shall be held by an assistant and/or properly tied down in position.
- Only ladders that do not conduct electricity shall be used in live electrical sub-stations and switching rooms.
- Ladders shall be removed after use and stored in an appropriate facility as to not expose them unnecessarily to the elements or potential damage by surrounding activities.

20.18 CONSTRUCTION VEHICLES AND MOBILE PLANT

Johannesburg Water SOC Ltd will inspect construction vehicles and mobile plant prior to being allowed on a project site. Suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the Occupational Health and Safety Act (Act no. 85 of 1993) and Regulations.

Construction vehicles and mobile plant to be:

- Of acceptable design and construction;
- Maintained in good working order;
- Used in accordance with their design and intention for which they were designed;
- Operated and/or driven by trained, competent and authorised operators/drivers. No unauthorised persons are to be allowed to drive construction vehicles and mobile plant;
- Provided with safe and suitable means of access;
- Fitted with adequate signalling devices to make movement safe including reversing;
- Provided with roll-over protection (where applicable);
- Inspected daily before start-up by the driver, operator and/or user and the findings recorded in a register/log book;
- Fitted with two head and two tail lights that are in good working condition and must be used whilst operating under poor visibility conditions;
- When used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported.

Operators and drivers of construction vehicles and mobile plant must be in possession of a valid medical certificate declaring the operator and/or driver physically and psychologically fit to operate or drive construction vehicles and mobile plant.

No loose tools, materials etc. are allowed in the driver and/or operators compartment/cabin or in the compartment in which any other persons are transported.

No person shall ride on any construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose. Employees shall only be transported if provision for seating and safety belts has been provided with an adequate canopy or rollover protection.

All construction vehicles and mobile plant left unattended at night, adjacent to a freeway in normal use or adjacent to construction areas where work is in progress, must have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant.

Bulldozers, scrapers, loaders, and other similar mobile plant must, when being repaired or when not in use, be fully lowered or blocked with controls in a neutral position, motors stopped and brakes set.

Self-Propelled Mobile Machinery

All Self-Propelled Mobile Machinery must be inspected daily and the findings recorded in a register. Pre-use inspection checklist shall identify critical items that would stop the operator from operating machinery should a defect be detected.

All operators shall be tested on their ability to operate machinery and equipment inspected prior to be used on any of the premises by the Johannesburg Water SOC Ltd Project Inspectors and Responsible Engineer. Relief drivers shall be made available for mobile machinery where there is a need for on-going operations and the contractor shall establish a rotation schedule.

All Drivers/Operators shall be appointed under the applicable legislation prior to operating any type of mobile equipment or machinery:

- If Driver/Operator does not adhere to the rules and regulations his appointment as operator shall be cancelled and he shall not be able to carry on with his duty.
- No Driver/Operator shall be appointed without proof of training, driver's licence or letter of competency.
- No training of Drivers/Operators on Site.
- No passengers on dump truck, Loaders or Excavators.
- No eating or drinking allowed while operating equipment.
- No vehicle shall be left unattended with engine running or key in ignition.
- Drivers may use no cellular phones during operations.

Equipment Approval

Authorization for the use of equipment shall be given in writing only after the following minimum requirements and documentation have been verified and shall as a minimum include the following:

- Minimum two lights in front and rear of vehicle
- Communications system (where required);
- Reflective Taping;
- First-aid kit, fire-fighting equipment and emergency roadside triangles;
- Tyres in good condition;
- Windscreen clear of cracks;
- Safety belts fitted for all occupants;
- Signage for clear identification;
- Windscreen wipers;
- Warning hooter and reverse alarm;
- Rotating warning lights (where applicable);
- Maximum number of persons indicated;
- Equipment free of oil and other leaks;
- Maintenance/Service & Equipment manuals available;

Operator Approval

Authorization for operators for the use of equipment shall be given in writing only after the following minimum requirements and documentation have been verified and shall as a minimum include the following:

- Operator's Certificate (accredited training organisation);
- Operators Licence appropriate to the nature of the Mobile equipment;
- Operator's knowledge tested and familiar with the controls for the vehicle;
- Public driver's permit where required;
- Medical fitness certificate.

20.19 Fall protection (Working in elevated positions)

A pre-emptive risk assessment will be required for any work to be carried out above **two metres** from the ground or any floor level. This work will be classified as "work in elevated positions".

As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if he is working at ground level. Whilst working in this position he shall be wearing a single belt with lanyard to prevent the person falling from the platform, ladder or other device. This safety belt will be, as far as is possible, secured to a point away from the edge over which the person might fall and the lanyard must be of such a length and strength that the person will not be able to move over the edge.

Alternatively, any platform, slab, deck or surface forming an edge over which a person may fall may be fitted with suitable guard rails at two different heights as prescribed in the relevant South African National Standard for the design, erection, use and inspection of access scaffolding.

Where the requirement in the paragraph above is not practicable, the person will be provided with a full body harness that will be worn at all times and shall be attached above the wearer's head at all times. The lanyard must be fitted with a shock-absorbing device or the person must be attached to a fall arrest system (anchorage connector; body wear; and connecting device) approved by Johannesburg Water SOC Ltd.

Where the requirements in the paragraph above are not practicable, a suitable catch net must be erected.

Employees working in elevated positions must be trained to work without risk to their health and safety or to the health and safety of others and be declared medically and psychologically fit to perform work at elevated positions.
Where work on roofs is carried out, the risk assessment must take into account the possibility of persons falling through fragile material, i.e. skylights and openings in the roof.

Access scaffolding

Access scaffolding must be erected, used and maintained safely in accordance with Construction Regulations and relevant SA Bureau of Standards Code of Practice.

Detailed consideration must be given to all scaffolding to ensure that it is properly planned to meet the working requirements, designed to carry the necessary loadings and maintained in a sound condition. Sufficient material must be available to erect the scaffolding properly.

Scaffolding must only be erected, altered or dismantled by persons who have adequate training and experience and are competent in this type of work and under the continuous supervision of such a person.

20.20 Structures

The Principal Contractor must ensure that:

- Only skilled employees are allowed to erect structures and that the skills of these employees are verified at regular intervals.
- Steps are taken to ensure that no structure becomes unstable or collapses due to construction work being performed on it or in the vicinity of it.
- No structure is overloaded to the extent that it becomes unsafe.
- He has received from the designer the following information:
    - Information on known or anticipated hazards relating to the construction work and the relevant information required for the safe execution of the construction work.
    - A geo-scientific report (where applicable).
    - The loading the structure is designed to bear.
    - The methods and sequence of the construction process.

All drawings relating to the design are on site and available for inspection.

20.21 Explosive powered tools

Every explosive powered tool must be:

- Provided with a guard around the muzzle to confine flying fragments or particles; and

- Must be fitted with a firing mechanism that will prevent the explosive powered tool from firing unless it is pushed against the surface and at the right angle. Where the explosive powered tool is fitted with an intermediate piston between the charge and the nail this requirement is waived.

The Principal Contractor or user must ensure that:

- Only the correct type of cartridge is used;
- The explosive powered tool is cleaned and inspected daily before use by an appointed competent person. The competent person will keep a register with the findings of his inspection and the details of cleaning, service and repairs;
- The safety devices are in good working order before the explosive powered tool is used;
- When the explosive powered tool is not being used it is stored in an unloaded condition together with the cartridges in a safe and secure place inaccessible to unauthorised persons;
- A warning notice is displayed at the point where the explosive powered tool is in use;
- The issue and return of cartridges must be by issue/returns register signed by both issuer and user and empty cartridge cases must be returned with unspent cartridges;
- Users and operators of the explosive powered tool have received the necessary training and has been authorised as competent to use/operate the explosive powered tool; and
- Users and operators must wear the prescribed personal protective equipment whilst using and/or operating the tool.

20.22 Bulk mixing plants (Batch plants)

- All contractors shall ensure that all bulk mixing plants are operated and supervised by a competent person who has been appointed in writing.
- All contractors shall ensure that the placement and erection of a bulk mixing plant complies with the requirements set out by the manufacturer and that such plant is erected as designed.
- All contractors shall ensure that all devices to start and stop a bulk mixing plant are provided and that these devices are:
- Placed in an easily accessible position; and
- Constructed in such a manner as to prevent accidental starting.
- The contractor shall ensure that the machinery and plant selected is suitable for the task and that all dangerous moving parts of a mixer are placed beyond the reach of persons by means of doors, covers or other similar means.
- No person shall be permitted to remove or modify any guard or safety equipment relating to a bulk mixing plant, unless authorized to do so by the appointed person.
- The contractor shall ensure that all persons authorized to operate the bulk mixing plant are fully aware of all the dangers involved in the operation thereof and conversant with the precautionary measures to be taken in the interest of health and safety.
- No person supervising or operating a bulk mixing plant shall authorize any other person to operate the plant, unless such person is competent to operate machinery.
- The contractor shall ensure that all precautionary measures as stipulated for confined spaces in “good safe practices” are adhered to when entering any silo.
- The contractor shall ensure that a record is kept of any repairs or maintenance to a bulk mixing plant and that it is made available, on site, to an inspector, client, client’s agent or employee upon request.
- The contractor shall ensure that all lifting machines and lifting tackle used in the operation of a bulk mixing plant complies with the requirements of the Regulations promulgated.
- The contractor shall ensure that all precautionary measures are adhered to regarding the usage of electrical equipment in explosive atmospheres, when entering a silo, as contemplated in the Regulations.

20.23 Working in proximity to Eskom power lines

- No mechanical equipment, including mechanical excavators, may be used under or in close proximity to Eskom's services without the prior approval of Eskom's authorized representatives. No excavations may be executed closer than 3 meters from any of Eskom underground electric power cables and 10 meters from Eskom overhead electrical power lines unless Eskom authorized representative is on site.
- No excavations may take place closer than 5m from any overhead line infrastructure (poles and stays and only excavation by hand will be allowed. Only excavation by hand will be allowed on the same route and in close proximity to the Eskom's 132 kV cables.
- The use of explosives of any type within 500 meters of Eskom's services shall only occur with Eskom's previous written permission. If such permission is granted the applicant must give at least fourteen working days prior notice of the commencement of blasting. This allows time for arrangements to be made for supervision and/or precautionary instructions to be issued in terms of the blasting process.
- The contractor shall be liable for any death or injury to any person or for the loss of or damage to any property caused in whatsoever manner by the contractor, his employees, agents or sub-contractors. The contractor's attention is drawn to section 27(3) of the Electricity Act 1987.
- The contractor is advised to negotiate a proper route with the CNC (Customer Network Centre. Lat Long co-ordinates of all proposed routes to be provided on site and during the application process. The contractor is required to provide the same to the CNC on site during the signing of the Stakeholder On-Site Risk Identification Form.
- Parallel encroachment into overhead power line servitudes is limited to one meter from the boundary of the servitude. (Where applicable for underground pipelines only.)
- All Eskom servitudes to be kept clear of any obstacles and other services. No dumping, manholes and illegal structures whether occupied by equipment or humans, shall be allowed directly underneath or within Eskom servitude areas.

- Eskom Overhead Lines, Cables and Eskom Plant to be adequately protected against other services and water sources.

- Adequate protection fence should be installed around all Eskom Overhead Structures. The type of fence will be proposed and approved by Eskom CNC / Engineering as listed above.
- Interlocking bricks to be used along all roads and reserves as to ensure Eskom cables could be easily accessed for maintenance and repair / emergency purposes. No roads should be tarred with Eskom cables within the road.
- For developer projects and other works that might affect access to Eskom mini-subs, an appropriate fence with access / gate as approved by the CNC should be installed on street front side.
- The applicant shall ensure that the existing natural ground level is maintained within the Eskom servitude area and where Eskom cables are affected. Should there be a need for the lifting of lines and / or replacement of existing structures / cables and application should be made via **Eskom Customer Services**.
- The vertical clearance required between the road surface and the 11kV / 22kV power-lines shall be at least 6.4m. (Where applicable.)
- Eskom Plant and Cables to be protected from proposed landscaping i.e. no big trees and large plants / scrubs (large roots.) to be planted in close proximity to Eskom services.
- Construction / Amendment of boundary wall/s / fences to be closely monitored with guidance from the CNC – where walls / fences are in close proximity of Eskom Plant.
- At all entrances and road crossings, corrosion-free sleeves must be installed at least 600 mm below undisturbed ground level to provide for existing and future installation of Eskom cables. (Where applicable.)
- Cross trenches by hand need to be done for each road crossing on both sides of the road before the services are installed, to ensure Eskom services do not get damaged during drilling operations. For installations where the service will be installed parallel to Eskom services, cross trenches need to be done by hand at regular intervals, which is to be determined by site conditions and the Eskom PPM cables representative.
- The contractor must inform and update Eskom PPM cables on a weekly basis of the on-site work being planned and performed.
- Equipment shall be regarded electrically live and therefore dangerous at all times.

- Eskom may stipulate any additional requirements to illuminate any possible exposure to Customers or Public to coming into contact or be exposed to any dangers of Eskom plant.
- Security must be on-site 24/7 when trenching and working in close proximity to the Eskom 132 kV cables
- Extra care must be taken when working in close proximity to the 132 kV cables. (Eskom's PPM cables can assist in identifying these cables on-site.)
- The contractor in charge of the construction or maintenance work on site must at all times be in possession of the Approved Wayleave letter of the affected Eskom services, as well as all plans related to the wayleave application. This should be available upon the request of any Eskom and Municipal official, during site visits. If no approval is presented, then the Eskom Official(s) can order that all work to be ceased until approval can be presented.

20.24 Horizontal Drilling

- All HDD work shall be carried out under the supervision of a competent person.
- All employees involved in HDD shall be trained.
- A risk assessment as well as a method statement for the HDD shall be compiled and submitted for approval by the Client.
- Contractor will submit specifications on directional boring equipment to be used to ensure that the equipment will be adequate to complete the project. Spares inventory shall be included
- The directional boring equipment shall consist of a directional boring rig of sufficient capacity to perform the bore and pullback the pipe, a boring fluid mixing & delivery system of sufficient capacity to successfully complete the crossing, a guidance system to accurately guide boring operations and trained and competent personnel to operate the system.
- All equipment shall be in good, safe operating condition with sufficient supplies, materials and spare parts on hand to maintain the system in good working order for the duration of this project.
- The directional boring machine shall consist of a hydraulically powered system to rotate, push and pull hollow drill pipe into the ground at a variable angle while delivering a pressurized fluid mixture to a guidable drill (bore) head.
- The machine shall be anchored to the ground to withstand the pulling, pushing and rotating pressure required to complete the crossing.
- The hydraulic power system shall be self-contained with sufficient pressure and volume to power boring operations.
- Hydraulic system shall be free of leaks.
- Rig shall have a system to monitor and record maximum pull-back pressure during pull-back operations.
- The rig shall be grounded during boring and pull-back operations.
- Sufficient spares shall be kept on hand for any break-downs which can be reasonably anticipated.
- The Guidance System shall be of a proven type and shall be setup and operated by personnel trained and experienced with this system.
- The Operator shall be aware of any magnetic anomalies and shall consider such influences in the operation of the guidance system if using a magnetic system.
- The Engineer must be notified 48 hours in advance of starting work.
- The Directional Bore shall not begin until the Engineer is present at the job site and agrees that proper preparations for the operation have been made.
- The Engineer approval for beginning the installation shall in no way relieve the Contractor of the ultimate responsibility for the satisfactory completion of the work as authorized under the Contract.
- It shall be the responsibility of Engineer to provide inspection personnel at such times as appropriate without causing undue hardship by reason of delay to the Contractor.

20.25 Pipe jacking / tunnelling

- No person may enter a tunnel, which has a height dimension of **less than 800 millimetres**.
- Pipe Jacking shall be supervised and undertaken only by persons fully conversant with this work.

- Pipe Jacking to comply to SANS standards (SPEC 1200 LG-1983), Mine Health and Safety Act. 29 of 1996 and Mineral and Petroleum Resources Development Act (Act 28 of 2002).
- Adequate ventilation and lighting must be provided to employee working inside the tunnel at all times.
- Employees involved in drilling and operation of jackhammers must be provided with ear muffs and shock absorbing gloves
- The launch and reception pits should be properly secured from collapsing, and must be inspected daily by a competent person appointed in writing.
- The working area must be completely fenced off and the pits must be adequately barricaded.
- Where there is presence of groundwater or mud, steel toed gumboots must be provided.
- Employees shall be trained by a competent person on the safe use of the Hydraulic Power pack or winch used to push the pipes
- Hydraulic power packs and winches shall be pressure and load tested and records thereof retained
- Detailed method statements for each area shall be submitted to Johannesburg Water prior to the commencement of the work.
- A calibrated gas tester/ oxygen measuring meter shall at all times be placed at the working area, and employees will be trained on the use thereof
- An adequate emergency procedure must be submitted to Johannesburg Water prior to the commencement of the work.

20.26 **WATER ENVIRONMENTS**

- The contractor must ensure that where construction work is done over or in close proximity to water, provision is made for—
    - preventing persons from falling into water; and
    - the rescuing of persons in danger of drowning.
- The contractor must ensure that where a person is exposed to the risk of drowning by falling into the water, the person is provided with and wears a lifejacket.

20.27 Electrical installations

The installation of temporary electricity for construction shall be in accordance with Construction Regulations and the Electrical Installation Regulations. The Principal Contractor must ensure that:

- Existing services are located and marked before construction commences and the markings maintained during construction;
- Electrical installations and -machinery are sufficiently robust to withstand normal working conditions on site;
- Temporary electrical installations must be inspected at least once a week by a competent person and a record of the inspections kept in the SHE File;
- Electrical machinery used on a construction site must be inspected daily before start-up by the competent driver/operator or any other competent person and a record of the inspections kept in the SHE File; and
- A competent person appointed in writing must control and be responsible for all temporary electrical installations.
- An employer or user shall provide free of charge and maintain in good condition such protective equipment as may be necessary to prevent incidents, for use by persons engaged in working on or in close proximity to live electrical machinery or dead electrical machinery which may become live.

20.27.1 Electrical control gear

- The contractor shall ensure that all electrical machinery are provided with controlling apparatus and protective devices which shall, as far as is reasonably practicable, be capable of automatically isolating the power supply in the event of a fault developing on such machinery.

- The contractor shall place a switch, circuit breaker or fuse in the neutral conductor of a polyphase alternating current or three-wire direct current distribution system unless such switch, circuit breaker or fuse is so arranged as to isolate all phase conductors and the neutral conductor simultaneously: Provided that this shall not include an isolating link on the neutral conductor installed for test purposes or to prevent circulating currents.
- The contractor shall, whenever reasonably practicable, provide switchgear with an interlocking device so arranged that the door or cover of the switch cannot be opened unless the switch is in the 'off position and cannot be switched on unless the door or cover is locked.
- The contractor shall mark or label all controlling apparatus permanently so as to identify the system or part of the system or the electrical machinery which it controls, and where such control apparatus is accessible from the front and the back these markings shall be on both the front and the back.
- The contractor shall post a notice at switchgear or control gear which has been switched off or locked out to enable persons to work on electrical machinery or other machinery operated by electricity and controlled by. Such switchgear or control gear, warning against reclosing such switchgear or control gear.

20.27.2 Work on disconnected electrical machinery

- Without derogating from any specific duty imposed on employers or users of machinery by the Act, an employer or user shall, whenever work is to be carried out on any electrical machinery which has been disconnected from all sources of electrical energy, but which is liable to acquire or to retain an electrical charge, as far as is practicable, cause precautions to be taken by earthing or other means to discharge the electrical energy to earth from such electrical machinery or any adjacent electrical machinery if there is danger there from before it is handled and to prevent any electrical machinery from being charged or made live while persons are working thereon

20.27.3 Portable electric tools

No person shall use or permit the use of a portable electric tool with an operating voltage that exceeds 50 V to earth unless-

- It is connected to a source of electrical energy incorporating an earth leakage protection device, the construction of which meets the requirements of the relevant health and safety standard incorporated into these Regulations under section 44 of the Act; or
- It is connected to a source of electrical energy through the interposition between each tool and the source of an individually double-wound isolating transformer, the secondary winding of which is not earthed at any point and the construction of which meets the requirements of the relevant health and safety standard incorporated into these Regulations under section 44 of the Act; or
- It is connected to a source of high frequency electrical energy derived from a generator which is used solely for supplying energy to such portable electric tool and which arrangement is approved by the chief inspector; or it is clearly marked that it is constructed with double or reinforced insulation.

No person shall sell a portable electric tool constructed with double or reinforced insulation unless-

- It is clearly marked that it is constructed with such insulation; and Its insulation is constructed in accordance with the relevant health and safety standard incorporated into these Regulations under section 44 of the Act.
- No employer or user shall use or permit the use of a portable electric tool which is not fitted with a switch to allow for easy and safe starting and stopping of the tool.
- The employer or user shall maintain every portable electric tool, together with its flexible cord and plug, in good working order.

20.27.4 Switchboards

The contractor shall ensure that an unobstructed space for operating and maintenance staff is provided at the back and front of all switchboards, and the space at the back shall be kept closed and locked except for the purpose of inspection, alteration or repair: Provided that the requirements of this regulation with respect to the unobstructed space at the back of the switchboard shall not apply in the case of-

- switchboards which have no uninsulated conductors accessible from the back;

- switchboards, the switchgear of which is of a totally enclosed construction;
- switchboards, the backs of which are only accessible through an opening in the wall or partition against which they are placed, such openings being kept closed and locked; and
- switchboards which can be safely and effectively maintained from the front and which have all parts accessible from the front.

20.27.5 Electrical machinery in hazardous locations

- No person may use electrical machinery in locations where there is danger of fire or explosion owing to the presence, occurrence or development of explosive or flammable articles, or where explosive articles are manufactured, handled or stored, unless such electrical machinery, with regard to its construction relating to the classification of the hazardous locations in which it is to be used, meets the requirements of a safety standard incorporated for this purpose in these regulations under section 36 of the Act.
- Every user of electrical machinery shall be in possession of a certificate in a form acceptable to the chief inspector which has been issued by an approved inspection authority, in which it is certified that the electrical machinery has been manufactured and tested for the groups of dangerous articles in terms of the safety standard which has been incorporated in these regulations for this purpose under section 36 of the Act: Provided that in lieu of such certificate an inspector may approve permanent labeling on such machinery which contains all the relevant information.
- When diverse items of electrical machinery such as motors, cables and control apparatus are used together to form an electrical installation, the user shall ensure that the selection, arrangement, installation, protection, maintenance and working thereof results in no less a degree of safety than when the individual items of such machinery are used separately.
- The user shall use electrical machinery to which this regulation applies only under such conditions and in such surroundings as are prescribed in the safety standard incorporated in these regulations for this purpose under section 36
- No person shall effect repairs or adjustments to or otherwise work on electrical machinery under conditions (bullet 1) unless such machinery has been rendered dead and effective measures have been taken to ensure that such machinery remains dead.
- Wherever there is a possibility of the formation of static electricity under working conditions, the user shall earth all metallic structures, machine parts, pneumatic conveyor ducts and pipelines conveying flammable articles and the like, or take such other measures as may be necessary to effectively prevent the formation of electric sparks.
- The user shall cause all electrical machinery to which this regulation applies to be examined and tested at intervals not exceeding two years by a person who is competent to express an opinion on the safety thereof.
- The person carrying out the examination shall enter, sign and date the results of each such examination in a record book which shall be kept by the user for this purpose: Provided that where such machinery is subject to adverse climatic or physical conditions the frequency of such examinations shall be increased to intervals of no longer than one year or such shorter period as circumstances may necessitate.

20.27.6 Design and construction

- No person shall authorize, design, install or permit or require the installation of an electrical installation, other than in accordance with a health and safety standard incorporated into these regulations under section 44 of the Act: Provided that the components within an electrical installation shall comply with the standards referred to in the incorporated standard and proof of compliance shall be identifiable on the components or certification shall be available from the supplier or manufacturer of the components: Provided further that items of an electrical installation not covered by such incorporated safety standard, and the conductors between the point of supply and the point of control, shall be installed in accordance with the by-laws or regulations of the supplier concerned.
- A registered person shall exercise general control over all electrical installation work being carried out, and no person shall allow such work without such control: Provided that where the voltage exceeds 1kV, the

installation shall be designed and supervised by a person deemed competent in terms of paragraphs (b), (c) or (d) of the definition of a competent person in regulation 1 of the General machinery Regulations, 1998.

- No supplier shall restrict the application of a health and safety standard referred to in sub-regulation (1) when an electrical installation is installed, except where the distribution system of the supplier may be adversely affected by the application thereof.

20.27.7 Electrical contractor

- Any person, including a juristic person, who intends to do installation work as an electrical contractor shall register annually with the chief inspector in the form prescribed in annexure 1 of the Electrical Installations Regulations.

20.27.8 Commencement and permission to connect installation work

- No person shall commence with installation work which would require a new supply or an increase in electricity supply capacity unless the supplier has been notified thereof in the form of Annexure 3: Provided that the supplier may waive this requirement in respect of such types of work as it may specify.
- No person shall connect or permit the connection of any completed or partially completed electrical installation to the electricity supply unless it has been inspected and tested by a registered person and a certificate of compliance for that electrical installation has been issued: Provided that the supplier may on request connect the supply to the installation for the purpose of testing and completion of the certificate of compliance by a registered person: Provided further that this sub-regulation shall not apply in the case where the electricity was disconnected for the non-payment of the electricity account or where there has been a change of tenant but not of ownership.
- Where the supply to an electrical installation is 25kVA or above, the user shall appoint an approved inspection authority or a competent person who shall ensure the compliance from the commencement to the commissioning of the installation.

20.27.9 Issuing of certificate of compliance

Only registered person may issue a certificate of compliance in the form of annexure 4 and which shall be accompanied by a test report in the format approved by the chief inspector, after having satisfied himself or herself by means of an inspection and testing that—

- a new electrical installation complies with the provisions of regulation 7 (1) of the Electrical Installation Regulations (EIR); 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 7 (1) (EIR), complies with the general safety principles of such standard; or
- an electrical installation which existed prior the publication of the current edition of the health and safety standard incorporated into these regulations in terms of regulation 7 (1) and to which extensions or alterations have been affected, that–

    - ting part of the installation, complies with the general safety principles of such standard and is reasonable safe, and
    - extensions or alterations affected comply with the provisions of regulation 7 (1) of the Electrical Installation Regulations (EIR).

- If at any time prior to issuing a certificate of compliance any fault or defect is detected in any part of the installation, the registered person shall refuse to issue such certificate: Provided that if such fault or defect in the opinion of the registered person constitutes an immediate danger to persons in the case where electricity

is already supplied, he or she shall forthwith take steps to disconnect the supply to the circuit in which the fault or defect was detected and notify the chief inspector.

- Any person who undertakes to do electrical installation work shall ensure that a valid certificate of compliance is issued for that work.

No person shall amend a certificate of compliance issued by a registered person

20.28 Welding, flame cutting, soldering and similar operations

1. No contractor shall require or permit welding or flame cutting operations to be undertaken, unless -

- the person operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use;
- effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;
- leads and electrode holders are effectively insulated; and
- the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards contemplated in bullet two are warned and provided with suitable protective equipment.

2. No contractor shall require or permit welding or flame cutting operations to be undertaken in a confined space, unless:

- effective ventilation is provided and maintained; or
- masks or hoods maintaining a supply of safe air for breathing are provided and used by the persons performing such operations.

3. No contractor shall require or permit electric welding to be undertaken in wet or damp places, inside metal vessels or in contact with large masses of metal, unless --

- the insulation of the electrical leads is in a sound condition;
- the electrode holder is completely insulated to prevent accidental contact with current-carrying parts;
- the welder is completely insulated by means of boots, gloves or rubber mats; and
- at least one other person who has been properly instructed to assist the welder in case of an emergency is and remains in attendance during operations: Provided that the provisions of this sub-regulation shall not apply to a welding process where the maximum voltage to earth does not exceed 50 volts.

4. No contractor shall require or permit welding, flame cutting, grinding, soldering or similar work to be undertaken in respect of any tube, tank, drum, vessel or similar object or container where such object or container --

- is completely closed, unless a rise in internal pressure cannot render it dangerous; or
- contains any substance which, under the action of heat, may --
  - (i) ignite or explode; or
  - (ii) react to form dangerous or poisonous substances,

unless a person who is competent to pronounce on the safety thereof has, after examination, certified in writing that any such danger has been removed by opening, ventilating or purging with water or steam, or by any other effective means.

(5) Where hot work involving welding, cutting, brazing or soldering operations is carried out at places, other than workplaces which have been specifically designated and equipped for such work, the employer shall take steps to ensure that proper and adequate fire precautions are taken.

20.29 Tunnelling

No person may enter a tunnel, which has a height dimension of less than 800 millimetres.

20.30 Asbestos work

- If asbestos is identified on site, then the contractor must ensure that any asbestos work is carried out by an Asbestos Contractor registered with the Department of Employment and Labour.
- All work must be halted and the area where asbestos identified demarcated.
- In the case of type 2 and type 3 asbestos work, the registered asbestos contractor must:
    - undertake only the type of asbestos work for which they are registered by the chief inspector;
    - appoint an occupational health and safety representative.
    - Obtain an up-to-date inventory of asbestos prior to asbestos work taking place from the Client
- Before commencement of any asbestos work and during such work, the registered asbestos contractor must ensure that—
    - a risk assessment is performed that includes—
        (i) identification of the hazards to which persons may be exposed;
        (ii) an assessment of the risks related to the hazards based on a documented method; and
        (iii) documented control measures to mitigate the risk;
    - the risk assessment) is reviewed—
        (i) at regular documented intervals;
        (ii) when an incident has occurred; and
        (iii) when the scope of work changes; and
        (iv) an up-to-date copy of the risk assessment is made available at the relevant asbestos work site.
- The registered asbestos contractor must—
    - ensure that the approved plan of work is submitted to the Chief Director: Provincial Operations at least seven days prior to commencement of asbestos work;
    - appoint in writing an asbestos removal supervisor for each asbestos work site, who must ensure—
        (i) occupational health and safety compliance on the asbestos removal site;
        (ii) compliance with safe asbestos removal or repair procedures;
        (iii) the correct use of personal protective equipment; and
        (iv) proper decontamination and waste disposal;
    - adhere to the repair or removal methodology and associated control measures provided in the plan of work approved for that specific asbestos work;

- ensure that the employee medical and training records are available on site for inspection and validation;
- ensure that at least the following information for every employee is recorded and kept for a minimum period of 50 years-

  (i) Physical address of every asbestos work project; and
  (ii) names and identification numbers of employees potentially exposed;

- before commencement of asbestos work, ensure that—

  (i) an approved inspection authority has been appointed in writing by the asbestos client; and
  (ii) the registered asbestos contractor is registered and in good standing with the Compensation Fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993; and

- where a fatality or permanent disabling injury occurs during asbestos work, ensure that a report about the fatality or injury is provided to the Chief Director: Provincial Operations, and that the report includes the measures that the contractor intends to implement to ensure safe asbestos work.

20.31 Earthing

18. The contractor shall ensure that -

- roofs, gutters, downpipes and waste pipes on premises to which electrical energy is supplied to be earthed, except -
  - where the operating voltage does not exceed 50 V;
  - roofs made of non-conductive material or metal roofs covered by non-conductive material;
  - gutters, downpipes and waste pipes made of non-conductive material or gutters and downpipes attached to a metal roof which is covered by non-conductive material;
  - roofs, gutters, downpipes and waste pipes on premises which receive electricity by means of underground service connections:

Provided that the connection is to the conductive structures;

- all accessible metallic parts of electrical machinery that, though normally not forming part of an electrical circuit, may become live accidentally, to be protected by an insulating covering or to be otherwise enclosed or to be earthed and the resistance of the earth continuity path shall not exceed 0,2 ohm, except-
  - metal in earth-free situations, other than runs of metal wireway, and the close-fitting metal sheathing and armouring of cables;
  - short separate lengths of heavy-gauge metal wireway used for the mechanical protection of cables where such cables are not used in the secondary circuits of discharge luminaire installations;
  - short, unexposed separate lengths of metal wireway used for the mechanical protection of insulated wiring passing through walls, floors, partitions or ceilings;
  - metalwork of fixed electrical machinery where such metalwork is more than 2.4 m above the floor: Provided that this exception shall not apply where such metalwork is situated in any position likely to become damp, or in an elevator shaft, or near rotating machinery, or in contact with a wall, ceiling or other support constructed of or covered with conducting material;
  - metal parts of electrical machinery where such parts are enclosed or shrouded by insulating material so that such metal parts cannot be touched;
  - cleats, clips, saddles, clamps of other devices for fixing wireways and cables;
  - shades, reflectors and guards supported on lamp holders or discharge luminaires;
  - lamp caps;
  - metal parts of or screws in or through non-conducting materials which are separated by such materials from current-carrying parts and from earthed non-current-carrying parts in such a way that in normal use they cannot become live or come into contact with earthed parts.

21. Monthly reporting

- The Principal Contractor is required to provide Johannesburg Water SOC Ltd. with a monthly report in the format provided on the last working day of the month.
- The report will include the monthly man-hours, incidents, training, inductions, audits, etc

22. Project close out

- Upon completion of the project, the contractor is required to hand over a consolidated project file to the Client with all the working documents for retention.

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, Occupational Health and Safety Specification, Volume 2;
- Annexure 1: Baseline Risk Assessment
- Annexure 2: Medical Screening Policy

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

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

Johannesburg Water (SOC) Ltd

CONTRACT NO. JW14402

TURFFONTEIN CORRIDORS OF FREEDOM – WATER UPGRADE (FOREST HILL TOWER AND PUMP STATION)

JOHANNESBURG SOUTH

VOLUME 3

HEALTH, SAFETY & ENVIRONMENTAL SPECIFICATIONS

Employer:		Contractor	
Witness:		Witness:	

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	PROJECT NUMBER:	JW14402
	PROJECT LOCATION:	FOREST HILL
	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

BASELINE RISK ASSESSMENT

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	PROJECT NUMBER:	JW14402
	PROJECT LOCATION:	FOREST HILL
	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: TRANSPORTATION OF MATERIALS TO SITE

Task	Hazard	Risk	Consequence	Rating	Controls
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	✓ Overturning vehicles ✓ Vehicle collisions ✓ Bumping pedestrians / employees	✓ Injuries ✓ Property damages ✓ Third party liability	**M**	✓ 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 ✓ 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 ✓ 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

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
Johannesburg Water	PROJECT NUMBER:	JW14402
	PROJECT LOCATION:	FOREST HILL
	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: SITE ESTABLISHMENT

Task	Hazard	Risk	Consequence	Rating	Controls
Site establishment	✓ Sharp objects/ wires ✓ Uneven surface ✓ Faulty connection ✓ Poor ergonomics ✓ Falling objects ✓ Inadequate security services ✓ Not enough welfare facilities e.g. toilets, change rooms and lockers	✓ Cuts ✓ Slips and trips ✓ Damage to services ✓ Using the environment as ablution facilities	✓ Injuries ✓ Back strains and injuries ✓ Crime, theft, fights ✓ Contracting of communicable diseases ✓ Soil, water pollution	**M**	✓ Supervisors to plan during site set up and induct employees ✓ A competent electrician must be appointed to connect electrical wires to the site offices and Distribution Board. ✓ Ensure there are welfare facilities on site for health and hygiene purposes ✓ Awareness on hygiene and use of ablution facilities ✓ Detailed Risk Assessment must be drawn before any work commences on site.
Installing containers	✓ Using lifting equipment ✓ Faulty equipment ✓ Faulty slings / chains	✓ Wind ✓ Incompetent personnel ✓ Heavy load ✓ Failing of lifting equipment	✓ Serious injuries ✓ Property damage	**H**	✓ Check wind speed prior to using the crane. ✓ Inspect the crane, slings and chains before use. ✓ Load test the crane before use ✓ Only carry loads certified to be carried by the crane
Entry and exit	✓ No access control	✓ Unauthorised entry into the construction site	✓ Injuries ✓ Theft	**M**	✓ Appoint a full time, registered security guard on site

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
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	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: SITE ESTABLISHMENT

Task	Hazard	Risk	Consequence	Rating	Controls
Electrical installation	✓ Electricity ✓ Incompetent personnel ✓ Wrong tools ✓ Damaged cables	✓ Contact with live electricity ✓ Incompetent person connecting electricity ✓ Electric shocks	✓ Electrocution ✓ Serious injuries	**H**	✓ Follow lock out procedure ✓ Ensure that equipment are earthed to an approved earthing point ✓ Ensure a zero potential test is performed for electricity is isolated ✓ Inspect all tools ✓ Use correct tools for the job ✓ Appoint a competent electrician/ technician ✓ Wear task specific PPE ✓ Ensure that there are no exposed wires on the cables
Stacking and storage	✓ Unsafe stacks of materials	✓ Falling of pallets and material on employees	✓ Injuries ✓ Property damage	**M**	✓ Supervision of all stacking of materials on site ✓ Materials of same base and heights stacked together ✓ Barricade the stacking area ✓ Unsafe stacks to be removed immediately ✓ Never stack materials during knocking off time or late at night ✓ Use task specific PPE

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	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: EXCAVATION

Task	Hazard	Risk	Consequence	Rating	Controls
Excavation	✓ Deep excavations	✓ Collapse ✓ Falling ✓ Unsafe entry and exit	Fatalities	**H**	✓ Geotechnical surveys to be conducted prior to construction ✓ Shoring of the excavation ✓ No unauthorised entry into the project site. ✓ Fencing off of the excavation and prompt supervision of the area. ✓ Full time security on site to monitor entry and exit. ✓ Safe method of entry and exit to be provided for employees ✓ Spoil material to be stored at least 2m away from the excavation ✓ Signage to be displayed indicating deep excavations
	✓ Incompetent operator ✓ Faulty excavator	✓ Overturning ✓ Bumping against people	✓ Serious injuries	**H**	✓ Only competent personnel may operate the excavator ✓ All excavators must be inspected prior to use
Mechanical excavation	✓ Ignition on	✓ Accidental movement	✓ Fatalities ✓ Property damages	**H**	✓ Operators should ensure that the ignition is off prior to leaving the plant.

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
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	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: EXCAVATION

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Keys should be removed from the ignition and returned to the office for safekeeping,
Mechanical excavation	✓ Deep excavation ✓ Lack of safety signage	✓ Employees falling into excavations	✓ Fatalities	**H**	✓ Ensure that deep excavation signage is placed and visible. ✓ Deep excavations must be fenced off and access controlled.
	✓ Spoil material	✓ Collapse of excavation walls. ✓ Entrapment	✓ Fatalities	**H**	✓ Excavated soil to be placed at least 2m away from the excavation wall.
	✓ Underground service	✓ Contact with plant	✓ Injuries ✓ Property damages ✓ Electrocution	**H**	✓ All underground services to be identified and marked prior to excavation.
	✓ Unsafe access and exit	✓ Falling	✓ Injuries	**H**	✓ TLB / Excavator may not be used by employees to access and exit the excavation

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
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	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: CONTACT WITH UNDERGROUND SERVICES

Task	Hazard	Risk	Consequence	Rating	Controls
Working close to Eskom line	✓ High voltage	✓ Electrocution	✓ Fatalities ✓ Power cuts ✓ Property damages	**H**	✓ Proper scanning of services prior to starting with excavations ✓ Obtain wayleaves from Eskom prior to starting with work ✓ Do not use lifting equipment in close proximity to power lines unless authorized to do so. ✓ Appoint an OHRVS to supervise all work done in close proximity to power lines ✓ Contact Eskom if services are identified for isolation ✓ Develop a method statement and risk assessment ✓ Train employees in the method statement as well as risk assessment ✓ Develop emergency response procedures for explosions
Working close to gas lines	✓ Gas leaks	✓ Explosion ✓ Suffocation ✓ Inhalation	✓ Fatalities ✓ Property damages	**H**	✓ Proper scanning of services prior to starting with excavations ✓ Obtain wayleaves from service provider prior to starting with work ✓ Develop a method statement and risk assessment ✓ Develop emergency response procedures for leaks and explosions

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
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	PROJECT LOCATION:	FOREST HILL
	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: MECHANICAL LIFTING

Task	Hazard	Risk	Consequence	Rating	Controls
Lifting using a crane	✓ Overhead lines	✓ Contact with crane	✓ Electrocution ✓ Property damages	**H**	✓ All lifting activities to be planned at least 2m away from overhead lines ✓ Obtain wayleaves from Eskom ✓ Appoint ORHVS ✓ Proper earthing
	✓ Wind/ Unfavourable weather	✓ Deflection ✓ Loss of control	✓ Injuries ✓ Property damages	**H**	✓ Do not use during unfavourable weather conditions ✓ Lift Plan to be completed prior to any lift taking place by crane supervisor and engineer; ✓ Method statements and risk assessments to be submitted and adhered to for technical and/or non-routine lifts;
	✓ Incompetent operator ✓ Medically unfit operator	✓ Loss of control ✓ Hitting structures and people	✓ Injuries ✓ Property damages	**H**	✓ Only trained and competent operators many operate the crane ✓ Tower crane operator subject to regular health checks;
	✓ Overloading	✓ Collapse of material	✓ Injuries ✓ Property damages	**H**	✓ Display safe working load on the crane ✓ Operator to adhere to crane safe working load limits, weight of load and COG established before lifting; ✓ Crane load indicator to be functioning correctly, and not to be overridden under any circumstances;
	✓ Faulty crane	✓ Malfunctioning	✓ Injuries ✓ Property damages	**H**	✓ Cranes to be inspected by competent persons prior to being used

ACTIVITY: MECHANICAL LIFTING

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ All faulty cranes to be tagged and locked out ✓ Ensure all lifting tackle and equipment have valid test certificate before use (6 monthly 3rd party inspections);
	✓ Mast section / counterweight	✓ Collapse of Mast Section / Counterweight	✓ Property damages ✓ Fatalities	**H**	✓ Ensure proper placement and securing of mast sections and counterweights
	✓ Limited space / access to worksite	✓ Falling of material ✓ Crane boom colliding with structures	✓ Property damages	**H**	✓ Proper planning and spacing of activities on site. ✓ Determine the best route for the crane to access the work site ✓ Maintain safe distances and use communication systems to coordinate with other cranes. ✓ Temporary relocation of tower complex residents where required ✓ Demarcate the site and not allow any movements where lifting operations are taking place ✓ Develop a comprehensive lifting plan ✓ Tower crane to be operated by a competent operator

ACTIVITY: MECHANICAL LIFTING

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Proper communication with other teams on site
Accessing the cabin	✓ Heights	✓ Falling from heights	✓ Fatality	**H**	✓ Use safety harnesses and ensure proper anchoring points and access
Tower Crane supervision	✓ Lifting operations around workers; ✓ Workers in crane operating radius;	✓ Persons underneath load struck by materials; ✓ Load swinging / spinning uncontrolled; ✓ Falling materials; ✓ Damage to lifting slings from sharp edges; ✓ Over-sailing of material over live traffic routes; ✓ High winds – adverse weather;	✓ Injuries ✓ Fatality ✓ Property damages		✓ Lift controlled by designated trained rigger/banks man using approved hand signals only; ✓ No personnel situated or walking under elevated loads, avoid over-sailing of personnel if practicable; ✓ No over-sailing of loads over live traffic routes without road closure; ✓ No lifts undertaken when wind speed exceeds 40kph; ✓ No blind lifts without visual and communication aids, radios etc.; ✓ Tag lines shall be used to guide materials while lifting, 2 lines minimum 10m in length; ✓ Slings protected from sharp edges with rubber etc.; ✓ Riggers to undertake visual inspection of all lifting equipment daily;

ACTIVITY: MECHANICAL LIFTING

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Tower crane allowed to 'weathervane' in high winds;
✓ Jumping and dismantling of Tower Crane	✓ Works at Height;	✓ Fall from height; ✓ Falling materials from height; ✓ Use of untrained personnel; ✓ Dismantling in adverse weather;	✓ Injuries ✓ Fatality		✓ Ensure crane is jumped or dismantled to standards by trained competent erection personnel; ✓ No dismantling or jumping in adverse weather or high winds; ✓ Concise Dismantling Method Statement compiled and available in work area for review; ✓ Area below works cleared and barriers implemented during jumping or dismantling;

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	PROJECT LOCATION: FOREST HILL
	PROJECT DESCR: CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: FALSE WORK

Task	Hazard	Risk	Consequence	Rating	Controls
Transporting shutters	✓ Defective strapping ✓ Incompetent driver ✓ No inspection ✓ Overloading of truck	✓ Falling load ✓ Loss of control of vehicle	✓ Injuries ✓ Property damages	**M**	✓ Ensure that the load is properly secured in the truck. ✓ Driver must have a valid PDP ✓ Driver must inspect truck and ensure that it is roadworthy ✓ Driver must keep the speed limit while driving
Offloading of shutters	✓ No stop blocks ✓ Ignition on ✓ Untrained crane operator ✓ No load testing	✓ Accidental movement of truck ✓ Falling loads ✓ Uncontrollable movement of crane	✓ Fatalities ✓ Property damages	**H**	✓ Place stop blocks behind the wheels. ✓ Operators should ensure that the ignition is off prior to leaving the plant. ✓ Keys should be removed from the ignition and returned to the office for safekeeping, ✓ Ensure that crane operator and rigger are trained and medically fit to operate the crane. ✓ Ensure that the crane and all lifting equipment are load tested and SWL is displayed.
Installing shutters	✓ Untrained personnel ✓ No PPE ✓ Poor housekeeping ✓ Defective hand tools ✓ Defective shutters	✓ Falling shutters ✓ Cuts ✓ Hitting employees	✓ Injuries	**M**	✓ Ensure that shuttering is only done by trained personnel. ✓ Provide employees with relevant PPE. ✓ Ensure proper housekeeping on site ✓ Inspect tools and shutters prior to installing
Dismantling shutters	✓ No PPE ✓ No supervision	✓ Falling shutters ✓ Cuts	✓ Injuries	**M**	✓ Ensure that dismantling is done under supervision of a competent person.

	OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT	
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	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: FALSE WORK

Task	Hazard	Risk	Consequence	Rating	Controls
	✓ Untrained personnel ✓ Defective tools	✓ Hitting employees			✓ Ensure that dismantling is only done by trained personnel. ✓ Provide employees with relevant PPE. ✓ Ensure proper housekeeping on site. ✓ Inspect tools and shutters prior to installing
✓ Formwork installation	✓ Works at Height; ✓ Manual Handling; ✓ Worker competency; ✓ Lifting materials to height; (crane)	✓ Fall from Heights; ✓ Falling objects; ✓ Manual Handling ✓ Incorrect Design and Erection of formwork resulting in collapse; ✓ Use of unsupervised or untrained personnel to erect formwork; ✓ Erection of Formwork; ✓	✓ Injuries ✓ Property damages	**M**	✓ Safety harness and lanyard are to be used and hooked off to a secure anchor point when working around exposed edges; ✓ No shock lanyard to be used below 6m in height; ✓ All hand tools to be tied off when working at height over workers below; ✓ Correct manual lifting techniques of formwork communicated to workers; ✓ The erection of temporary structures shall be undertaken under supervision of a competent person under control of the designated Temporary Works Supervisor in accordance with the TW designer's requirements; ✓ All formwork tie rods to be same design/make of wing nuts and not allow slippage under load, double nut in areas where a risk of collapse onto workers under load is possible;

ACTIVITY: FALSE WORK

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ Formwork to be supported following a suitable proprietary bracing system as per design, inadequate or unsuitable fixings shall not be used; ✓ Permit to load to be completed by designated persons before loading of concrete onto formwork; ✓ Temporary Works register to be completed by designated person and available for review; ✓ All workers to be briefed by supervision daily before shift commences; ✓ Area below to be clear of workers during erection, barriers and signage to be implemented; ✓ Formwork to be inspected daily before work by designated Temporary Works Co-ordinator; ✓ Formwork inspected after damage or incident likely to affect structural stability such as high winds, heavy rain or electrical storm; ✓ No overloading of formwork, TWC shall follow design SWL when distributing materials;

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ACTIVITY: STEEL FIXING

Task	Hazard	Risk	Consequence	Rating	Controls
Offloading of steel with mobile crane	✓ Untrained operator ✓ Untrained rigger ✓ SWL of crane not indicated ✓ No guide ropes to control load	✓ Collapse of load onto people ✓ Uncontrollable movement of the crane	✓ Serious injuries ✓ Fatalities ✓ Property damages	**H**	✓ Ensure that the crane operator and rigger are trained and medically fit. ✓ Ensure that inspection on crane is conducted prior to use. ✓ Ensure that SWL is indicated ✓ Ensure that there is good communication and visibility between the operator and rigger. ✓ Guide ropes must be in place to control overhead loads ✓ Ensure that truck is parked in a zero-energy position and have stop blocks in place. ✓ Unauthorised persons not allowed when crane is in operation
Dismantling & installation of steel	✓ Untrained personnel ✓ No PPE ✓ Poor housekeeping ✓ Defective hand tools ✓ Incorrect pushing and pulling of steel	✓ Steel falling on feet and legs ✓ Trips and falls	✓ Injuries	**M**	✓ Ensure that only trained employees are dismantling the steel ✓ Ensure that employees have the relevant PPE. ✓ Ensure proper housekeeping ✓ Ensure that hand tools are used prior to use. ✓ Ensure that the pulling and pushing system is correctly done and monitored.

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ACTIVITY: STEEL FIXING

Task	Hazard	Risk	Consequence	Rating	Controls
Cutting steel with a grinder	✓ Grinder ✓ Faulty connection points ✓ No inspections ✓ Untrained operator ✓ No PPE ✓ Damaged cutting disc	✓ Electrocution ✓ Cuts	✓ Injuries ✓ Amputation	**M**	✓ Ensure all grinders and connections are inspected ✓ Ensure that safety guards are in place on the grinder ✓ Handle and switch of the grinder should be inspected and tested prior to use. ✓ Only trained employees may use grinders ✓ Proper PPE to be used ✓ Inspect cutting disc prior to use
Binding steel with wire (using nip pliers)	✓ Defective tools ✓ No PPE	✓ Cuts	✓ Injuries	**L**	✓ Inspect tools prior to using ✓ Ensure that the wire used to bind steel is bent at the end to prevent eye injuries ✓ Ensure that proper PPE is provided

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ACTIVITY: CONCRETE WORKS

Task	Hazard	Risk	Consequence	Rating	Controls
Concrete works	✓ Moving bucket	✓ Hitting employees	✓ Injuries	**M**	✓ Workers to stand clear of the path of the bucket ✓ Banksman to direct the loading and offloading activities
	✓ Working at heights	✓ Falls from heights	✓ Injuries	**H**	✓ Only work on platforms that are fully boarded and handrails installed
	✓ Concrete splashing	✓ Skin contact	✓ Dermatitis ✓ Skin burns	**M**	✓ Use of skin protection ✓ Provide gloves and safety boots ✓ Have MSDS
	✓ Concrete splashing	✓ Eye contact	✓ Eye injuries	**M**	✓ Provide safety goggles
Operating concrete truck	✓ Incompetent operator	✓ Hitting employees; ✓ Bumping vehicles and properties	✓ Injuries ✓ Property damages	**M**	✓ Only trained, competent and appointed operators may operate a concrete truck ✓ Flagman to be posted to direct the operator
	✓ Speeding	✓ Hitting employees; ✓ Bumping vehicles and properties	✓ Injuries ✓ Property damages	**M**	✓ Site speed limits to be adhered to at all times
	✓ Manual handling of chutes	✓ Incorrect handling	✓ Injuries	**M**	✓ Training in correct handling methods ✓ Provide employees with gloves. ✓ Provide leather gloves for concrete chute

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ACTIVITY: CONCRETE WORKS

Task	Hazard	Risk	Consequence	Rating	Controls
Pouring concrete with a bucket by means of a mobile crane	✓ Incompetent operator	✓ Hitting employees; ✓ Bumping vehicles and properties	✓ Injuries ✓ Property damages	**M**	✓ Only trained, competent and appointed operators may operate a concrete truck. ✓ Flagman to be posted to direct the operator
	✓ Unauthorised / unsuitable crane	✓ Hitting employees; ✓ Collapse of material	✓ Injuries ✓ Property damages	**M**	✓ Crane to be inspected by a competent person prior to use. ✓ Unsuitable crane to be tagged and locked out
Siting and setting up of concrete pump	✓ Working in proximity to existing structures and services;	✓ Overturning due to incorrect siting or incorrect pump outrigger extension; ✓ Collision of jib with overhead services; ✓ Blocking access routes with pump; ✓ Jib striking stationary structures;	✓ Injuries ✓ Property damages	**M**	✓ Ensure pump is set up/rigged out correctly, is on firm level ground as per siting plan with outriggers fully extended; ✓ Solid barriers should be situated, where practicable, to protect pump from traffic routes around working radius of cab; ✓ Consideration given to overhead services and existing structures when siting pump;

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ACTIVITY: CONCRETE WORKS

Task	Hazard	Risk	Consequence	Rating	Controls
Pumping concrete (Pump Operator)	✓ Operator competency; ✓ Pump planning; ✓ High pressures;	✓ Incident due to use of defective hoses / equipment; ✓ Concrete spillage; ✓	✓ Injuries ✓ pollution	**M**	✓ Pumping Plan to be completed prior to any pour taking place by Temporary Works Coordinator; ✓ Method statements and risk assessments to be submitted and adhered to; ✓ Pump load indicator to be functioning correctly, and not to be overridden under any circumstances; ✓ Operator to adhere to safe working load limits; ✓ Daily inspections of hoses, pipes, connections etc. prior to use. Damaged equipment immediately removed from service; ✓ Pump hopper guards to be in place at all times; ✓ Plastic sheeting placed under hopper to contain spills;
Pumping operation supervision	✓ Pumping operations around workers;	✓ Worker struck by delivery vehicle;	✓ Injuries		✓ No over-sailing of hose over live traffic routes without road closure;

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ACTIVITY: CONCRETE WORKS

Task	Hazard	Risk	Consequence	Rating	Controls
	✓ Workers in pump operating radius; ✓ Reversing concrete delivery vehicles;	✓ Hose swinging / spinning uncontrolled; ✓ Pump operator unable to see task – high level pumping; ✓ Over-sailing of material over live traffic routes; ✓ Use of concrete – protective gear; ✓ Working on rebar – risk of injury;	✓ Property damages		✓ Supervision to undertake visual inspection of all pumping gear and equipment daily; ✓ Workers to wear correct PPE at all times, nitrile gloves, wellingtons, glasses; ✓ Flagmen controlling delivery truck movements; ✓ Spotters to direct pump operators at high level in clear view at all times; ✓ All concrete soaked workwear to be removed immediately; ✓ Planks placed on rebar for worker access, clear access maintained
Crane parking	Unstable ground	✓ Crane overturning	✓ Injuries ✓ Property damages	**M**	✓ Crane to be established on solid ground with outriggers fully extended and pads in place

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ACTIVITY: WORKING AT HEIGHTS

Task	Hazard	Risk	Consequence	Rating	Controls
Working at heights	✓ Heights ✓ Unfit employees ✓ Using hand tools ✓ Unsecured tools and equipment	✓ Falls ✓ Falling onto employees	✓ Injuries	**M**	✓ Employees to use proper PPE including safety harnesses when working at heights. ✓ Inspect all tools prior to use. ✓ Provide training for using safety harnesses correctly. ✓ Employees working at heights must be certified fit to work. ✓ Hand tools must be attached to lanyards when working at heights. ✓ Use tool bags ✓ Use netting system below each level. ✓ No work should be done on the ground when work at heights is in progress. ✓ Proper signage to be displayed.

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	PROJECT LOCATION:	FOREST HILL
	PROJECT DESCR:	CONSTRUCTION OF 2,5Ml WATER TOWER AT FOREST HILL, JOHANNESBURG SOUTH

ACTIVITY: SCAFFOLD WORK

Task	Hazard	Risk	Consequence	Rating	Controls
Scaffold work	Improper erection	✓ Collapse ✓ Falling of employees and equipment	✓ Property damages ✓ Fatalities	**H**	✓ Only a competent scaffold erector may erect a scaffold. ✓ Scaffold to be erected on firm, stable base ✓ Check the stability of the scaffold prior to allowing employees to climb on them. ✓ Mobile scaffolds must have their wheels locked before any person is allowed to climb on them. ✓ All parts of the work platform and scaffold must have safe means of access ✓ Unattended or incomplete scaffold should be prevented against unauthorized access. ✓ Suitable access ladder must be provided ✓ A fall arrest harness must be worn. ✓ Never use worn out fall arrest equipment. ✓ Suitable equipment for rescue must be available ✓ Proper bracing of the scaffold ✓ Scaffold to be securely tied to a structure
Working on scaffold	Overloading	✓ Collapse	✓ Property damage	**H**	✓ Display the safe working load of the scaffold

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ACTIVITY: SCAFFOLD WORK

Task	Hazard	Risk	Consequence	Rating	Controls
		✓ Falling of employees and equipment	✓ Fatalities		✓ Never exceed the SWL of the scaffold
Working on scaffold	Overhead lines	✓ Contact with overhead lines ✓ Contact with employees	✓ Property damages ✓ Electrocution	**H**	✓ Erect the scaffold away from power lines ✓ Keep tools away from overhead lines ✓ Fall arrest equipment to be attached
	Unstable ground conditions	✓ Collapsing of scaffold	✓ Injuries ✓ Property damage	**H**	✓ Ensure that the foundation / footing of the scaffold is stable and levelled ✓ Only trained and competent persons may erect a scaffold
	Non-compliant scaffolding	✓ Collapsing of scaffold	✓ Injuries ✓ Property damage	**H**	✓ All platforms to be fully boarded and boards used to comply with SANS 085 ✓ All components of the scaffold must comply with SANS 085
Work platform	Inadequate space	✓ Falling persons and objects	✓ Fatalities ✓ Property damages	**H**	✓ Work platform should be at least 1m wide and capable of carrying the load that the type of work carried out may require

ACTIVITY: SCAFFOLD WORK

Task	Hazard	Risk	Consequence	Rating	Controls
					✓ To prevent persons from falling from the outside edges of work platforms, guardrails and mid-rails must be fitted. ✓ If loose objects or other materials may be present on the platform, edge protection/ toe boards must be provided on work platforms.
Edge protection	Working close to edges	✓ Falling	✓ Fatalities	**H**	✓ To prevent persons from falling, edge protection must be erected around the perimeter of the work. This must comprise the guardrail and mid-rail designed to withstand any reasonable force, which is expected to fall against it. ✓ Only a competent person may erect an edge protection system ✓ Edge protection can be in the form of hook on boards used as toe boards

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ACTIVITY: PIPE JACKING

Task	Hazard	Risk	Consequence	Rating	Controls
✓ Pipe jacking	✓ Working in confined spaces	✓ Lack of oxygen ✓ Harmful gases ✓ Entrapment	✓ Asphyxiation ✓ Serious injuries ✓ Fatalities	**H**	✓ Develop a confined space procedure. ✓ Develop a permit to work system. ✓ Only authorized and trained personnel to enter confined spaces. ✓ Ensure that the gases are purged before entry. ✓ Provide employee with oxygen mask ✓ Have an employee trained in first aid ready. ✓ Confined space may not be smaller than 800mm in diameter.
	✓ Working at heights	✓ Falling	✓ Fatalities ✓ Serious injuries	**H**	✓ Proper PPE to be issued ✓ Provide rigid edge protection.
	✓ Lifting operations	✓ People hit by load ✓ Collapsing of pipe ✓ Incorrect slinging	✓ Injuries	**M**	✓ No people are allowed to be at the jacking site. ✓ Slinger to be identifiable and wear reflective PPE. ✓ Lifting machinery to be inspected prior to use. ✓ Lifting machinery to be load tested.
	✓ Deep excavation	✓ Falling	✓ Fatalities	**H**	✓ Barricade the jacking pit ✓ No unauthorized entry ✓ Site should be fenced off and locked out. ✓ Signage should be put up
	✓ Jetting rig	✓ Crushing by horizontal move of the rig; ✓ People hit by drop load	✓ Injuries	**M**	✓ Enter the shaft only once the load has reached the bottom. ✓ Signaler to make the people in the shaft aware of the moving load.

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ACTIVITY: PIPE LAYING & WELDING

Task	Hazard	Risk	Consequence	Rating	Controls
Pipe laying	✓ Steel ✓ Employees working around the excavation	✓ Static electricity ✓ Rough edges ✓ Heavy steel ✓ Hit by pipe	✓ Electrocution ✓ Injuries	**M**	✓ Ensure that pipes are earthed ✓ Provide gloves to employees ✓ Heavy pipes to be lifted mechanically
Pipe laying	✓ Crane	✓ Failure of the crane ✓ Employees	✓ Fatalities	**H**	✓ Inspect the crane prior to use. ✓ Only trained and competent person to operate the crane ✓ Employees to steer clear of lifting operations ✓ Faulty cranes to be tagged and not used ✓ Wind speed and direction to be considered before using the crane ✓ Crane to be load tested ✓ Only certified loads to be carried on the crane
Tie ins & pressure testing	✓ Pressurized water	✓ Hitting employees ✓ Burst	✓ Fatalities ✓ High water losses	**E**	✓ Ensure that the water is shut down ✓ Ensure that the correct class of pipe is used as well as valve specifications are correct ✓ Develop and follow a method statement ✓ Use only competent person to perform the task. ✓ Don't exceed pipe operating pressure, ensure pipe is correct diameter and is not damaged.
Pipe welding	✓ Welding equipment	✓ Poor maintenance ✓	✓ Injuries	**M**	✓ Welding equipment is visually checked before each use;
	✓ Welding	✓ Sparks	✓ Fire	**H**	✓ Welding screens to be used

	✓	✓ Sparks	✓ Burns	**L**	✓ Fire resistant overalls and apron to be worn. ✓ Develop method statement for welding inside the pipe
	✓	✓ Glare	✓ Arc eyes	**M**	✓ Welding glasses to be used
	✓ Confined space	✓ Entrapment ✓ Inability to move	✓ Injuries ✓ Suffocation	**H**	✓ Develop method statement for welding inside the pipe. ✓ Ensure that the welder is able to fit in properly inside the pipe and move with ease ✓ Use a different method of welding where the pipe's internal diameter is less than 800mm.
Compacting	✓ Compactor ✓ Noise ✓ Dust ✓ Vibration	✓ Overexposure to noise and vibration ✓ Collapsing excavation wall ✓ Inhalation of dust	✓ Noise induced hearing loss ✓ Raynaud's Syndrome ✓ Injuries Respiratory problems	**M**	✓ Use of earmuffs by compactor operator ✓ Dust mask to be worn by compactor operator ✓ Compactor operator to be declared competent before using the machine ✓ Provide operator with anti-vibration gloves and provide rest periods in between.

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ACTIVITY: MECHANICAL WORKS

Task	Hazard	Risk	Consequence	Rating	Controls
Installation of pumps and valves	Heavy pumps and valves	Falling	✓ Injuries ✓ Property damages	**M**	✓ Use proper lifting equipment ✓ Ensure that only the relevant people are in the work area. ✓ Ensure that lifting equipment is load tested. ✓ Only competent personnel to undertake this task
	Steel fixing	✓ Falling ✓ Slip	✓ Injuries	**L**	✓ PPE, including safety boots and goggles must be used
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

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ACTIVITY: MECHANICAL WORKS

Task	Hazard	Risk	Consequence	Rating	Controls
	✓ Sparks	✓ Contact with skin	✓ Skin burns	**L**	✓ Personal Protective Equipment to include face, eye and skin protection
	✓ 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
Install generator	✓ Lifting equipment	✓ No SWL displayed ✓ Faulty equipment ✓ Employees standing around	✓ Serious injuries ✓ Property damages	**M**	✓ Load testing of lifting equipment ✓ Inspection of lifting tackle and equipment prior to use ✓ Display SWL ✓ Only competent people to operate the lifting equipment ✓ Access control to the lifting area
Fueling the generator	✓ Spillages	✓ Slips, trips, falls	✓ Injuries	**L**	✓ Prevent spillages ✓ Use drip trays ✓ Use funnels for fueling
		✓ Fire	✓ Injuries	**M**	✓ No smoking allowed near the generator

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ACTIVITY: MECHANICAL WORKS					
Task	**Hazard**	**Risk**	**Consequence**	**Rating**	**Controls**
	✓ Diesel fumes	✓ Inhalation	✓ Respiratory problems	**L**	✓ Provide employees with respirators
		✓ Skin contact	✓ Skin irritation	**L**	✓ Provide employees with gloves, safety boots and overalls
	✓ Running engine	✓ Explosion	✓ Injuries	**M**	✓ Switch engine off before refueling and make sure fuel cap is replaced. ✓ No smoking allowed near the generator
Running the engine	✓ Noise	✓ Over-exposure	✓ Noise-induced hearing loss	**M**	✓ Provide employees with hearing protection ✓ Provide rest periods for employees
	✓ Vibration	✓ Over exposure	✓ Raynaud's Syndrome	**L**	✓ Provide employees with vibration gloves. ✓ Rotate employees or provide rest periods.
	✓ Fumes	✓ Inhalation	✓ Respiratory problems	**L**	✓ Provide employees with respirators ✓ Never use indoors

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ACTIVITY: ASBESTOS REMOVAL

Task	Hazard	Risk	Consequence	Rating	Controls
Removal of asbestos pipe	✓ Asbestos cement dust	✓ Inhalation of asbestos fibers	✓ Asbestosis	**H**	✓ No asbestos pipe should be cut. The entire length of pipe should be removed (remove clamps) ✓ Appoint a registered Asbestos Contractor
Disposal of asbestos pipe	✓ Asbestos fibers	✓ Inhalation of fibers ✓ Incorrect disposal	✓ Asbestosis	**H**	✓ Appoint a registered Asbestos Contractor for the removal and disposal of asbestos and asbestos containing waste. ✓ Appoint an AIA to conduct an asbestos survey to determine the level of exposure of the employees. ✓ Obtain a clearance certificate from the AIA ✓ Obtain a safe disposal certificate from the Asbestos contractor and keep records.
Disposal of asbestos pipe	✓ Asbestos waste	✓ Inhalation of asbestos dust ✓ Contamination of materials	✓ Lung infections	**M**	✓ Ensure that asbestos waste is removed within 90 days of accumulation by a registered asbestos contractor. ✓ Provide employees with suitable dust masks ✓ Demarcate and cover asbestos waste (soils)

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ACTIVITY: TRAFFIC MANAGEMENT

Task	✓ Hazard	✓ Risk	✓ Consequence	Rating	✓ Controls
Pipe installation next to the road	✓ Moving vehicles and pedestrians ✓ Improperly placed signage ✓ Incorrect signage displayed ✓ Poor communication between flagmen	✓ Road accidents ✓ People getting knocked down by cars ✓	✓ Fatalities ✓ Serious injuries ✓ Property damages	**H**	✓ Adhere to traffic management procedures ✓ Proper training of flagpersons ✓ Ensure good communication between flagmen ✓ Display correct road signage, and put reflective barricades for additional visibility, especially at night and when it is dark / foggy. ✓ Employees should wear reflective PPE ✓ Keep area clean & clear of obstacles. ✓ Obtain wayleaves from the roads agency (JRA)
Pipe installation via trenchless methods under the road	✓ Vibration	✓ Road collapse	✓ Fatalities ✓ Property damages	**H**	✓ Only experienced service providers for pipe jacking and horizontal directional drilling should be appointed. ✓ Pipe jacking and HDD to be done within the permitted timeframes issued by JRA and SANRAL. ✓ Ensure that wayleaves from JRA and SANRAL are always valid, and are complied with.

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ACTIVITY: GENERAL ACTIVITIES ON SITE

Task	Hazard	Risk	Consequence	Rating	Controls
✓ **Working on site**	✓ Unhappy community	✓ Community coming to survey site ✓ Violence against employees	✓ Property damages ✓ Serious injuries	**H**	✓ Develop an emergency response procedure ✓ Meet with the community and all stakeholders prior to commencement of the project ✓ Have the contact details of the nearest police station / JMPD offices
	✓ 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
	✓ Housekeeping	✓ Trips and falls	✓ Injuries	**M**	✓ Ensure that proper housekeeping is maintained on site at all times.
✓ **Working in open spaces**	✓ Snakes	✓ Bites ✓ Poisoning	✓ Fatalities ✓ Serious injuries	**H**	✓ Inspect the area for snakes prior to entering ✓ Conduct snake awareness training ✓ Know the do's and don'ts of what to do when coming across snakes
✓ **Working in open spaces**	✓ 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

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ACTIVITY: GENERAL ACTIVITIES ON SITE

Task	Hazard	Risk	Consequence	Rating	Controls
✓ **Working in open spaces**	✓ Sharp objects	✓ Getting pricked by sharp objects	✓ Tetanus ✓ Injuries	**M**	✓ All employees to get Tetanus vaccination. ✓ Provide employees with proper safety boots
✓ **Working in open spaces**	✓ 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
✓ **Working in open spaces**	✓ 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
✓ **Working in open spaces**	✓ Open excavations	✓ Falling inside	✓ Injuries	**M**	✓ Employees to be vigilant while working on site
✓ **Working in open spaces**	✓ 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