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HEALTH & SAFETY SPECIFICATIONS FOR MINOR CONSTRUCTION WORK ACTIVITIES AT SANBI PREMISES.

1. PURPOSE

The objective of the Health and Safety Specifications is to provide a guideline for the principal contractor in complying with the requirements of the Occupational Health and Safety Act 85 of 1993 and its Regulations.

The Health and Safety Specifications do not replace the OHS Act and relevant regulations, but is a supplementary document to the requirements of relevant legislation and the conditions of the contract agreement between the SANBI and the Principal Contractor.

It does not imply that sections of legislation not referred to in full in this document are of less importance and/or not relevant. The Contractor remains responsible to comply with the Act, regulations and their health and safety plan.

In terms of Section 37 of the Occupational Health and Safety Act (Act no. 85 of 1993), SANBI 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 SANBI 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 Service providers entering into a contractual agreement/relationship with SANBI achieves and maintains an acceptable level of occupational health, safety and environmental performance whilst conducting activities to perform the contract work.

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 and it covers any of the following activities:

- Alterations and renovations to existing buildings
- Demolition work (portion of buildings)
- Altering & openings in existing walls
- Dismantling & storage of material & disposal
- Removal of canopy fixed to façade
- Breaking up of mass concrete/brick paved areas and brick work
- Removal of all sanitary fittings
- Preparatory work to existing surfaces
- Work conducted inside existing buildings

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Earth works / open face excavations/trenches/backfilling
Concrete works; formwork; reinforcing
Concrete in foundations – superstructure
Rough formwork
Steel reinforcement
Masonry work / water proofing of roof coverings
Carpentry and joining
Ceilings installation; partitioning / access flooring
Iron monger
Installation of bathroom fittings
Structural steelwork / metal work
General plastering work
Tiling work
Paint work on new work (external plastered walls)
External works – preparation of soil for paving
Removal of existing work
Building up openings
Re-fixing of existing palisade fencing
Earth works and filling (import material)
Soil poisoning -Submit MSDS
Concrete formwork & reinforcement
Formwork to soffits of solid slab, sides of bases
Reinforced concrete casts – strip footings & bases
Masonry work – for new work
General brick work (one and two brick walls)
Building of superstructure
Installation of concrete lintels
Waterproofing (damp proofing of walls/floors/roofs)
Installation of roof coverings (galvanized steel)
Installation of roof insulation
Carpentry & joining work (new work scope)
Installation ceilings; partitions & access flooring
Installation of electrical light fittings
Installation of suspended ceilings
Ironmongery work
Fitting of bathroom fittings
Metal work – including door frame installations; gates and screens
External/internal plastering work (New work scope)
Tiling, including wall tiling/floor tiling
Plumbing and drainage work (New work scope)

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Disinfection of water pipe work (require MSDS of disinfectant)
Soil drainage – Sewer + Pipe + drain fittings
Water supply
Installation of fire appliances “CHUBB”
Boundary & yard walls / palisade fencing
Aprons – compaction of surfaces
Construction of generator plinth
Signage
Installation of electrical fencing
Construction & installation of steel canopies with roof coverings
Internal electrical installations
Site electrical reticulation
Electronic installations to existing buildings

3. Health and safety risks

The following are potential risks associated with the above work activities:

- Falls from height
- Exposure to electricity. Overhead and underground cables
- Proximity to flammable or combustible materials
- Climbing steps and working platforms
- Risk of vehicle overturning
- Risk of eye injury from flying particles and dust.
- Cancer risk from Exposure to asbestos
- Slips trips and falls due to untidy work area
- Manual handling activities
- Using various types of machinery and tools.
- Moulds, fungi and bacteria.
- Dermatitis
- Cuts and abrasions
- Struck by machinery
- Loss of fingers/limbs
- Risk of pain or injury from performing repetitive tasks.

- Exposure to noise
- Struck by falling objects
- Risk of eye injury from solvent splashes or vapors
- Vibration white finger
- Hand and foot injury
- Sun exposure

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4. SITE SPECIFIC HEALTH AND SAFETY REQUIREMENTS BASED ON PROJECT SCOPE.

1. The principal contractor and all his appointed contractors shall be registered with an appropriate Compensation Commissioner or similar insurer and have available a valid letter of good standing at all times.
2. Ensure SHE file submitted before work commences to SANBI OHS division for evaluation.
3. Ensure all employees undergo medical examination and are declared fit for the job they are employed for by a Medical Practitioner.
4. All employees under his control undergo company specific induction and SANBI induction.
5. Ensure before work commences employees are trained on the health and safety risks associated with the work they are conducting.
6. Ensure employees are trained on company procedures, policies, method statements and informed of SHE requirements as per the specification.
7. Ensure legislative requirements are complied with during the duration of the contract and ensure that their employees comply also.
8. Ensure that you have signed the 37 (2) Agreement before any work commences and copy kept on their SHE file.
9. Ensure that 37(2) Agreement(s) are signed between yourself and any other sub-contractor which you may appoint.
10. Ensure that sub-contractors have valid Compensation Commissioner Letter of Good Standing.
11. Prevent any employee or visitor who is under the influence of any alcohol or drugs (in state of intoxication) from being allowed to site.
12. Ensure the safety of employees who are taking legal medication.
13. Must hand over a consolidated SHE file at the end of the contract.
14. Stop his/her employees who are doing unsafe acts or who are creating an unsafe environment.
15. Investigate all incidents and report to SANBI and ensure all reportable incidents as per the legislative requirement are complied with.
16. Ensure work is supervised by competent personnel and that work is done by competent employees.
17. 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.
18. Ensure tool box talks are conducted to communicate SHE issues in connection to the work being done and any other aspects.
19. Ensure that appointed personnel as per the SHE file are executing their duties as per the legal appointment.
20. Ensure first aid kit is made available in case of any emergency.
21. Ensure that housekeeping is maintained in good condition and that materials are store/stacked properly in designated areas.
22. Have sufficient waste receptacles and ensure the correct disposal of the different wastes.
23. Stop any work from being executed which is not in accordance with the rules for the site or which poses a threat to the health and safety of persons.
24. Service provider will be required to have health and safety policy on his SHE file

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25. 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

26. No fires or open flames are allowed on site unless directly used for construction purposes, e.g. acetylene blowtorch.

27. 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.

28. All employees must be provided with PPEs relevant to the hazard associated with task.

29. All employees shall, as a minimum, will be required to wear the following personal protective equipment for the duration of the contract on any of SANBI projects:

- Protective overalls;
- Protective footwear;
- Protective headwear; and
- Eye, face and ear protection.

30. 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”.

31. 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.

32. Prohibition signage must be displayed where work is performed.

5. WASTE MANAGEMENT

The following requirements shall be incorporated into the waste management plan

Solid Waste:

- Littering on site and the surrounding areas is prohibited.
- Clearly marked litterbins must be provided on site. The Contractor must monitor the presence of litter on the work sites as well as the construction campsite.
- All bins must be cleaned of litter regularly.
- All waste removed from site must be disposed at a municipal/permitted waste disposal site.
- Excess concrete, building rubble or other material must be disposed of in areas designated specifically for this purpose and not indiscriminately over the construction site.
- The entire works area and all construction sites must be swept of all pieces of wire, metal, wood or other material foreign to the natural environment.
- Contaminated soil must be treated and disposed of at a permitted waste disposal site, or be removed and the area rehabilitated immediately.
- Waste must be recycled wherever possible.

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Hazardous Waste:

- No hazardous materials must be disposed of in the veld or anyplace other than a registered landfill for hazardous material. Hazardous waste must be stored in containers with tight lids that must be sealed and must be disposed at an appropriately permitted hazardous waste disposal site. Such containers must not be used for purposes other than those originally designed for. The service provider must maintain a hazardous material register.

7. General competence requirement

The Service provider 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 service provider shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes

Prepared by: OHS Division
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