

BID NO: NCEDA22/01

Department of Roads & Public Works

## DEPARTMENT OF ROADS & PUBLIC WORKS



the dr&pw

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

### HEALTH & SAFETY SPECIFICATION AND BILLS OF QUANTITIES

FOR

### THE REFURBISHMENT AND UPGRADE OF BUNGALOWS

AT

### WITSAND NATURE RESERVE

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#### CLIENT

Northern Cape Economic Development Trade and Investment Promotion Agency

KIMBERLEY

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**STANDARD HEALTH AND SAFETY SPECIFICATION**

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**Standard Bills**

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These specifications shall be used in conjunction with all other applicable Health and Safety specifications, Legislation as in Occupational Health and Safety Act no. 85 of 1993 as amended by Act no.181 of 1993, the Construction Regulations as promulgated on 18 July 2003 and incorporated into the OHS Act by Government Notice No. R1010 published in Government Gazette 25207, General Safety Regulations as promulgated on 18 July 2006 and incorporated into the OHS Act by Government Notice No. 1010 published in Government Gazette 25207 and all other relevant regulations incorporated into the OHS Act as well as ISO 9 000, all Environmental legislation such as:

- Environment Conservation Act No. 73 of 1989
- Water Act No. 54 of 1956
- Hazardous Substances Act No. 15 of 1973
- Atmospheric Pollution Prevention Act No.45 of 1965
- Physical Planning Act 88 of 1967

**GENERAL****Client**

The Client, Department of Roads and Public Works, shall execute his duties as per Regulation 4 of the Construction Regulations of 2003 that states *inter alia*, the following:

A client shall be responsible for the following in order to ensure compliance with the provisions of the Act-

- (a) Prepare health and safety specifications for the construction work, and provide any Contractor who is making a bid or appointed to perform work for the client with the same;
- (b) Appoint each Contractor in writing for the project or part thereof on a construction site;
- (c) Take reasonable steps to ensure that each Contractor's health and safety plan is implemented and maintained on the construction site. Provided that the steps taken, shall include periodic audits at intervals, mutually agreed upon between the client and the Contractor, but at least once every month;
- (d) Stop any Contractor from executing construction work, which is not in accordance with, the Contractor's health and safety plan;
- (e) Ensure that where changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are made available to the principal contractor to execute the work safely;
- (f) Ensure that every Contractor is registered and in good standing with the Compensation fund or with a licensed compensation insurer prior to commencing on site.
- (g) Ensure that potential principal contractors submitting tenders, have made provision for the cost of health and safety measures during construction process.

Therefore, the following specifications from the Client to the Contractor:

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Each and every Contractor shall make the following appointments and provide the necessary training accordingly:

- (a) Construction Works Supervisor
- (b) Health and Safety Representatives
- (c) Health and Safety Committee
- (d) Machinery Supervisor
- (e) Excavation Inspector
- (f) And all the necessary appointments as per the OHS Act and the relevant Regulations

**All appointments should be completed before work commencement, signed, dated and completed in full, be fully explained to the nominated individual and should be at all times displayed on Site Notice Board that will have to be at least 600mm by 800mm.**

The Site Notice Board should also *inter alia*, have the following information on it:

- a. Site regulations concerning safe working procedures
  - b. Information on the nearest first-aid station
  - c. Ambulance
  - d. Doctor
  - e. CSO's number and
  - f. Other relevant persons
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- Each and every Contractor shall give notification of Construction work to the Office of the Department of Labour **PRIOR** to commencement of work.
  - Each Contractor shall provide the Client with a Pre Site establishment checklist
  - Each Contractor shall to monthly safety audits on the project and provide the Client with a copy thereof
  - Each Contractor shall provide to the Client a Health and Safety Representative inspection checklist and ensure that Health and Safety representatives do inspections at least on a monthly basis
  - Each Contractor shall provide and demonstrate to the Client a Health and Safety management policy
  - As per the General Safety Regulations Regulation 4 as contemplated in the Basic Conditions of Employment Act, No. 3 of 1983, have the relevant amount of trained First-Aiders on site.
  - In terms of Regulation 3 of the General Safety Regulations, provide a first-aid box or boxes on the premises of work
  - In terms of Section 23 of the OHS Act, provide all workers at all times, with the necessary PPE.
  - In terms of the Facilities Regulations provide the necessary facilities such as proper ablution, during space, lockers and any other item as per the Facilities Regulations that is necessary to carry out the work safely and without risk to the health of the workers.
  - Keep an incident record book on site at all times.

## SAFE WORKING LOADS

The Contractor shall ensure that where applicable:

- safe working loads of hoists, load bearing beams and cranes are prominently displayed at all times.
- The safe working loads are not exceeded under any circumstances.
- All lifting gear is marked with a unique identity number and recorded in a register



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**ELECTRICAL EQUIPMENT AND PROCEDURES USED BY THE CONTRACTOR**

All electrical equipment shall be regularly inspected by a qualified electrician, who shall be appointed by the Contractor. And the inspections shall be logged. The frequency of inspections shall be determined by the Client. A record of the inspections shall be kept and shall be made available to the Client on request

The Contractor shall ensure that all his electrical equipment conforms to operational and safety requirements.

All earth leakage units shall be tested at intervals of not more than one month and signed for by a qualified electrician.

**COMMISSIONING SAFETY PRECAUTIONS**

The Contractor shall ensure that wherever repairs, adjustments of any other work are undertaken on any plant or machinery, the power supply is switched off, disconnected or the plant/machinery disengaged until the work or repairs have been completed.

**TOXIC MATERIALS**

The Contractor shall exercise all necessary care in the handling of toxic compounds and shall be able to identify the major chemical components in the event of medical treatment being required.

**INDEMNITY OF THE CLIENT AND HIS AGENTS**

Annexure A to this Specification contains a "Mandatory Form of Authority and Agreement in terms of Section 37(2) of the Occupational Health and Safety Act No 85/93, as amended, which agreement shall be entered into and duly signed by both the Client and the Contractor prior to commencement of work. A copy of the signed agreement shall be included in the Contractor's Health and Safety Plan.

Any acceptance, approval, check, certificate, consent, examination, inspection, instruction, notice observation, proposal, request, test or similar act by either the Client or any of his Agents, including lack of disapproval, shall not relieve the Contractor from any responsibility he has under the Act and the relevant regulations (Construction Regulation), including responsibility for errors, omissions, discrepancies and non-compliance.

**SPECIFIC REQUIREMENTS****Design**

No significant hazards can be identified which have not been considered in the detailed design. However, hazard must be anticipated that are due to and arising from shoddy and careless workmanship and unconventional construction methods used by semi-qualified and unqualified craftsmen during skills transfer.

Work sequences are a logical progression of the construction of a building under consideration of the tender documentation, National Building Regulations, Regulations, the Standard Occupational Health and Safety Specifications, other specifications and manufacturers' instructions.

**Security**

The Contractor's material site must be properly secured.



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**Existing environment**

The surrounding roads and properties will be pointed out to the Contractor at site handover.

**Existing services**

All known services will be pointed out at site handover.

Contractors must recognize that all services on the site must be expected to be “live” and potentially critical to the safe functioning of the works. Precautions for any work on or near them should be identified, planned, approved and taken accordingly.

In the event that previously unidentified services are discovered, Contractors shall immediately refer detail of location, suspected condition and status to the Client and await instruction. On no account must any services be interfered with without specific instruction and authority.

**Ground conditions**

As per the geotechnical assessment.

**Related restrictions affecting health and safety**

Being in a residential area, normal daytime working hours are to be adhered to in order to minimize disturbance to surrounding residences.

**Control of pollution**

All rubble, refuse, etc. is to be disposed of in accordance with the municipal by-laws.

Needed to mention, the above mentioned health and safety specifications should be used in accordance with the standard specifications as can be found in the existing tender document of the Client.

The Client can and will, if necessary and in the interest of health and safety, amends the above mentioned specifications.

**Principal Contractor and Contractor**

In terms of Regulation 5 of the Construction Regulations, after receiving the health and safety specifications from the Client, the Principal Contractor shall provide and demonstrate to the Client a Health and Safety Plan. This Health and Safety Plan shall indicate that the (Contractor) shall perform, but is not limited to, the following duties:

**GENERAL REQUIREMENTS**

- Administration
- Appointments
- Safety committees
- Registers, Checklists and permits
- Incident management
- Emergency planning
- Contractors
- Risk assessment
- Audits
- Hazardous substance control

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- Training
- Additional requirements
- Planning

**Annexure:**

The following annexures should be attached to the Health and Safety Plan and the format should be agreed upon between the Client and the Contractor:

- Pro forma for Construction Works Supervisor appointment
- Pro forma for Health and Safety Representative Appointment
- Pro forma for Machinery Supervisor appointment
- Pro forma for Excavation Inspector appointment
- Pro forma for Notification of Construction Work
- Pro forma – Pre Site Inspection Checklist
- Monthly Safety Audit Checklist
- Health and Safety Representative Inspection checklist
- Health and Safety Management Policy

**CONCLUSION**

The objectives of this document is to outline all necessary procedures required to implement and maintain a comprehensive Occupational Health and Safety System for Construction Projects in line with specifications prescribed by the Department of Roads and Public Works.

It is general business imperative of the Department of Roads and Public Works to understand and embrace safe working procedures. Violations of simple safety procedures can lead to injury and even loss of life. Every accident, no matter how minor, can be translated into costs against the Project. These costs are both direct (damage to property, medical expenses, etc.) and indirect (investigation proceedings, disruption of work, delay in program, plant replacements, etc).

In order for an easier understanding of legislative requirements in particular with regard to the Construction Regulations this proposed planning document has been compiled in a very simplistic manner. It will therefore not focus on each and every scenario that may arise and does not intend to convey all requirements of statutes other than the following:

1. Occupational Health and Safety Act No. 85/93 as amended by Act No. 181/93
2. Incorporated Regulations of the Act – Construction Regulations of 2003
3. Relevant SABS codes of the Practice as per Section 40 of the OHS Act.
4. Compensation for Occupational Injury and Diseases Act no. 130 of 1993 as amended.

**STANDARD ABBREVIATIONS**  
**OCCUPATIONAL HEALTH AND SAFETY**

ITEM	TERM	ABBREVIATION
1	Health and Safety	H&S
2	Occupational Health and Safety	OHS
3	Safety Health and environment Representative	SHE REP
4	Hazard Identification and Risk Assessment	HIRA
5	Personal Protective Equipment	PPE
6	General Administrative Regulations	GAR
7	Facilities Regulations	FR
8	General Safety Regulations	GSR
9	Environmental Regulations	ER
10	Electrical Installation Regulations	EIR
11	Asbestos Regulations	AR
12	Driven Machinery Regulations	DMR
13	General Machinery Regulations	GMR
14	Electrical Machinery Regulations	EMR
15	Diving Regulations	DR
16	Lead Regulations	LR
17	Vessels under Pressure Regulations	VPR
18	Regulations for Hazardous Chemicals Substances	HAZCHEM Reg.
19	Major Hazard Installation Regulations	MHIR
20	Construction Regulations	CR
21	Mines Health and Safety Act	MHS ACT
22	Compensation for Occupational Injuries and Diseases Act	COIDA
23	South African Bureau of Standards	SABS
24	Construction Safety Officer	CSO
25	Medical Safety Data Sheet	MSDS
26	Tunneling Regulations	TR
27	Traffic Calming Devices	TCD
28	Environmental Impact Assessment	EIA
29	Hazardous Chemical Substances	HCS
30	Dangerous Goods	DG
31	Dry Chemical Powders	DCP



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**HEALTH AND SAFETY SPECIFICATION****BREAKDOWN OF MINIMUM EXPECTED COST ITEMS****CARRY TOTAL TO PRELIMINARIES SECTION C OF THE BoQ: PAGE 2: ITEM 36**

NO	GENERAL REQUIREMENTS	STATUE	QTY	RATE	AMOUNT
1	Contractor's Health and safety Plan	Regulation 5 of CR	1/site		
2	Contractor's full time construction Supervisor	Regulation 6(1) of CR	1/site		
3	Risk Assessment	Regulation 7(1)	1/site		
4	Fall protection plan	Regulation 8(1)	1/site		
5	Demolition work	Regulation 12 (1) of CR	1		
6	Scaffolding and suspended platforms supervisor (Full time)	Regulation 14(1) of CR	1		
7	Construction welfare facilities	Regulation 28(1)	1		
8	Health and safety induction	Section 13 of OHS ACR 85/93	1		
9	Trained health and safety representatives	Section 17 and 18 of OHS ACT 85/93	2 rep for every ten employees		
10	Trained health and safety committee(s)	Section 19 and 20 of OHS ACT	At least one (1) Committee		
11	Provision of PPE for workers free of charge at employer's expense	Section 23 of OHS Act 85/93	All workers on site		
12	Provision of trained first-aiders full time on site	Regulation 3(94) of GSR	2 trained first-aiders for up to every 10 employees		
13	Log books including health and safety file full time on site	Regulation 8(1) of GAR	1		
14	Notices on site	Regulation 11(1) of GAR	3		
15	Safety straps, safety harnesses, safety rails and safety devices	Section 8 of OHS ACT 85/93			
16	Full time health and safety officer on site		1		
17	Compliance to Health Protocols related to the Covid-19	Regulation 18	1		
	<b>TOTAL EXCL VAT (CARRIED OVER TO PRELIMINARIES SECTION OF BoQ: PAGE 2: ITEM 36)</b>				