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Date: 15/05/2024		Project & Scope:	CONSTRUCTION PROJECT BASELINE RISK ASSESSMENT: PROPOSED NEW STINKHOUTBOOM PRIMARY SCHOOL				OUR Contract No:	MLOSC 05/22. Rev 03				
		Prepared by:	MLOSCO TRADING & PROJECTS				Next review date:	May 2025				
1. Identify Hazards		2. Identify Risks				3. Analyse Risks						
Haz	Task & Status	Hazard	Risk	Affected	Risk	Associated risk	Abnormal	Causes of risk	Consequences	Existing controls	Likelihood	Risk rating

ANNEXURE B

Task#	Task description	Hazard/ aspect/ failure	Potential risk	SHEQ category	Raw risk rating	Suggested mitigation/ control measures	Residual risk rating
1	Introduction & training	Incident occurring due to uninformed individual	Injury Asset damage Environmental harm Quality non-compliance	S/H AD E QA	9(H)	<ul style="list-style-type: none"> Induct Pupils/educators staff and management about the construction operations Inform the Pupils/educators management of stages and phase of construction Provide colour coded safety signs and awareness Display notices for all employees/Pupils/ educator's staff and Pupils and educators All employees, contractors & visitors to undergo site induction Site induction to outline site hazards in the work area as well as the recommended precautionary measures Site rules required PPE to be communicated Employees to be trained on tools & equipment required for completing tasks assigned to them Supervisors „to be trained on process control procedure & required records. Proof of conducted job specific training to be on file in safety office / head office Training matrix to be generated to analyse training requirements for site employees Training arranged according to needs analysis Risk assessment to be communicated to all employees to which it is relevant. Record kept of discussion. 	4 (M)
2	Site establishment	Exposure to moving machinery & vehicles	Injury Asset damage	S/H AD	9 (H)	<ul style="list-style-type: none"> Management to ensure the site layout is approved by RE Layout to consider site traffic, plant movement & other interfacing contactor site layouts 	4(M)
		Damage to fauna & flora	Environmental harm	EN	6(M)	<ul style="list-style-type: none"> Site camp foot print & hauling routes to be established & confirmed with Client & RE Bund wall to be built around hazardous storage areas to prevent run off into water system & ground pollution Construct berms to direct construction site runoff from entering the storm water/ natural water system Establish waste storage area 	2 (L)
		Hazardous chemical storage	Injury Ground pollution	S/H EN	9(H)	<ul style="list-style-type: none"> No open flames & no smoking signs to be displayed in the vicinity of hazardous chemical store All safety data sheet (SDS) to be available at all times 	4(M)



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									<ul style="list-style-type: none"> Ensure that the person in charge of the chemical store is adequately and comprehensively informed and trained with regards to the potential risk to health caused by exposure etc. Ensure hazardous chemical storage is bunded Ensure hazardous chemical store is well ventilated Ensure the area is well demarcated and screened off Ensure all spills are reported immediately Liquid bulk storage tanks to be bunded Each bund to be capable of containing the maximum volume of the tank + 10% Fire extinguisher to be in 10-meter radius. 			
	CWP Application	Contractor starting work without CWP	DoL might close site	ADM	6 (M)				Ensure that the CWP application is lodged as soon as the contractor is appointed, while he or she is sourcing guarantees			2 (M)
		Insufficient waste management	Water pollution Ground pollution Aesthetic pollution Air pollution	EN	6 (M)				<ul style="list-style-type: none"> Ensure the waste storage area has sufficient capacity Ensure that all loose materials & waste are covered & tied down to be prevent being dispersed by the wind Ensure storage area clearly marked Ensure all hazardous waste is removed to an approved dumping site/ facility Colour code and label waste bins for waste separation 			2 (L)
		Insufficient storm water management	Water pollution/ storm water system	EN	6(M)				<ul style="list-style-type: none"> Evaluate existing storm water drainage patterns vs construction program Implement temporary drainage channels and berms Monitor effectiveness of temporary measures 			2 (L)
		Testing services not available at start up	Production loss business disruption	QA BD	12 (H)				<ul style="list-style-type: none"> Site laboratory facility to be erected and equipped during site establishment Ensure sufficient water and electricity supply All equipment to be calibrated and copies of certificates submitted to QC officer Offsite laboratory service to be identified and appointed before construction commences Conduct start up audit of laboratory facilities 			6 (M)
		Unapproved material used in construction works	Production loss Business disruption	QA BD	12 (H)				<ul style="list-style-type: none"> Sample of aggregates and mix designs to be tested and approved by RE before construction begins Material approval register and requests established for record purposes 			6(M)
		Process control	Production loss	QA	12 (H)				Method statement and quality control plans to be generated submitted to the client rep. for approval			6 (M)



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		measures not planned	Business distribution	BD				before construction activity commences				
		Restricted/ unsafe access/ egress to site	Injury Asset damage	S/H AD	9 (H)			<ul style="list-style-type: none"> All supervisors trained in process control measures before construction activity commences 				6 (M)
		Collision with vehicle/ individual while creating access through berm using TLB	Injury Property damage	S/H AD R/S/C	6 (M)			<ul style="list-style-type: none"> Only certified and approved operators used Daily plant pre-inspection checklist to be completed and signed off by supervisor Toolbox talk and risk assessment conducted before activity commences (the risk assessment are communicated every 3 months – DSTI done daily) DSTI to be completed and communicated before work commences and communicated before work commences and communication record signed by all employees working in that team. Work area to be barricaded and flagman to control movement of public plant 				2 (L)
		Equipment failure during offloading and positioning of containers/ offices (mobile crane)	Injury Asset damage	S/H AD	9(M)			<ul style="list-style-type: none"> Management (supervisor) to ensure that only certified and approved operator, crane and lifting tackle to be used. All lifting equipment to be inspected and registered Plant pre-inspection checklist to be completed Supervisor to ensure level and solid ground free of underground services All four outriggers to be extended and support with timber planks Check for overhead obstruction (e.g. powerlines, structures) Operator and rigger to attend (sign on DSTI) toolbox talk and risk assessment training before work commences Clear layout map/ instruction to be provided to crane operator 				4 (M)
		Lifted container falling	Injury Asset damage	S/H AD	9(H)			<ul style="list-style-type: none"> Supervisor and rigger to ensure correct lifting tackle and attaching method/procedures applied Correct PPE to be worn by all involved personnel Access to the area to be controlled 				4(M)
		Load swinging and striking employees/ other containers	Injury Assets damage	S/H AD	12 (H)			<ul style="list-style-type: none"> Area to be barricaded off during lifting activities to prevent unauthorized entry Two guide ropes to be used on load to ensure stable movement No lifting during high winds or inclement weather 				6(M)



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									<ul style="list-style-type: none"> Swing radius must be identified to ensure that the load can be offloaded in a safe manner Ensure personnel stay out of the crane swing radius Ensure there are barrier guards showing swing radius A boom angle indicator must be on the crane SWL should be clearly marked on the crane No overhead lifting will be allowed EVER Avoid sudden acceleration or breaking during traveling with a load which will cause the load to swing 			
		Employee injured whilst erecting fence	Injury	S/H	6 (m)				<ul style="list-style-type: none"> Trained and competent workers to be used under supervision for fence erecting Tools to be inspected before commencement of work Employees to wear gloves whilst erecting fence 			2 (L)
		Fence erected outside approved site footprint	Environmental harm	EN	4 (M)				<ul style="list-style-type: none"> Fence line to be set out as approved site layout plan Fence poles/standards to be planted as per setting out 			1(L)
		Public and workers not informed due to inadequate and incorrect signage	Injury Asset damage	S/H AD R/S/C	12 (H)				<ul style="list-style-type: none"> Legal required signage must be displayed and be clearly visible at all times Information, prohibitive, mandatory and emergency signage explained to workers in tool box talks Signage to be inspected daily to ensure that correct and sufficient signage erected 			6 (M)
3	Ergonomics	Uncomfortable work positions	Body soreness: Back, shoulders, neck, hips, knees and/or feet	H					<ul style="list-style-type: none"> Conduct an ergonomic job specification assessment Observe body movements and their frequency Look for awkward movements that involve moving materials with bad postures away from neutral Establish an ergonomics program that can be used to reduce injury by controlling hazards Redesign or install adjustable workstations to reduce awkward joint angles Encourage workers to change posture throughout work shifts Position work in ways that eliminate long/excessive reach, decrease joint flexion/extension requirements and promote neutral postures Avoid employees to work below knees and above shoulders Provide tools that promote neutral joint angles The greater the elbow angle the greater the stress 			



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									<ul style="list-style-type: none"> Train workers to keep elbows closer to body and in neutral posture as they work Establish ergonomic training that is specific to the job to make workers aware of ergonomic hazards 			
		Highly repetitive tasks	Fatigue	H					<ul style="list-style-type: none"> Establish system to rotate employees Job rotations are best when each new task requires a different muscle group 			
		Repetitive lifting of weights over 20 lbs and/or occasional lifting of weights over 50 lbs	Muscle strain, Fatigue and body soreness	H					<ul style="list-style-type: none"> Lifting materials to be used on site 			
		Tools not suitable for a specific task	Injury	H					<ul style="list-style-type: none"> Redesign or install tools that promote neutral postures Establish ergonomic training that is specific to the job to make workers aware of ergonomics hazards and ways to control them 			
4	Site security	Theft/ unauthorized entry	Business disruption Asset damage	BD AD		12 (H)			<ul style="list-style-type: none"> Fencing to be of minimum 1.8m height with 6m gates Security service to be appointed to provide security and access control Employee cards to be issued to site employees/ contractors Photograph of employees to appear on laminated card The existing prefab classrooms will be solidly hoarded off from the construction activities 			6 (M)
		Pupils/educators (including contractor and supplier) under the influence of alcohol or illegal substances	Injury Fatality Asset damage Production loss	S/H AD BD QA		12(H)			<ul style="list-style-type: none"> No employee to be allowed to work when under the influence of drugs or alcohol Random alcohol testing to be conducted on entering site Disciplinary action to be taken against offenders Pupils and educators are not allowed on site Induct the Pupils/ educators security about site activities Induct Pupils/ educator's staff Induct Pupils/ educators management 			6 (M)
5	Emergency preparedness	Insufficient firefighting equipment	Injury Asset damage production loss	S/H AD		9 (H)			<ul style="list-style-type: none"> Firefighting equipment analysis to be conducted at site establishment Firefighting equipment placed as per analysis Identification signage must be clear and visible 			4 (M)



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									<ul style="list-style-type: none"> All relevant equipment to be numbered, inspected and on a register All equipment must be serviced annually or after use Identified personnel to be trained in firefighting No personnel shall intentionally or recklessly damage or misuse anything which is provided in the interest of health and safety. 			
6	Public	Pupils/educators direct connection with site	Injury fatality	S/H	9(H)				<ul style="list-style-type: none"> Safe guard the site for unauthorized entry Have a physical guard for access control Everyone entering site must fill in the register The Pupils/ educators must in writing in form the PC of any of their activities affecting the site The site main entry must be lockable All personal entering site must be in full PPE Advise the Pupils/ educators to make sure that their Pupils and educators is nowhere close to site No Pupils/ educators staff is allowed on site Pupils and educators are not allowed on site Induct security on how to handle Pupils and educators anywhere close to site Inform the Pupils/educators management of any interference due to Pupils/ educators activities 			4(M)
7	First aid	Inadequate medical assistance Untreated injuries	Aggravated injury	S/H	6 (M)				<ul style="list-style-type: none"> Sufficient first aid boxes to be available Identified personnel trained in first aid Identity of first aiders communicated Ensure that appointed first aider is available during each shift First aid boxes to comply with minimum requirements inspected and registered First aid treatment register to be maintained 			2 (L)
8	Facilities	Insufficient Toilet Facilities	Unhygienic conditions	S/H	3 (L)				<ul style="list-style-type: none"> Separate toilets for both genders, must be available and clearly identified 			2 (L)
		Insufficient management of waste	Illnesses and ailments Aesthetic Pollution	S/H EN	6 (M)				<ul style="list-style-type: none"> Separate waste bins for different waste categories to be available and identified Waste disposal plan and schedule must be maintained Bins must have lids 			4 (M)
		Inadequate eating	Poor hygiene	S/H	6 (M)				<ul style="list-style-type: none"> Adequate, cleaning and shaded eating area to be insured 			2 (L)



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		area	Illnesses and ailments									
		Inadequate drinking water provided	Water contaminated Employee dehydration	S/H	6 (M)			<ul style="list-style-type: none"> Facilities or arrangements to be made to ensure sufficient available drinking water for employees in and out of site camp Signage to be installed to identify drinking and non-drinking water facilities Water supply to be increased in heat water conditions 				2 (L)
		Unsafe electrical connection	Injury Electrocution	S/H	12 (H)			<ul style="list-style-type: none"> All cables to be routed underground Only qualified electrician to do installation and termination Certificate of compliance to be issued by electrician 				6 (M)
9	Hazardous chemical storage	Employees not familiar with MSDS Liquid splashing Employees inhaling fumes Liquid spilling from container No information of hazardous substance	Injury Disability Fatality	S/H EN	13 (H)			<ul style="list-style-type: none"> Obtain formal approval of flammable store from the relevant local authority and display the certificate at the entrance to the store Flammable liquid store to conform all legal requirements Assessments to be carried out to determine the quantity of flammable liquid kept on site No open flames and no smoking symbolic signs to be displayed in the vicinity of flammable liquid store All material safety data sheets (MSDS) to be available at all times Liquid bulk storage tanks to be bunded Each bund to be capable of containing the maximum volume of the tank +10% Fire extinguisher to be in 10 meter radius 				5 (L)



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10	Plant selection	Substandard Plant/incompetent operators	Injury Property damage Product loss	S/H AD	6 (M)			<ul style="list-style-type: none"> All plant to report to safety officer upon arrival on site with the following: <ul style="list-style-type: none"> - Certified copy of ID - Valid medical certificate - Valid training certificate for the equipment she/he will be operating - Site induction to be done before any work commence - Legal appointment letter to be done and signed by the operator - Supervisor to be informed of arrival so that the operator can be informed of his duties - Plant to be inspected and taken photos for site register - Pre-start checklist to be done daily and signed off by the supervisor - All damages and fault to be reported immediately 	3 (L)
11	Refuelling of plant	Fuel spillage during refuelling of plant	Soil contamination	EN	6 (M)			<ul style="list-style-type: none"> Bunding or drip tray placed under stationary plant Spill kit to be available at all times MSDS available on site Personnel trained in spill cleaning procedure Fire extinguisher and relevant required signage to be installed (no smoking, no open flames and hearing protection) 	4(M)
12	Operating plant on site	Substandard plant	Injury Asset damage Production loss	S/H AD BD	6 (H)			<ul style="list-style-type: none"> Plant to be inspected by site appointed inspector Plant to be listed on equipment register Daily pre-use checklist to be completed Plant to be equipped with warning devices (construction light, reverse hooter, flag, etc.) 	4 (M)
		Incompetent operator	Injury Fatality Asset damage Production loss	S/H AD BD	12 (H)			<ul style="list-style-type: none"> Operator to be inducted and appointed Proof of medical fitness to be available Proof of qualification certificate available/ drivers licence (code EC) Operator to attend risk assessment and DSTI discussions 	6 (M)
		Speeding violation by plant on site	Injury Fatality Asset damage	S/H AD	12 (H)			<ul style="list-style-type: none"> Supervisor to monitor plant speed on site Speed signage displayed on site Operator to slow down if visibility is poor on site 	6 (M)



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		Collision with other vehicle/equipment on site	Injury Fatality Asset damage Ground contamination Production loss	S/H AD EN QA	12 (H)			<ul style="list-style-type: none"> Operator to adhere to stipulated following distance (40 meters) Plant to be assigned to designated work area Tipper truck/ ADTs assigned to haul roads/ route Plant / vehicle headlights to be on in bad visibility Construction plant of the way rule enforced Warning signage and traffic direction signage erected Vehicles to stay within construction plant operators' line of sight (part of site induction) Site SHE officer to be informed immediately of incident Incident scene not to be disturbed until investigation is completed Spill kit to be used if any spillage caused by damaged plant or vehicle Supervisor to inform client representative to inspect any damage to completed works 				6 (M)	
		Excessive dust caused by construction plant	Air pollution	EN	6 (M)			<ul style="list-style-type: none"> Dust suppression application rate to be established Supervisor to monitor dust in work area Dust suppression application to be increased if excessive dust experience due to activity or weather conditions 					2(L)
		Employee struck by flying objected from plant operation	Injury	S/H	6(M)			<ul style="list-style-type: none"> Section24 – reportable incident Personnel not to be allowed within 10 meters of operating plant (e.g. recycler, grader, roller, etc.) 					4 (M)
14	Site Planning & Preparation - Surveying & setting up Works	Unauthorized/ Incompetent Personnel	12	S/H AD				<ul style="list-style-type: none"> Only competent / authorized personnel to execute the job. Workforce shall undergo Project Safety induction and required training prior to mobilization on site as per QCS/Section-11/Part 1.1.5 Induction Training Safe Start to be conducted by supervisor prior to start of job in which briefing of Risk Assessment will be. Contractor to ensure that detailed reviews of available as built plans for identified buried services are available and referred to. Contractor to survey each site to identify the services with a CAT scanner and pipe finder, plus record and mark the locations of all services 					4
15	Screening & mixing of sub base materials	Unauthorized personnel, lack of control, Plant and equipment movement, poor operator visibility, poor maintenance	16	S/H AD	8M			<ul style="list-style-type: none"> Reporting of incidents/ near misses. Use water as a means of suppression on roadways or in work areas, applying a water spray allows remixing of the subbase material and helping in dump down of dust at source. Have trucks and equipment keep speeds down if dusty conditions are present onsite. Stay out of areas where dust levels are high as well as avoiding being downwind from these areas. Prior to starting, operator shall walk completely around the equipment, and ensure no one is under it, on it or 					4



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		of equipment / vehicle collision and accident between equipment and property damage, environmental impact due to spillage of oil etc. and malfunctioning of equipment/dust/un even ground /Noise						close to it. Operator shall sound horn before startup.				
								<ul style="list-style-type: none"> Operators are not allowed to lift, move or swing loads over anyone. Exercise extreme caution should be exercised while backing up. Parking, operation shall be planned so that the backup maneuvers are limited to a minimum. Overhead clearances shall be checked prior to startup in the vicinity of overhead power lines. Ground personnel must wear the appropriate dust mask and safety goggles. Water trucks shall be used for dust control along haul roads. All equipment must be inspected monthly basis from PMV Plant Dept. Daily equipment pre-check shall be done by the competent operator prior to start & operate the equipment Adequate supervision shall be done by the competent site engineer/foreman Only competent operators shall be allowed to operate on rusher plant equipment No crusher shall be allowed to operate within 100 meters vicinity of any temporary or permanent human occupancy Screening equipment shall be inspected to ensure the result of screened materials is based on the size of the requirements Permits issued by the MoE shall be renewed if the crusher or stockpile is expected to be continued after the date of expiry of the current permit. Whenever any operations are in progress continuous water sprinkling is required in a crusher including the access roads to the crusher area to prevent huge amount of dust accumulation that could pose poor visibility in the working area. Warning signs communicating the potential hazards associated with the isolated materials shall be installed near the stockpiles Rotating mechanism of the equipment shall be protected or Guarded Adequate illumination shall be installed around crusher area especially during night works work shall be suspended in a weather conditions like rain, foggy, heavy sandstorm, extreme heat wave, extreme humidity level & wind speed of 25 knots(46kph) Ensure PPE shall be worn such as cloth gloves, eye protection, safety shoe, hard hat, high visibility vest, coverall, ear plugs/ear muffs when noise exceeding 80dB & dust mask 				



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16	loading and unloading of sub base material	Unskilled operator/ Uneven/non compacted surfaces/ Untrained	12		S/H AD	6L		<ul style="list-style-type: none"> All plant / Equipment's should be operated only by the competent and certified Operators. Safe distance shall be maintained between the Men & plant movements. Driver to ensure that the cargo compartment shutter is properly closed after each loading & offloading operation. Ensure that the ground of offloading area is properly levelled. All site personnel are familiar with accident/Incident reporting procedures and emergency telephone number is known Competent Banks man shall be assigned on site with each plant / Equipment, Plant & equipment to have all round operator visibility. Reversing alarm and beacon lights must be operational. Unauthorized access strictly prohibited. The signalmen/ banks men always visible to the operatives/ drivers. Segregation of plant & operatives with barriers & signage, operatives briefed not to walk / stand around rear of machinery or items of plant. All people involved in the task must be trained and competent. Close supervision shall be done throughout the activities Maintenance of equipment shall be done in safe designated area. Appropriate safety signage's will be displayed at prominent locations so that staff/ subcontractors & visitors will be aware of associated risk released from the ongoing work. Periodic inspection and maintenance of equipment and vehicle. No loading unloading activities under overhead power cable. 			3	
								<ul style="list-style-type: none"> Ensure unloading area is clear of the people and equipment. Ensure the load is evenly distributed. The load does not exceed the carrying capacity of the vehicle or axel loadings. Tyres and low-level equipment have not been damaged when going off road. Mud and stones are not deposited on the public highway. There are no stones, bricks, etc. trapped between tyres that could become a hazard to other road users or pedestrians. Wet loads are adequately drained before transporting. Ensure that 15 meters tipping exclusion zones maintained Personal Protection Equipment (PPE) including a hard hat, gloves, safety boots and a high visibility vest or jacket and if appropriate eye and ear protection are available and worn at all times when outside the cab Tyre pressures are checked regularly by operators. 				



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Date: 15/05/2024	Prepared by: MLOSCCO TRADING & PROJECTS	Prepared for: North West: Department of Public Works
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1. Identify Hazards			2. Identify Risks					3. Analyse Risks				
Haz	Task & Status	Hazard	Risk	Affected	Risk	Associated risk	Abnormal	Causes of risk	Consequences	Existing controls	Likelihood	Risk rating

									<ul style="list-style-type: none"> The driving technique is adjusted to suit the vehicle and load centre of gravity as excessive speed effects stability Ensure the area around the point of discharge is clear of personnel and obstructions. All personnel are well clear of a swinging tailboard Overhead cables and other obstructions are well clear of your vehicle at all times and do not put you or others at risk. A check is always made for overhead obstructions before tipping. Site rules are known, understood and observed by operatives. The manufacturers operating instructions and safety rules are known, understood and implemented An exclusion zone is maintained around the vehicle during the tipping process. Only one truck will be tipped at a time unless they are at least 15metres apart and each has their own Banksman to direct the operation. When empty, then Banksman instructs driver to lower the trailer fully until it is locked in position and then to leave tipping area by designated route. At all times the driver must be able to clearly see the banksman assigned to his location and when he cannot see to not proceed with the next action until instructed to do so. No tipping will take place during high winds or sand storms. Tipping to take place on even compacted ground at least 2 metres away from any excavation. Drivers are not aloe to have curtains or cardboard or any other type of window cover as this greatly reduces the safe sighting of a driver. No one is allowed to stand/seat in Exclusion Zone for whatsoever reason during tripping. Don't discharge the load if the vehicle is leaning sideways or on unstable ground Do not continue to discharge if the vehicle begins to lean sideways whilst tipping. Discharge the load from an articulated vehicle if the tractor unit is not in line with the trailer. Drive with the body raised (other than the 10% to check/clear tailgate) Don't Allow personnel to stand adjacent to a tipping body Ensure that not to drive onto soft ground or close to excavations Ensure that no one go under an un-propped body or tailboard, don't Allow other persons to go under an un-propped body or tailboard Don't Use violent movements to release a 'sticky' load 			

Project & Scope:

**CONSTRUCTION PROJECT
BASELINE RISK ASSESSMENT:
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MLOSCO
trading & projects

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								<ul style="list-style-type: none"> Avoid overloading of vehicle, load limit need to be mentioned on tripper truck so that it can be easily verified or safe loading capacity need to be written on inspection sticker for verification on wedges bridge. All ramps to have adequate edge protection on both sides and are to be demarcated, flickering light should be fixed on edge to make alert in night work time. Top of Stockpiles area must be protected with soil berms and trucks need to be controlled by banksman/flagman and only one tripper truck will be allowed to go on top of stockpile to dump material under supervision of flagman while other tripper trucks will wait at ground level for its turn. Banksman need to stay away/clear where tripper truck operator direct eye contact will take place during offloading of materials. 				
17	Dumping & Spreading Sub-base Material	Collision/hit by vehicle/tripping of tripper truck trunk	16		S/H AD	8M		<ul style="list-style-type: none"> Trained spotters shall be deployed at dump areas to control traffic and dumping Truck drivers should be alert for other machines, personnel, obstructions and overhead utility lines as they approach the dumping area. Truck drivers should follow the directions of the spotter Prior to starting, operator shall walk completely around the equipment, and ensure no one is under it, on it or close to it. Operator shall sound horn before startup. Operators are not allowed to lift, move or swing loads over anyone. Exercise extreme caution should be exercised while backing up. Parking, operation shall be planned so that the backup maneuvers are limited to a minimum. Overhead clearances shall be checked prior to startup in the vicinity of overhead power lines. Truck drivers shall make sure that no personnel are close to the machine before the dump body is raised. Steering movements shall not be made if the dump body is raised with a stuck load. This could cause the machine to tip over. Before pulling away from the unloading area, the dump body shall be fully lowered. 				4
18	Road area where sub base to be layed	Over speeding, uncontrolled drivers, Reversing, narrow access and egress, overloading vehicle with sub base material /collision/ hit with vehicle, property damage	12		S/H AD	12H		<ul style="list-style-type: none"> All plant / Equipment's should be operated only by the competent and certified Operators. Safe distance shall be maintained between the Men & plant movements. Competent Banks man/Flagman shall be assigned on site with each plant / Equipment, Plant & equipment to have all round operator visibility. Reversing alarm and beacon lights must be operational. Unauthorized access strictly prohibited. The signalmen/ banks men always visible to the operatives/ drivers. Appoint trained and competent vehicle signal man. Segregation of plant & operatives with barriers & signage, operatives briefed not to walk / stand around rear of machinery or items of plant 				4



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									<ul style="list-style-type: none"> All work to be planned in advance and experienced person to be deployed. Adequate supervision of site location by qualified site foreman. No vehicle to reverse without banks man. No unauthorized persons in reversing zone. No horse play with machine / equipments. All vehicle must be equipped with flashing amber beacon. All plant /equipment to be equipped with functional reverse alarms. Ensure to turn off the engine when equipment not in use & hand brake shall be engage 				
19	Transportation of materials	Tipper Trucks, Flying (wind-blown) grit, stones, sand and dust, Entanglement, Noise	8		S/H AD	8M			<ul style="list-style-type: none"> Hauling access route must levelled and maintained. Loading area shall be maintained periodically for uneven ground conditions. Haul roads shall be maintained periodically. Provide area lighting at haulage routes at 100 meters intervals and at bends and junctions. Drivers and other newcomers shall complete site safety Induction and should be clearly briefed to follow the site rules, speed limits and road signs. Use appropriate capacity vehicle as per the load to be transported and the base course mix shall be fully covered Ensure vehicle condition is good/proper maintenance. Reversing Horn /Alarm must be in place and in working order. Materials to be fully covered during transport. All drivers shall have valid driving license. Drive observing all traffic rules, speed limits, road signs. Proper parking and surveillance to drivers. Toolbox talk shall be given by the supervisors before the start of any work 			4	



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								<ul style="list-style-type: none"> Drip tray to be used to avoid contamination of ground Don't store more fuel than the minimum amount needed. Use approved containers, away from heat sources and in well-ventilated areas. Don't allow smoking near fuel trucks, as vapors may ignite ensuring the engine is turned off when fueling, checking for any kinks in the fuel hose and maintaining contact with the tank while fueling to prevent static electricity. When filling portable approved containers with fuel, ensure all sources of ignition are off. Place the container on the ground and fill it slowly. Avoid breathing in the vapors, and refrain from overfilling containers. Leave a little extra space for expansion. fuel transfer hose and nozzle must be in the upright position. The nozzle shall be kept clear of the ground when returned to the reel or storage position. Welding and/or burning operations within 20 metres must be stopped while fuelling is in progress. All spills or suspected spills of petroleum products, on land or into the water, regardless of size, will be reported immediately to the Supervisor. The Supervisor will report the spill immediately to the Emergency Number of Site, or his delegate, who shall ensure that action has taken immediately after notification and cleanup of the area by help of spill kit. Fire extinguishers shall be located near the fuel storage areas and be of a suitable type and size to permit the evacuation of workers during a fire. Any worker who may be required to use a fire extinguisher shall be trained in its use. Waste oils, lubricants, greasy and oily rags, or other materials subject to spontaneous combustion will be retained in a labelled container used for that purpose exclusively and will be properly disposed of at frequent intervals. Regular preventative maintenance, in accordance with the manufacturer's recommendations, should be planned and carried out at predetermined intervals. Such intervals will usually be based on time (hours of use) or distance (Kilometers). All repairs, modification, maintenance or servicing must be carried out by a competent person. Maintenance and service records must be kept for all workplace vehicles. 				
23	Equipment operation/working near moving equipment's	Operatives on foot at blind spot to operator/driver Unauthorised operation of plants and machine/People	20	S/H AD	12H			<ul style="list-style-type: none"> Only trained and certified operators shall be allowed to operate the Moving Equipment's. Operator/mechanics shall use 3-point contact while ascending or descending equipment. Extreme caution should be exercised while backing up. Parking, operation shall be planned so that the backup maneuvers are limited to a minimum. Extreme caution shall be exercised while working along the edge of high banks and steep slopes. The machine shall never be operated close to the edge of an overhang. Equipment that produces high level of noise and vibration will be replaced/ repaired immediately. Defective equipment shall be tagged and taken out of service until it gets fixed by site mechanics. Safety 				10



MLOSCO
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		working at blind spot of the equipment/Collision with mobile/stationary plants/Misuse of plant/ Operative run over by plants/ vehicle, Noise, Dust						devices such as backup alarms should be given priority.				
								<ul style="list-style-type: none"> Backup alarms shall be checked prior to beginning of the shift and no machines shall be allowed to work with malfunctioning backup alarms. All employees working nearby the equipment must wear safety vest and work by maintain safe distance. Curtains should not be used in windows of equipment's to increase the blind spots or distract the vision. No use of headphone to destruct the concentration. Workers operating the plant and equipment and working in the vicinity must have ear plugs or ear defenders Supervisor must ensure the Operation is stopped during Poor visibility. Flashing warning lights to be used on moving plant during night and low visibility working. Reverse alarm to be used on all plant. Proper safe exit route shall be for the trucks, equipment. 				
24	Compaction Works	noise/vibration, Fumes, Heatstroke/ Incompetent employee working with compacting equipment/ Compacting equipment defective/ No exclusion zone & signage's/No supervision Inhalation of dust/ Poor visibility/Obstructed by hanging materials	9		S/H AD	8M		<ul style="list-style-type: none"> Employee to be issued with steel toe cap safety boots, all injuries to be reported. Safe working condition of the compactor will be ensured including safety guard covers for rotating parts, free of oil leaks etc. Preventive / predictive maintenance of all equipment shall be conducted by PMV Section to keep the equipment in safe and proper working condition. Rotate compaction tasks to minimize worker exposure to equipment vibration as per QCS/Section-11/Part 1.2.1.4 Vibration Task to be supervised by a competent supervisor. Employee to make use of approved hearing protection, supervisor to ensure that the correct P.P.E is provided and used. Daily excavation inspections to be done by the appointed responsible person. Minimise the use of petrol and diesel driven machines in the excavations, if used, complete inspected and well maintained equipment to be provided which is fit for the purpose. Only trained and competent employees to work with any compacting equipment. Employees to make use of hand protection, hand gloves need to be provided and supervisor of task need to makes sure that its worn. All compacting equipment to be inspected before used, supervisor to ensure that the equipment is in a safe working condition. Findings to be recorded on a register. Defective equipment to be removed from 				3



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								<ul style="list-style-type: none"> site. Equipment/Tools to be visually checked by competent person prior to use and must be color coded. Rotation of job to be implemented for those workers using compaction equipment and regular breaks to be provided. Welfare arrangements near to the working area. Only start equipment engine whilst in the operators' seat. Park on level ground. Provide signals for jobs involving multiple numbers of machines Fueling of vehicles/equipment should be avoided in site. Conduct daily equipment inspections and park properly the equipment, don't leave unattended equipment. Area shall be barricade with adequate signage's posted in visible location to prevent form unauthorized from accessing or crossing in the working area Competent plant equipment operator shall only be allowed to operate the equipment Operator training and awareness on Whole Body Vibration, reduce of time exposure of vibration and job rotation shall be applied No materials shall be hanging on windows or windshield of the equipment that could pose obstructed visibility Banks man shall be always in visible location & with continuous communication with the equipment operator Separate routes for vehicles/plants and pedestrians Work shall be suspended in weather condition like heavy rain, foggy, heavy sandstorm, extreme heat wave, extreme humidity level & wind speed of 25 knots(46kph) 				
25	Night Works	Collision due to lack of illumination/Slip, Trip, Falls	10	S/H AD	10M			<ul style="list-style-type: none"> Safe Start briefing to be conducted prior to start task. Signage with illuminating stickers shall be placed at any diversion and haul roads Workmen shall have proper PPE while in Site. Obtain Night Work Permit and comply to its requirement Provide area lighting at haulage routes at 100 meters intervals and at bends and junctions. To provide task lightings at material unloading/embankment construction/pick-up and drop-off points. To provide lightings at rest areas, toilets. Competent banksmen to be located at unloading and reversing areas and must be equipped with luminated batons. Ensure buddy system during the night to prevent from working alone. Works should be supervised by competent person. Adequate lighting shall be provided during night time operations and survey activities shall be limited to minimum during nighttime. Advance planning of site set up during the day regarding the: 				5



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									<ul style="list-style-type: none"> Designated access for personnel and vehicle/equipment. Lighting location Equipment location and position must be carried out in preparation for the night work. Signalmen with signal torch, battens will be posted at required locations on junctions, curves etc. off roads to provide signals to the vehicles / drivers. All persons working on the site will wear reflective vests for easy vision to each other. 			
27	Working in Adverse climate	Heat Stress Sand storm, Rain & Fog Lone working	5		S/H AD	8L			<ul style="list-style-type: none"> Follow Latest Ministerial Resolution for working during hot and humid condition, mid-day break in summer Rescheduling work wherever possible so the hot tasks are performed during the cooler part of the day Train site staff and supervisors about the hazard leading to heat stress and ways to prevent them. TBT to all employees on different heat related illnesses and accompanying symptoms for each type and case and method of prevention and treatments. Work will be suspended during rain, sand storm, foggy weather or in extreme heat by considering the site condition and visibility and workers will be directed to safe area i.e. rest area till the weather get settled. Provide adequate cool drinking water and instruct employees to drink adequate quantity of water to compensate losses of water by sweating Provide Electrolyte replacement drinks to operatives Wearing light clothing that still provides adequate protection Enough water and shelters be provided/ saline soluble always available Rotation of work force / shift working Always monitor the allowed temperature in working on outside work. Always ensure the "buddy system" to avoid working alone. Ensure welfare facilities are available, rest shelters, rest breaks provided, easy access to cool water, and toilets available in work area. Establish a schedule for work and rest periods during hot days. Train workers to recognize signs and symptoms of heat stress disorders. Workers should be advised to drink water periodically. Implement Summer Management Plan. 			10



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30	Site Clearing work before asphalt work	Slip, trips and fall	9		S/H AD	10M		<ul style="list-style-type: none"> All employees must be provided with clear goggles and all required PPE's. Isolate the work area in order to prevent unauthorized entry into the asphalt zone. All workers shall be trained & competent. Safe Start on daily basis to be conducted by supervisor and all job related hazards to be discussed and its controlled measures briefed. tool box training shall be conducted on regular basis. Close supervision shall be available during site clearing work. First aid kit will be available at site at work site. Do not allow workers to take a rest anywhere except at the shelter provided. Proper illumination if night work was carried out and supervision from their respective foreman. The use of compressor to blow swarf, dust or dirt from area will be done by person having full face shield and using hand gloves Air lines of compress should not be leak to control the noise 				3
31	Prime Coat & Tack Coat Application using prime/tack coat tanker	Accidental leak/splash of substance/Contact with hot substance/Inhalation of fumes/Over speeding of equipment used/Dust/Noise/Vibration/Naked flames/Accumulation of vapors/gases/Spillage	12		S/H AD	10M		<ul style="list-style-type: none"> Appropriate Safety Signage's to be displayed at work area. Separate Pedestrian route to be maintained, where required. One-way traffic to be implemented to reduce risk of traffic incidents, where applicable. Minimize dust emission due to the movement of equipment's/vehicles. Water spraying trucks to be used where possible for dust suppression. Ensure periodic maintenance and service of equipment/vehicle used at site to reduce noise and vibration. Close supervision by Asphalt supervisor Trained & Certified First aider and First aid kit available on site. Beware of hot surface. Keep body parts away from high temperature items Follow MSDS guidelines for the chemicals being used, use correct PPEs Identify line of fire and blind spots situation and stay away, maintain safe distance from surrounding moving vehicles/ equipment. Establish good communication at all levels. Communicate all hazards and precautions to the work crew members Keep area diverted from surrounding live traffic, use banksman, barriers, night blinkers, signage, buffer zone etc. Use approved traffic management plan Work in permitted hours, use good illumination during late evening/dark hours, working alone is prohibited, 				3



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								<ul style="list-style-type: none"> Do not enter / expose body parts to live traffic Use high visibility vest & required basic PPEs. Banksman to use batten lights (red & green color) during dark/ late evening hours. Carry out good housekeeping, clear / highlight the area from the items which can cause slip/trip. Inspect the area for open manholes/ manholes with substandard temporary covers and leftover excavations and ensure its barricaded and manholes shall be fixed with permanent covers or guardrail system before starting the job. Ensure good supervision all the time. Operators shall be aware of potential hazards due to spillage. They shall be trained in handling any spillage minor/major at site and need to be reported any kind of spillage to immediate supervisor and spillage should be immediate cleaned. 				
32	Using shovels and hand tools	Burn with Hot asphalt/Noisy Environment/Hit by moving equipment's	16		S/H AD	8L		<ul style="list-style-type: none"> Maintain proper body positioning, breaks as necessary, proper use of tools. Get assistance for large chunks Use ear plugs and double hearing protection if required. Use full PPE's during the work. Maintain safe distance from the moving equipments; be alert while working around the moving equipment; avoid going closer to equipment and in blind spots 				8
33	Loading asphalt and debris into truck for outhaul	Hit by vehicle/fall of materials	12		S/H AD	12H		<ul style="list-style-type: none"> Operator will pay attention to spotter/flagman. The spotter/flagman will maintain good vision of surroundings while equipment is moving. Body positioning, be aware of other activities, wear proper PPE, communication. Waste asphalt should not dump all around the site; it must be kept temporarily in barricaded area with signage's provided. 				4
34	Use of Generator, Tower Light	Light Tower falling over due to wind/Light Tower falling over due to un-even ground or incorrect deployment of outrigger stabilizers/Light tower falling over during lifting / lowering mast/Pinch point	12		S/H AD	10M		<ul style="list-style-type: none"> A fire extinguisher should be placed next to the generator in case of fire. The generator should be placed in a suitable location away from flammable materials. The machine should be placed in a well-ventilated area to prevent the build-up of fumes. Care should be taken with regards to other people to prevent them being affected by the fumes. Generator should be placed inside a drip tray to contain any oil leak or spill. Regular maintenance of generators as per manufacturer guideline. Hydraulic outriggers designed to support the light tower up till maximum wind speeds of 100 km/h. Stay clear when adjusting or extending the outriggers. Ear gloves when doing these tasks. In-built safety, where mast cannot be lowered / raised until mast is fully retracted, by use of limit switches. Pinch point hazard may occur when retracting the hydraulic outriggers and mast. Please ensure no person or object is in path of retracting hydraulic outriggers and mast. Lighting units/generator not to be located on traffic routes unless barricades. 				3



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		when mast is being raised/leakage of oil/Noise/Electrocution										
35	Use of Tipper Trucks	Low Tire Pressure/uneven ground/uneven load/wet materials/soft ground/slop ground/	12		S/H AD	12H						3

- Battery isolation switch provided to be activated before opening panel. LOTTO Permit required for working on the electrics or replacing bulbs by an approved electrician
- Ensure the load is evenly distributed. The load does not exceed the carrying capacity of the vehicle or axel loadings. Tyres and low-level equipment have not been damaged when going off road. Mud and stones are not deposited on the public highway. There are no stones, bricks, etc. trapped between tyres that could become a hazard to other road users or pedestrians.
- Wet loads are adequately drained before transporting.
- Ensure that 15 meters tipping exclusion zones maintained
- Personal Protection Equipment (PPE) including a hard hat, gloves, safety boots and a high visibility vest or jacket and if appropriate eye and ear protection are available and worn at all times when outside the cab
- Tyre pressures are checked regularly by operators.
- The driving technique is adjusted to suit the vehicle and load centre of gravity as excessive speed effects stability
- Ensure the area around the point of discharge is clear of personnel and obstructions. All personnel are well clear of a swinging tailboard
- Overhead cables and other obstructions are well clear of your vehicle at all times and do not put you or others at risk. A check is always made for overhead obstructions before tipping.
- Site rules are known, understood and observed by operatives. The manufacturers operating instructions and safety rules are known, understood and implemented
- An exclusion zone is maintained around the vehicle during the tipping process. Only one truck will be tipped at a time unless they are at least 15metres apart and each has their own Banksman to direct the operation.
- When empty, then Banksman instructs driver to lower the trailer fully until it is locked in position and then to leave tipping area by designated route.
- At all times the driver must be able to clearly see the banksman assigned to his location and when he cannot see to not proceed with the next action until instructed to do so.
- No tipping will take place during high winds or sand storms.
- Tipping to take place on even compacted ground at least 2 metres away from any excavation.
- Drivers are not aloe to have curtains or cardboard or any other type of window cover as this greatly reduces the safe sighting of a driver.
- No one is allowed to stand/seat in Exclusion Zone for whatsoever reason during tripping
- Don't discharge the load if the vehicle is leaning sideways or on unstable ground



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								<ul style="list-style-type: none"> Do not continue to discharge if the vehicle begins to lean sideways whilst tipping. Discharge the load from an articulated vehicle if the tractor unit is not in line with the trailer. Drive with the body raised (other than the 10% to check/clear tailgate) Don't Allow personnel to stand adjacent to a tipping body Ensure that not to drive onto soft ground or close to excavations Ensure that no one go under an un-propped body or tailboard, don't Allow other persons to go under an un-propped body or tailboard Don't Use violent movements to release a 'sticky' load Avoid overloading of vehicle, load limit need to be mentioned on tripper truck so that it can be easily verified or safe loading capacity need to be written on inspection sticker for verification on wedges bridge. All ramps to have adequate edge protection on both sides and are to be demarcated, flickering light should be fixed on edge to make alert in night work time. Top of Stockpiles area must be protected with soil berms and trucks need to be controlled by banksman/flagman and only one tripper truck will be allowed to go on top of stockpile to dump material under supervision of flagman while other tripper trucks will wait at ground level for its turn. Banksman need to stay away/clear where tripper truck operator direct eye contact will take place during offloading of materials. 				
36	Temporary Traffic Management (access in/out of work zone)	Inappropriate placing/setting out of TTM/ Entry/Exit point without the banksman/Unauthorized vehicles entry	15		S/H AD	12H		<ul style="list-style-type: none"> Work zone shall be established using approved TTM plan Ensure all worker working behind the concrete barriers with hording Ensure continuous water supply to avoid live road crossing. In case working out the concrete barriers ensure lane closure using TMA with close supervision. All entry/Exit point shall have mesh type gates to control the plants entry/exit and to avoid the unauthorized vehicles entry. "Construction Traffic only" or "Access" sign shall be installed. one meter width of pedestrian access shall be maintained all the time. No construction materials shall be dumped/stacked on the vehicular access and pedestrian access. All the gates shall open inwards, away from the live traffic 				8
37	Use of heavy equipment (Asphalt Paver, Pneumatic Tyre Roller, tipper trucks, Prime/ Tack Coat	Uneven ground/uneven load/wet materials/soft ground/slop ground/Collision with Moving	20		S/H AD	12H		<ul style="list-style-type: none"> Keep away from line of fire, identify line of fire hazards. Exclusion zones/ barriers for heavy equipment safe operations. Keep safe distance from vehicle movements, use of high visibility vest. Safety lock System of equipment shall be used Swinging radius of heavy equipment, be watchful and maintain safe distance. Identify blind spot situations and keep away from blind spots, maintain safe distance and visibility. Authorized use of equipment, all personnel engage shall attend project HSE induction and other job 				10



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Project & Scope:

**CONSTRUCTION PROJECT
BASELINE RISK ASSESSMENT:
PROPOSED NEW STINKHOUTBOOM
PRIMARY SCHOOL**

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MLOSC 05/22. Rev 03

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2. Identify Risks

3. Analyse Risks

Haz	Task & Status	Hazard	Risk	Affected	Risk	Associated risk	Abnormal	Causes of risk	Consequences	Existing controls	Likelihood	Risk rating
	Tanker, steel/baby rollers, water tanker, Skid Loader, Mini Milling Machine, Low Bed, boom truck)	vehicle/hit by/run over/fall in excavation						specific trainings. <ul style="list-style-type: none"> Driving with legal documents (Valid South African driving license, third party certificates for equipment and personnel driving it, insurance,) Do not overload equipment, fill material as per safe working load, beware of wet and damp soil, loose soil areas, maintain center of gravity of equipment, beware of steep ground surface, correct equipment operation as per manufacturer guidelines. Never bypass the safety features of equipment. Beware of uneven ground surface. Use of safe techniques for correct equipment operations. Good supervision all the time. Use of banksman, during movement of equipment. Working alone not permitted, use buddy system No over speeding, 20 kph or as per signposted No tailgating with other vehicles / personnel, maintain safe distance No overtaking to other vehicles / equipment. Maintain distance to the excavation edges, strict use of banksman. Use authorized access. No Parking in close proximity to public areas. Use designated project parking areas. No Driving in poor visibility environment. Never take rest / sleeping below the equipment, check equipment/ vehicles around and below before starting ignition on. Use safe practices for maintenance. Maintenance shall be carried out by authorized personnel as per manufacturer guidelines, avoid unsafe access below the vehicles / equipment for maintenance purpose, use designated workshop for maintenance, Use of approved hydraulic jacks and metal stands with correct SWL. Drivers / operators shall not carry additional workers as passengers other than manufacturer designed seats available in the cabin equipped with seat belts. Provision of designated and approved area for concrete waste and washing of concrete mixers, concrete pumps etc. Using of mobile phones & headphones are strictly prohibited during operating/driving. All kind of distraction to focus while on operation must be removed and discarded. Operator caught using of mobile phones and headset will be penalized & can be removed from the project or warned. 				



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38	Asphalt Paving & Compaction	Unskilled operators, drivers/Reversing & moving vehicles/ equipment/ Unguarded dangerous parts of the machinery/Mechanical failure /Congested work area/Poor Visibility/Poor organization of work activities/Noise/ vibration/Overhead services/Hot asphalt/fumes			S/H AD	12H			<ul style="list-style-type: none"> Man-machine interface shall be identified and segregated using barriers & using banksman, all personnel to use reflective clothing/ high visibility vest. Exclusion zone shall be provided between paver machine and road rollers Exclusion zone shall be provided for tipper truck tipping operations Tipper truck tipping operations shall be performed safely, drivers/ operators shall be experienced, trained and hold all required RSA driving license and adequate knowledge and under strict supervision, all personnel shall be removed from the area. All vehicle shall have reverse alarm, banksman shall control the reversing vehicles, unnecessary reversing shall be avoided, personnel standing in line of fire shall be alerted to maintain safe distance. Provision of rest shelters, resting anywhere around vehicles/ equipment shadow shall not be allowed, supervisor to implement and monitor proper work-rest cycle for the work crew members. Malfunctioning equipment shall be removed from the service, regular periodic maintenance of equipment. Keep concentration, stay focus on surrounding vehicle movements. Vehicles/equipment's have valid RSA registration documents. All vehicles/equipment are inspected and certified by 3rd party. All drivers & operators must have valid RSA driving license appropriate for the type of vehicle being driven. All drivers/operators are tested and certified by 3rd party. Risk assessment is communicated to all concerned personnel prior commencing the job & record to be maintained. Daily TBT to the entire relevant work force and sign the attendance sheet prior commencing the job. Trained Banksman be used with equipment to help drivers/ operators while reversing. One-way traffic will be implemented where practicable. Daily pre-start inspection of vehicles/equipment by drivers/operators Drivers/operators should report any defect found to direct supervisor/mechanic. All dangerous parts of the machinery should be properly guarded. Overhead services to be identified and avoid offloading under it. Non-essential Personnel at the work spot shall be kept well away from the area of operation. Area under compaction should be properly barricaded to avoid unauthorized entrance of people and vehicles. Appropriate safety warning signage should be installed at the perimeter of work area. Regular rotation of employees to reduce adverse health effects from the inhalation of asphalt fumes. Dust mast to be provided. Do not leave the paving machine unattended, Unauthorized personnel are not permitted on the screed or platform of the paver. Never operate a paving machine at excessive speeds that may cause ground personnel in risk. 			



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Project & Scope:

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BASELINE RISK ASSESSMENT:
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2. Identify Risks

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									<ul style="list-style-type: none"> Be aware of the sequence of operation and stay out of the Path of Travel of moving vehicles and equipment Do not walk between the Asphalt Paver or Buggy and reversing trucks. Asphalt Paving cannot proceed in rainy conditions. A pre-operational safety inspection is to be completed prior to using equipment, The dump truck loaded with asphalt backs up to shuttle buggy or paver following the directions of a signaller Signallers required to monitor the dump truck movement and with a raised box to alert others (nearby workers) if hydraulic jack of box having any damage of box start tilting. Paving will be conducted at a pace that ensures efficiency and safety - workers are not to be 'pushed' Street sweepers are used to clean up debris Ensure controls are in place prior to commencing work so hazards are mitigated / eliminated Paving machine operators must signal any time they intend to resume travel from a stationary position 				
39	Use of Milling Machine	Contact with revolving cutters/ entangled in the moving parts of the milling/Flying particles/Electrical Shocks/Crushing/ Sharp edge/ Swarf Jam/Accidental Starting/Lack of Space/Slippery Floor	12	S/H AD	12H				<ul style="list-style-type: none"> The machine must be provided with a means of isolation using a fused switch disconnecter on or adjacent to the machine, and that it is controlled by a starter incorporating overload protection and no volt release. Machines in this area will be isolated 'out of hours' to stop unauthorized use. A conveniently positioned mushroom headed stop button or other suitable control device such as fitted to older machines that can bring the machine to rest within 10 seconds in an emergency, must be fitted. All cabling should be armored to protect it from damage. There must be sufficient space around the machine to prevent the operator being accidentally pushed by passers-by causing contact with moving parts of the machine. Student numbers in this area must be controlled. The floor surface must not be slippery and must be kept free of loose items and swarf. There must be a space of at least 500 mm between the machine table at the extreme ends of its travel and any fixed object. Machines fixed and interlocked guarding must not be removed or made inactive Only one person at a time may operate the machine, unless training is being given. The operators must wear eye protection when when using the machine. Substantial, non-slip, flat-heeled shoes that cover whole of the foot, should be worn when using any machine. Open toed and light canvas shoes are not acceptable, anyone wearing these not be allowed Long hair and loose clothing must be secured and dangling jewellery must not be worn when operating the machine. Gloves must not be worn when using the machine. Measures must be implemented to minimize the risks associated with lifting heavy items by the use of lifting aids, team lifts and correct lifting techniques. 			4	



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Project & Scope:

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BASELINE RISK ASSESSMENT:
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2. Identify Risks

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									<ul style="list-style-type: none"> Handles and wheels used to operate the table mechanism must be set up so that they do not rotate when the power drive is engaged. The machine must be electrically isolated before any internal mechanisms are adjusted. Cutters must be stopped when positioning the work piece, clearing swarf, adjusting coolant pipes, measuring or gauging. Hands must be kept well away from the table when it is traversing under power to minimize the risk of trapping fingers. Coolant nozzles must not be adjusted whilst the machine is in operation. When using machines, the operator must be sure of that the 'program' is safe, by doing a 'dry run' with the cutter away from the work piece. Swarf must not be allowed to accumulate as it can become entangled or ejected. Swarf must never be removed whilst the machine is in operating. Suitable implements such as pliers must be used to remove swarf so as to avoid hands coming into contact with swarf. If metalwork fluids are used, they must be mixed and changed in accordance with the manufacturer's instructions. Supplier's hazard data sheets must be available in working area. The machine to be repaired as and when needed with any possible safety issues reported immediately by competent mechanic. 			
40	Unexpected Event	Fire/explosion/throw/ emergency condition	20		S/H AD	12H			<ul style="list-style-type: none"> Staff engaged for working shall be aware of Emergency call out procedure. Immediate help shall be called considering the emergency situations. Emergency no. posters shall be displayed at sites and rest shelters First Aiders shall be available at site Site FAU unit shall be available Standby emergency vehicles as applicable Do not get panic, emergency situations shall be responded correctly. 			10
41	Usage of Asphalt cutting machine	Blade Break/Noise/Vibration	8		S/H AD	12H			<ul style="list-style-type: none"> Asphalt cutter and other equipments should be certified for safe use. Cutting wheel and rotating parts of the machinery must be guarded against any type of ejections. Only diesel operated machineries are allowed Spark arrestor to be fitted with the machineries to avoid any chances of fire incident/accident. Use hand, eye, and ear protections while operating the machine. Ensure the cutting wheel of the machinery is cooled down with water simultaneously during cutting of asphalt to avoid heating up. Ensure that all safety guards are in place and secure before operating 			4



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Project & Scope:

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								<ul style="list-style-type: none"> Check blades for cracks, warping and excessive wear before running Do not allow bystanders in the vicinity of cutting operations or if anyone working nearby, must wear ear protection. Use proper temporary traffic control measures for any asphalt cutting operations in the vicinity of vehicle traffic. Rotating portion and dynamic balancing should be periodically checked to prevent from eccentric rotation or run out due to wear of bearing portion. Use cutting machine according to manufacturer recommended 				
42	Improper handling of Asphalt	Burn/Irritation of respiratory track/Giddiness	16		S/H AD	12H		<ul style="list-style-type: none"> Toolbox talk to be conducted about the hot material and handling instructions. Proper usage of PPEs like gloves and masks. Use masks suitable against hydrocarbon inhalation incase the work prolong for long time. Follow MSDS safety instructions if relevant. Keep foam fire extinguisher ready at the work area. Close supervision of the job Use full sleeves clothing and cover the face. 				4
43	Equipment operation/working near moving equipment's	Operatives on foot at blind spot to operator/driver Unauthorised operation of plants and machine/People working at blind spot of the equipment/Collision with mobile/stationery plants/Misuse of plant/ Operative run over by plants/ vehicle, Noise, Dust	20		S/H AD	10M		<ul style="list-style-type: none"> Only trained and certified operators shall be allowed to operate the Moving Equipment's. Operator/mechanics shall use 3-point contact while ascending or descending equipment. Extreme caution should be exercised while backing up. Parking, operation shall be planned so that the backup maneuvers are limited to a minimum. Extreme caution shall be exercised while working along the edge of high banks and steep slopes. The machine shall never be operated close to the edge of an overhang. Equipment that produces high level of noise and vibration will be replaced/ repaired immediately. Defective equipment shall be tagged and taken out of service until it gets fixed by site mechanics. Safety devices such as backup alarms should be given priority. Backup alarms shall be checked prior to beginning of the shift and no machines shall be allowed to work with malfunctioning backup alarms. All employees working nearby the equipment must wear safety vest and work by maintain safe distance. Curtains should not be used in windows of equipment's to increase the blind spots or distract the vision. No use of headphone to destruct the concentration. Workers operating the plant and equipment and working in the vicinity must have ear plugs or ear defenders Supervisor must ensure the Operation is stopped during Poor visibility. Flashing warning lights to be used on moving plant during night and low visibility working. Reverse alarm to be used on all plant. 				10



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Project & Scope:

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									<ul style="list-style-type: none"> Proper safe exit route shall be for the trucks, equipment. Employees must not ride on mobile equipment if there is no passenger seat At the end of work machines will be secured, key taken out from cabin and parked in designated area. 			
44	Night Works	Poor illumination/unsafe working environment Collision due to lack of illumination/Slip, Trip, Falls	10		S/H AD	8M			<ul style="list-style-type: none"> Safe Start briefing to be conducted prior to start task. Signage with illuminating stickers shall be placed at any diversion and haul roads Workmen shall have proper PPE while in Site. Obtain Night Work Permit and comply to its requirement Provide area lighting at haulage routes at 100 meters intervals and at bends and junctions. To provide task lightings at material unloading/embankment construction/pick-up and drop-off points. To provide lightings at rest areas, toilets. Competent banksmen to be located at unloading and reversing areas and must be equipped with luminated batons. Ensure buddy system during the night to prevent from working alone. Works should be supervised by competent person. Adequate lighting shall be provided during night time operations and survey activities shall be limited to minimum during nighttime. Advance planning of site set up during the day regarding the: <ul style="list-style-type: none"> Designated access for personnel and vehicle/equipment. Lighting location Equipment location and position must be carried out in preparation for the night work. Signalmen with signal torch, battens will be posted at required locations on junctions, curves etc. off roads to provide signals to the vehicles / drivers. All persons working on the site will wear reflective vests for easy vision to each other. Use baton light to guide the vehicle and equipment. All employees must wear appropriate reflective vest. Sufficient material, lights, tools, cables, industrial sockets shall be made available for ready to use purpose deployment and use of competent / experience electrician at site. Ensure proper placement of lights & shall be secured No use of halogen /heat generating lights. Use approved lights Use of ELCB for DB's is must. All lights shall be checked prior to start work. Generators and lighting equipment shall be properly ground. Fire extinguishers to be kept near power generating units 			5



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Project & Scope:

**CONSTRUCTION PROJECT
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46	Emergency Repsonse	Uncertainty/dangerous condition	15		S/H AD	10M			<ul style="list-style-type: none"> Suitable emergency communication means shall be provided Emergency contacts to be displayed Emergency equipment & services shall be readily available like crane with man basket, standby dewatering pumps, tripod with winch as applicable or sewerage tanker and spill kit with emergency team. Full time supervision availability for the assign tasks at site so that he/she to minimize the situation of emergency to occur at site by arranging safe equipment/safe workplace and monitor the work and provide required information/instruction/training to workforce to minimize the condition to develop as emergency. Alone work must be avoided. Sleeping / resting in unauthorized areas shall not be permitted, provision of adequate welfare at designated locations with good illumination Provision of sufficient safe access to emergency services / ambulance Provision of full time first aiders / male nurse Provision of emergency standby vehicle at site. Emergency key personnel to attend / respond for emergency situations shall be available Emergency drills shall be conducted as per schedules. Awareness trainings / tool box talks to respond the emergency situations Provision of standby lifejacket & lifebuoy, certified crane with man-basket, standby dewatering pumps, spill kit, sewage tanker were required to be made available. Walking / working at unauthorized areas shall not be permitted. Security to patrol the areas. First aider and first aid kit to be available in work areas. 			5
47	Working in Adverse climate	Heat Stress Sand storm, Rain & Fog Lone working	5		S/H AD	10M			<ul style="list-style-type: none"> Follow Latest Ministerial Resolution for working during hot and humid condition, mid-day break in summer Rescheduling work wherever possible so the hot tasks are performed during the cooler part of the day Train site staff and supervisors about the hazard leading to heat stress and ways to prevent them. TBT to all employees on different heat related illnesses and accompanying symptoms for each type and case and method of prevention and treatments. Work will be suspended during rain, sand storm, foggy weather or in extreme heat by considering the site condition and visibility and workers will be directed to safe area i.e. rest area till the weather get settled. Provide adequate cool drinking water and instruct employees to drink adequate quantity of water to compensate losses of water by sweating Provide Electrolyte replacement drinks to operatives Wearing light clothing that still provides adequate protection Enough water and shelters be provided/ saline soluble always available Rotation of work force / shift working Always monitor the allowed temperature in working on outside work. Always ensure the "buddy system" to avoid working alone. 			10



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								<ul style="list-style-type: none"> Ensure welfare facilities are available, rest shelters, rest breaks provided, easy access to cool water, and toilets available in work area. Establish a schedule for work and rest periods during hot days. Train workers to recognize signs and symptoms of heat stress disorders. Workers should be advised to drink water periodically. Implement Summer Management Plan. 				
49	Exposing of existing services; Telkom lines Overhead power lines Electrical cables Water supply lines	Damage to existing services, injury to employees, damage to assets	Injury Fatality Asset damage Community impact	S/H AD S/C		12 (H)		<ul style="list-style-type: none"> Prior to executions commencing consult the utilities suppliers/ site owner about underground gas and electricity supplies, obtain copies of service plans Before work begins, underground cables must be located, identifies and clearly marked Clearing the area where service has been detected Once a locating device has been used to determine cable positions and routes, excavation may take place, with trial holes dug using suitable hand tools as necessary to confirm this Excavate alongside the service rather than directly above it Final exposure of service by horizontal digging is recommended as the force applied to hand tools can be controlled more effectively 				6 (M)



MLOSCO
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									<ul style="list-style-type: none"> Insulated tools should be used when hand digging near electric cables Ensure services are supported once exposed, Identify the service and fulfil any specific reinstatement requirements when backfilling Find out the maximum height and reach of your own and contractors equipment (include the height of radio aerials or flashing beacons in the measurements) Create alternative access routes or work areas to avoid OHPLS entirely where possible Use barriers and overhead goalposts to control access and traffic routes Contact the Distribution Network Operator (DNO) to obtain the safe clearance distance. (your DNO can usually supply stickers describing emergency procedures and containing contact numbers that can be stuck in the cabs of vehicles likely to be used near overhead power lines) Retract booms of telescopic handlers and lower crane jibs when they are moving on site Plant working near overhead powerlines is suspended from steel tower; or 9m (plus length of jib) if the lines is supported on wooden poles Consider the risk of a flashover occurring between the powerline and your equipment; actually touching the line is not necessary for an incident to occur and can be fatal 			
50	Excavation	Uncontrolled moving plant	Injury Asset damage	S/H AD	6 (M)				<ul style="list-style-type: none"> Equipment may not be left running without operator cabin Excavator to be park in a safe manner before operator leaves cabin Section 24 			4(M)
51		Poor visibility of excavation area after dark	Injury Asset damage	S/H	9 (H)				<ul style="list-style-type: none"> Excavate only what is required for immediate production Excavation to be backfilled as soon as possible after work completed Smaller holes, trenches and hollows must also be barricaded and backfilled as soon as practicable Areas to be barricaded until backfilling can be executed Reflectors to be placed on barricading for increased visibility Reflective signage to be used around deep excavations close to public thoroughfares 			6 (M)
52		Excavation collapse		S/H AD					<ul style="list-style-type: none"> Never work in excavation 1.2m deep or over unless the sides have been suitably shored and braced, or have been benched to prevent collapse The competent person on site must carry out a risk assessment to decide if shoring is required at depths less than 1.2m 			



MLOSCO
trading & projects

Project & Scope:

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									<ul style="list-style-type: none"> Before entering any excavation, inspect the walls for signs of collapse, particularly after heavy rain Do not go into unsupported excavations Never work ahead of the support Remember that even work in shallow trenches can be dangerous You may need to provide support if work involves bending, or kneeling in the trench 			
		Material placed too closed excavation side resulting in sides collapsing	Injury Fatality Asset damage	S/H AD	12 (H)			<ul style="list-style-type: none"> No excavated material will be placed within 2m from excavation edge All excavation sides will be battered to prevent collapsing of materials Spoil at edges will not exceed height of 2m and will be shored 1-2 at all times 				
53	Fixing reinforcing	Employee falling whilst carrying reinforcing / mesh to work area	Injury	S/H	6 (M)			<ul style="list-style-type: none"> Employees to make use of demarcated walk ways Foreman and site supervisor to ensure that walk ways are clear and proper housing conducted on regular basis No material to protrude from demarcated area (gum poles or rebar) 				2 (L)
54		Employees carrying material that is too heavy	Injury	S/H	6 (M)			<ul style="list-style-type: none"> Supervisor to ensure that sufficient number of employees assigned to carry reinforcing depending on size, length and weight Workers delegated to carry steel to be rotated Heavy material to be lifted with crane/ hi-ab Gloves to be utilized at all times 				2(L)
55		Employees' hand cut whilst working with steel/ mesh	Injury	S/H	4 (M)			<ul style="list-style-type: none"> All employees to wear gloves at all times Correct tools to be used for task 				3 (L)
56		No materials traceability of reinforcing / mesh in structure(s)	Non-compliance to client / ISO requirements	QA	9(H)			<ul style="list-style-type: none"> Requisition/orders to be detail for which structure steel is ordered Suppliers to reference structure and mill certificate on delivery note Mill certificates to accompany deliveries to site 				4 (M)
57		Employee falls and injured due to pieces of	Injury Aesthetic pollution	S/H EN	6 (M)			<ul style="list-style-type: none"> All material and offcuts to be cleared between and after each shift All offcuts to be placed in an area away from walk way Offcuts to be contained in containers and disposed of correctly 				2 (L)



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		reinforcing offcuts and binding wire ground										
58		Shutters not secured sufficiently causing the shutter to kick during concrete pouring	Injury Production loss Ground contamination	S/H	9 (H)			<ul style="list-style-type: none"> Supervisor to ensure that shutters are safe and stable prior to moving to next shutter Cover requirements between shutter and reinforcement to be checked before pouring concrete 				
59	Placing concrete	Concrete discharged onto concrete hands		S/H	6 (M)			<ul style="list-style-type: none"> Employees receiving concrete must stand clear whilst concrete is discharged Correct PPE to be worn at all times 				
60		Concrete hands injured whilst placing concrete by hand		S/H	6 (M)			<ul style="list-style-type: none"> Only trained and competent employees to conduct task DSTI to be attended before commencement of task Sufficient space must be allowed between workers to allow for swinging and movement radius Long socks must be worn with gumboots Safety glasses to be worn during concrete operations Only approved and inspected hand tools to be used 				
61		Employees injured whilst standing on rebar during placement of concrete	Injury	S/H	6 (M)			<ul style="list-style-type: none"> Safe working platform provided for employees required to stand on rebar whilst placing concrete to prevent feet and leg injuries Safety gum boots to be worn at all times All upright rebar to be fitted with end caps 				2 (L)
62		Employees injured when poker slips from operators hand whilst vibrating	Injury	S/H	6 (M)			<ul style="list-style-type: none"> Ensure employee is trained in using a vibrating poker Operator to have firm footing and proper grip/ hold on vibrator Correct PPE to be worn at all times (safety glasses) Supervision at all times 				2 (L)



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**CONSTRUCTION PROJECT
BASELINE RISK ASSESSMENT:
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OUR Contract No:

MLOSC 05/22. Rev 03

Next review date:

May 2025

Date: 15/05/2024

Prepared by:

MLOSCO TRADING & PROJECTS

Prepared for: North West: Department of Public Works

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		concrete										
63		Defective vibrator	Injury Asset damage	S/H	6 (M)			<ul style="list-style-type: none"> Vibrator and motor must be inspected prior commencing with task Ensure proper machine guard, no exposed components of the vibrator motor 				2 (L)
64		Concrete spilled/ discharge onto ground	Ground pollution	EN	9 (H)			<ul style="list-style-type: none"> Waste and spilled concrete must be cleaned up and removed from work area immediately Ensure that affected area is properly cleansed Contaminated ground to be removed and disposed of Safety department to be notified 				4 (M)
65		Poor visibility resulting in poor control of operation	Injury Quality NCR	S/H QA	6 (M)			<ul style="list-style-type: none"> No work to be conducted after sun set without adequate lighting (mobile lighting units) Design a traffic management and lighting plan Notification of night work to be handed in to relevant parties in time for approval Schedule to be drafted for setting up the traffic control devices Correct and high visibility PPE to be worn 				2 (L)
66		Uncontrolled banana bucket movement	Injury Asset damage Production loss	S/H	9 (H)			<ul style="list-style-type: none"> Bucket to be inspected before use / CoC to be available on site for inspection Employees to stand clear of bucket during task Employees to keep eye contact with bucket Bucket to be fitted with guide rope Movement to be controlled by tanks man No lifting of bucket during wind above 25km/h Task to be supervised Equipment to be clean after each pour 				4 (M)
67		Concrete starting to set due to transport/site delay	Quality NCR Production loss	QA BD				<ul style="list-style-type: none"> Slumps check to be done to verify slump No water is to be added to concrete batch Concrete not to be poured Delivery note number to be recorded and batch returned to site If delivery delayed due to supplier – delivery note to be submitted to clerk for credit note NCR issued to supplier 				1 (L)
68	Direct concrete	Standard truck on site	Injury Fatality	S/H	12 (H)			<ul style="list-style-type: none"> Vehicle maintenance records to be available for inspection as per procumbent Terms and Conditions Operator to have valid driver"s licence 				4 (M)



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69	discharge from ready mix truck		Asset damage Pollution (air, noise, ground)						<ul style="list-style-type: none"> Vehicles found to be substandard/ polluting the environment will be recorded and sent off site. The vehicle will not be allowed on site before confirmation is received that the vehicle has been repaired 			
70		Truck on incorrect routes/ site	Loss of production	BD	12 (H)				<ul style="list-style-type: none"> Trucks to be escorted in and out of site at all times Site plan to be supplied to Ready Mix Plant Only routes as per approved traffic plan to be utilised Driver to obey all road signs, instruction and site 			4 (M)
71		Unsafe positioning of truck during discharge of concrete	Injury Fatality Asset damage	S/H AD	12 (H)				<ul style="list-style-type: none"> Supervisor to ensure that there is sufficient space for the truck to discharge its load safety Traffic accommodation to be planned and implemented if delivery is offloaded close to or in live traffic Vehicle to be positioned behind traffic barriers Flagman to be in place at all times to instruct operator and traffic Flag man to be inside "safety den" (20m radius) Operator to obey flagman instructions Truck must be positioned on a level and stable area, stop blocks to be used when deemed necessary by supervisor 			4 (M)
72		Uncontrolled movement of truck	Injury Fatality Asset damage	S/H AD	12 (H)				<ul style="list-style-type: none"> Driver to ensure vehicle is in neutral and the park brake is activated when discharging concrete Vehicle may not be left running without the driver being in the cab/ in control of the vehicle Vehicle to be parked in a safe manner before the driver leaves the vehicle Stop blocks to be used if vehicle is parked and unattended 			4 (M)
73	Using electric small tools	Machine used by incompetent employee/ unauthorized user	Injury Asset damage	S/H	9 (H)				<ul style="list-style-type: none"> Ensure that the employee is competent in using the specific machines Conduct Planned Task Observation to confirm employee ability Ensure machine not to be left unsupervised 			4 (M)
74		Employee injured due to: -spark created from cutting/grinding process	Injury Fire	S/H EN	6(M)				<ul style="list-style-type: none"> Correct PPE to be worn at all times Other employees to be instructed to stay clear of cutting/ grinding activity Cutting/ grinding operations not to be done in high traffic areas without screens being erected Material to be secured by another person when cutting/ grinding / drilling (loose material) Off cuts to be contained in a drum (store properly) 			2 (L)



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75		-flying objects -inadequate work space							<ul style="list-style-type: none"> Fire extinguisher in close proximity to activity Ensure employees are not wearing loose clothes Adequate space should be allocated for task Space identified for materials 			
76		Defective tool/machine	Injury Fatality	S/H	9 (H)				<ul style="list-style-type: none"> Pre-use inspection/ checklist to be done before use Discontinue use of worn /defective sundry until (drill bits, grinder disks, etc) No permanent lock switch allowed Machine guards are to be in place and not removed All equipment defects must be reported to supervisor and storeman Faulty equipment to be removed from site 			4 (M)
77		Employee injured as a result of an electric shock							<ul style="list-style-type: none"> Electrical small tools not to be used whilst employee standing in water or rain Plugs and cables to be checked and reported if damaged 			
78		Incorrect storage	Asset damage Property loss	S/H	6 (M)				<ul style="list-style-type: none"> Storage to be controlled by a trained and competent storeman Equipment not to be unsupervised when used on site 			2 (L)
79	Compaction of material	Incompetent operator Poor communication Non-compliance to safety regulations	Injury Property damage	S/H	9(H)				<ul style="list-style-type: none"> Ensure trained competent operators at all times Ensure supervision at all times 			3 (L)
80		Untrained personnel Inadequate flagman							<ul style="list-style-type: none"> Ensure appointed flagman on duty Ensure flagman is aware of risk and duty of task Ensure mini risk assessment conducted and communicated to all Ensure all equipment pre check and inspected prior of commencement of task Ensure daily maintenance inspection conducted by mechanics Any deviation to be reported prior of task to mechanical foreman No equipment to be operated with deflection 			



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									<ul style="list-style-type: none"> Ensure constant training and awareness 			
81	Doing lab test on compaction	Radiation of troxler Unauthorised use of a troxler	Injury Disability Fatality	S/H AD	12 (H)				<ul style="list-style-type: none"> Testing area to be demarcated and no unauthorized employees allowed Only appointed technician will take samples and operate Troxler 			6 (M)
82	Trucks and driving around construction zones	Speeding Unsafe behaviour	Injury Disability Fatality	S/H	9(H)				<ul style="list-style-type: none"> No over speeding will be allowed on site Speed limit on site will be 40km per hour were adverse conditions prevails speed must be reduced more No overtaking another mobile machinery is allowed on site 			6 (M)
		Men machinery interface External environment Uneven surface for mobile machineries Weather	Injury Disability Fatality	S/H	9 (H)				<ul style="list-style-type: none"> Spotters and flag persons to keep safe distance from all mobile equipment, distance of 50 meters away from moving machinery Employees working in the vicinity of the machinery must approach if from the side not from the rear to allow the operator to see Operators must stop, switch off the machinery when a person is on the exclusion zone of working machinery Provision and use of reflective PPE 			
83	Influence of adverse weather	Incidents due to strong winds, extreme dust obscuring visibility and rain	Injury Disabling injury Fatality	S/H	6 (M)				<ul style="list-style-type: none"> Weather such as strong wind must be monitored before the operations starts Dust suppression to be controlled by use of water carts Sufficient weather must be insured for safe and quality and priming operation 			3 (L)
84		Slips, trips and falls Being struck by moving machinery and vehicles Fatigue	Injury Disabling injury Fatality Property damage Spillage	S/H EN	12 (H)				<ul style="list-style-type: none"> Wear lace up steel can boots at all times Watch where you are walking Do not run or rush Ensure pits are covered Do not use mobile phone 			6 (M)



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85		Animal bites and/or stings							<ul style="list-style-type: none"> • Check for oncoming vehicles or plant prior to moving • Remain alert to vehicle and plant movements around you • Do not walk behind reversing plant • Remain clear of operating plant if your presence is not required • Do not walk between reversing trucks and paver • Remain in operator's view when working around plant • Do not rely on operators to see you, remain vigilant • Minimum 10 hours break required between shifts • Rotate roles as required between shifts • Rotate roles as required based on site and environmental conditions • Wear long clothing • Do not venture into long grass • Do not intentionally aggravate or pursue insects or animals with potential to cause harm 		
86	Parking of mobile plant at completion of work	Public traffic – hazard to the public Theft	Injury Disabling	S/H	9(H)				<ul style="list-style-type: none"> • Park in accordance with signed parking requirements and mobile plant and equipment procedure • Make sure that the parked width of the vehicle is not impinging the safe passage of traffic through the roadway • This may require the removal of any attachments/equipment which is protruding into the roadway • If there is no signed parking, then on roads where the signed speed is: <ul style="list-style-type: none"> • <60 km/h – park with care and abide with all parking signage • 60 km/h – vehicles must be parked with 3 meter clearance to all traffic • >80 km/h – vehicles must be parked with a 6 metre clearance to all traffic • Park in accordance with mobile plant and equipment procedure • Do not leave loose items or equipment, trailers on site overnight unless they are in a secured compound 		6 (M)
87	Ceiling painting	Ingestion or inhalation	Injury Disabling Disease Irritation	S/H	14(S)				<ul style="list-style-type: none"> • All employees must be provided with respirators • The employees must take breaks away from the paint • Ladders must be provide for this type of work • Trained employees only to work form the ladder • Supervision must be part of the task 		6(M)



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88	Survey setting out points	Incorrect setting out points (demarcation)	Quality NCR Production loss	QA BD	6 (M)			<ul style="list-style-type: none"> Ensure surveyor has latest "construction drawings" Verify survey beacon integrity Supervisor to confirm that construction as per survey point 				2L
89	Clearing and grubbing	Damage to flora, fauna and / or heritage items	Environmental damage	EN	13S			<ul style="list-style-type: none"> Survey and fence any sensitive area that require protection within/adjacent to the works area in accordance with sensitive area plans and in consultation with the project ecologist Fence areas of significant flora, fauna habitat or known archaeological sites that are to be retained (protected) Fence areas of significant flora, fauna habitat or known archaeological sites that are to be retained (protected) These sites are to be managed in accordance with the working near sensitive areas Limit of clearing to be marked with Pegs/red and white danger tape at a maximum of 50m centres Pegs marked clearly indicate clearing side Limits of clearing to be set out by survey 				5M
90	Welding including, but not limited to	Contact with the sparks	Injury Burns Eye irritation	S/H	5M			<ul style="list-style-type: none"> Only competent or experienced person is allowed to weld Provide training Be in full PPE 				4L
91	Manual handling	Brick masons	Cement dermatitis, awkward postures, heavy loads	S/H	3L			<ul style="list-style-type: none"> Provide training Only competent person is allowed use the tool Induct employees about the correct posture for working Provide PPE 				2L
92	Carpenters	Wood dust, heavy loads, repetitive motion	Lung infection injury	S/H	5L			<ul style="list-style-type: none"> Provide dust mask or the correct PPE Induct and communicate the risk connected to the work to employees Only competent person are allowed to perform the task 				1L
93	Drywall installers	Plaster dust, walking on stilts, heavy loads, awkward postures	Back pains	S/H	17S			<ul style="list-style-type: none"> Provide safety gloves, dust mask, glasses etc. Induct employees about the correct posture for working Use plant for heavy loads as far as possibly practical 				13S
94	Painters	Solvent vapours,	Lung irritation	S/H	12M			<ul style="list-style-type: none"> Provide employees with respirator 				4L



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		toxic metals in pigments, paint additives											<ul style="list-style-type: none"> Test all employees for possible allergies connected to the work 	
95	Plasterers	Dermatitis, awkward postures	Body pain	S/H	2L								<ul style="list-style-type: none"> Induct employees about the correct posture for working Provide training to employees connected the risk Only competent person is allowed to perform this type of a task Provide glasses and the relevant PPE 	1L
96	Plumbers	Lead fumes and particles, welding fumes	Lung irritation	S/H EN	7M								<ul style="list-style-type: none"> Only competent person is allowed to perform this type of a task Provide glasses and the relevant PPE 	
97	Concrete and terrazzo finisher	Awkward postures	Back pain	S/H	8M								<ul style="list-style-type: none"> Induct or the employees to take the correct posture performing their work Competent person to perform the task 	4L
98	Roofers	Roofing tar, heat, working at heights	Injury death	S/H	11M								<ul style="list-style-type: none"> Use scaffolds to access the roof All employees who perform the task must wear safety harness Provide training 	7M
99	Brick laying	Awkward postures	Back pain	S/H	8M								<ul style="list-style-type: none"> Induct or the employees to take the correct posture performing their work Competent person to perform the task 	4L
100	Working at height	Scaffold not meeting requirements	Fatality Death Injury	S/H	13S								<ul style="list-style-type: none"> A competent person must erect the scaffold Scaffold must be inspected Induction must be provided Only competent person to perform the task Scaffold must meet SANS requirement Task must be supervised All necessary safety measures must be in place 	8M
101	Exposure to noise	High pitch of noise from the operation.	NIHL (Noise Induced hearing loss)	S/H	8M								<ul style="list-style-type: none"> Issue ear plugs or ear muffs Give the employees time to move away from the noise for 15mins or more in every 3 hours 	7M



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102	Exposure to vibration	Exposure to noise Vibration	TTS Restlessness Motion sickness Lower back pain Bone damage Impairment of , balance or bot	S/H	8M				<ul style="list-style-type: none"> Give the employees time from any vibrating surface or machinery (at least 10mins or more in every 3 hours) Train the employees to use the machinery in the correct way Provide glove for your employees to reduce contact 			7M
103	Dust control	Improper dust management	Lung irritation Lung infection Air pollution	S/H EN	19 S				<ul style="list-style-type: none"> Water down the dusty area regularly Provide dust musk Induct employees on the impact of duct to their health Avoid making dust as practical as possible 			4L



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RISK ASSESSMENT TABLE



Likelihood		Risk Rating				
5 Almost Certain	The unwanted event has occurred frequently; has a 90% and higher probability of reoccurring	11 Medium	16 Significant	20 Significant	23 High	25 High
4 Likely	The unwanted event has a probability of between 60% and less than 90% of occurring	7 Medium	12 Medium	17 Significant	21 High	24 High
3 Possible	The unwanted event has a probability of between 30% and less than 60% of occurring	4 Low	8 Medium	13 Significant	18 Significant	22 High
2 Unlikely	The unwanted event has a probability of between 1% and less than 30% of occurring	2 Low	5 Low	9 Medium	14 Significant	19 Significant
1 Rare	The unwanted event has never occurred, has a probability of less than 1% of occurring	1 Low	3 Low	6 Medium	10 Medium	15 Significant

OCCUPATIONAL

HEALTH AND SAFETY SPECIFICATION

FOR

STINKHOUTBOOM PRIMARY SCHOOL

Compiled by:	Andrew Magombedze SACPCMP CHSM/943/2019	Signature 	Date: 15/01/2024
Approved by:	Nondumiso N Ntombela SACPCMP CHSA/659/2022	Signature 	Date: 15/01/2024

Contents

1. INTRODUCTION	3
2. PURPOSE OF THE HEALTH AND SAFETY SPECIFICATION	4
3. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT	5
4. DEFINITIONS	5
5. DUTIES OF CONTRACTOR AND CLIENT	9
5.1 Duties of Principal Contractor / Contractor	9
5.2 Duties of a client	12
5.2.1 Construction Work Permit	13
6. SITE SPECIFIC WORKS INFORMATION	14
6.1 Scope of Work	14
6.2 Temporary Works and Traffic Accommodation	14
6.3 Location of the works	14
6.4 Regulatory Requirements	14
7. PROJECT/SITE SPECIFIC REQUIREMENTS	15
7.1 Specific site requirements	15
7.2 Requirements for compliance audits	16
7.3 Fitness for Duty	16
7.4 Registers	16
7.5 First Aid Services	17
7.5.1 First Aid Boxes	17
7.5.2 Smoking	17
7.5.3 Sun Protection	17
7.6 Manual Handling of Material	18
8. SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE	18
8.1 Administrative & Legal Requirements	18
8.2 Education & Training	21
8.3 Public Safety, Security Measures & Emergency Preparedness	22
8.4 Personal Protective Equipment	22
8.5 Housekeeping	23
8.6 Working at Heights (including roof work)	24
8.7 Electricity	24
8.8 Emergency and Fire Prevention and Protection	25
8.9 Excavations	26
8.10 Tools	26

8.11	Cranes	27
8.12	Builder’s Hoist.....	28
8.13	Transport & Materials Handling Equipment	28
8.14	Site Plant and Machinery	29
8.15	Plant & Storage Yards/Site Workshops Specifics.....	30
8.16	Workplace Environment, Health and Hygiene.....	31
9.	CONTRACTOR REQUIREMENTS	32
9.1	Management and Supervision of Construction Work	32
9.2	General Contractor Duties	33
9.3	Contractor Specific Responsibilities with regards to Hazardous Activities	33
9.4	Assignment of Contractor’s Responsible Persons to Manage Health and Safety on Site .	34
9.5	Occupational Health and Safety Policy	34
9.6	Health and Safety Organogram.....	34
9.7	Safety Plan	34
9.8	Safety File	34
9.9	Notification of Construction Work.....	35
9.10	OHS Act Appointments.....	36
9.11	OHS Goals and Objectives and Arrangements for monitoring and reviewing OHS performance.....	36
9.12	Identification of hazards and development of risk assessments, standard working procedures (SWP) and method statements.....	36
10.	ARRANGEMENTS FOR MONITORING AND REVIEW.....	36
10.1	Periodical Audit by the Service Provider.....	36
10.2	Other audits and inspections by client or agent.....	37
10.3	Incident Investigation and Reporting.....	37
10.4	Incident Investigation.....	38
10.5	Review	38
10.6	Site Rules and other Restrictions	38
10.6.1	Site OH&S Rules.....	38
10.6.2	Security Arrangements.....	38
10.6.3	General and Induction Training.....	38
10.6.4	Other Training.....	39
10.7	SHE Representatives and SHE Committees.....	39
10.7.1	Designation of SHE Representatives	39
10.7.2	Duties and Functions of the H&S Representatives	39
10.7.3	Establishment of H&S Committee(s).....	40

11. HOUSEKEEPING	41
12. LOCKOUT SYSTEMS – ELECTRICAL.....	41
13. GENERAL NOTES TO THE CONTRACTOR.....	41
13.1 Legal Framework and obligations	41
13.2 Legal Liabilities	42
13.3 Safety Audits	42
14. IMPORTANT LISTS AND RECORDS TO BE KEPT	42
15. CHECKLIST AND INSPECTION TEMPLATES.....	44
16. ACCEPTANCE OF HEALTH AND SAFETY SPECIFICATIONS	49

1. INTRODUCTION

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993, Department of Human Settlement as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.

The Principal Contractor and contractors shall be responsible for the Health & Safety Policy, HIV policy, drugs and alcohol policy and an environmental policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This ‘Health and Safety Specifications’ document is governed by the “Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as ‘The Act’. It should be noted that no single Act or its set of Regulations be read in isolation. Furthermore, although the definition of Health and

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SACPCMP CHSA 659/2022
Rev: 1

Safety Specifications stipulates ‘a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons’, it is required that the entire scope of the Labour Legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Prior to drafting the Health and Safety Plan, and in consideration of the information contained herein, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan including Covid-19 safety plans. The Health and Safety Plan shall include documented ‘Method Statements of Work’ detailing the key activities to be performed in order to reduce as far as reasonably practicable, the hazards identified in the Risk Assessment.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it, however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor and contractors from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

2. PURPOSE OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification has been prepared to comply with the requirements of the Construction Regulations 2014.

The purpose of this site-specific Health and Safety Specification is to comply with legal requirements and to provide health and safety information about specific project risks known by the Client, Designer and Client Agent to be applicable to this project. This document also provides minimum health and safety requirements, standards and expectations that the principal contractor and contractors must adhere to.

The Contractor must take into account all information in this specification and ensure that their tenders include adequate resource and competence to deal with the matters detailed herein so that all relevant contents are dealt with in a way which is in compliance with legislation and the ethical concerns for the safeguarding of employees, contractors and other persons affected by the construction activities.

The Health and Safety Specification will be implemented during construction of the works and any construction activity that the Client has control over.

This will also assist in ensuring that all the costs related to the compliance with Occupational Health Act 85 of 1993 and the Construction Regulations 2014, as well as this Health and Safety Specification, are taken into consideration at Tender stage.

No advice, approval of any document required by the Health and Safety Specification such as hazard identification and risk assessment action plans or any other form shall be construed as an acceptance by the Client of any obligation that absolves the Contractor from achieving the required level of performance and compliance with legal requirements.

Further, there is no acceptance of liability by the Client which may result from the Contractor failing to comply with the Health and Safety Specification unless the Client has issued an instruction to any requirement, i.e. the Contractor remains responsible for achieving the required performance levels.

3. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

This Health and Safety Specification forms an integral part of the Contract, and Contractors shall make it an integral part of their Contracts with Sub Contractors and Suppliers. Contractors employed by the Client are to ensure that the provisions of the Health and Safety Specification are applied both on the site and in respect of all off-site activities relating to the project, in particular in transport activities and project dedicated off site fabrication works. The Contractor shall enforce the provisions of the Health and Safety Specification amongst all sub-contractors and suppliers for the project.

This document is to be read and understood in Conjunction with the following inter alia:

- Occupational Health and Safety Act (Act 85 of 1993)
- SABS codes and standards referred to by the Occupational Health and Safety Act
- Regulations as per the Occupational Health and Safety Act (Act 85 of 1993) with specific reference but not limited to:
 - General Safety Regulations (GN 928, 25 June 2003)
 - General Machinery Regulations (GN R1521, 5 August 1988)
 - Electrical Machinery Regulations (GN R250, 25 March 2011)
 - Electrical Installation Regulations (GN R242, 6 March 2009)
 - Driven Machinery Regulations (GN R1010, 18 July 2003)
 - Hazardous Chemical Substance Regulations (GN R930, 25 June 2003)
 - Hazardous Biological Agents Regulations (GN R 1390, 27 December 2001)
- Basic Conditions of Employment Act (Act 75 of 1997)

4. DEFINITIONS

ALL REFERENCES TO CLIENT IN THIS HEALTH AND SAFETY SPECIFICATION ALSO REFER TO CLIENT AGENT, WHERE SO APPOINTED.

Definitions (as per the Construction Regulations 2014) applicable to this Health and Safety Specification:

"Purpose of the Act" –To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

"The Act" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

"Agent" –means a competent person who acts as a representative for a client;

"Client" –means any person for whom construction work is performed;

"Competent person" means a person who—

(a) has in respect of the work or task to be performed the required knowledge, training and 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, 2008 (Act No.67 of 2008), those qualifications and that training must be regarded as the required qualifications and training; and

(b) is familiar with the Act and with the applicable regulations made under the Act;

"Construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"Construction site" means a work place where construction work is being performed;

"Construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"Construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"Construction work" means 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; or

(b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth,

clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

“Contractor” –means an employer who performs construction work;

"Demolition work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"Design" in relation to any structure, includes drawings, calculations, design details and specifications;

"Designer" means-

(a) a competent person who-

(i) prepares a design;

(ii) checks and approves a design;

(iii) arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or

(iv) designs temporary work, including its components;

(b) an architect or engineer contributing to, or having overall responsibility for a design;

(c) a building services engineer designing details for fixed plant;

(d) a surveyor specifying articles or drawing up specifications;

(e) a contractor carrying out design work as part of a design and building project; or

(f) an interior designer, shop-fitter or landscape architect;

"Excavation work" means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"Fall arrest equipment" means equipment used to arrest a person in

a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

"Fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment;

"Fall protection plan" means a documented plan, which includes and provides for—

(a) all risks relating to working from a fall risk position, considering the nature of work undertaken;

(b) the procedures and methods to be applied in order to eliminate the risk of falling; and

(c) a rescue plan and procedures;

"Fall risk" means any potential exposure to falling either from, off or into;

"Risk Assessment" –means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

"Health and Safety File" –means a file, or other record containing the information in writing required by the Construction Regulations;

"Health and Safety Plan" –means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"Health and Safety Specification" –means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"Method Statement" –means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment;

"Medical certificate of fitness" means a certificate contemplated in regulation 7(8);

"Mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"Person day" means one normal working shift of carrying out construction work by a person on a construction site;

"Principal contractor" means an employer appointed by the client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000)

"Provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"Structure" means—

a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;

b) any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or

c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"Suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support;

"Temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"Tunnelling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

5. DUTIES OF CONTRACTOR AND CLIENT

5.1 Duties of Principal Contractor / Contractor

(1) A principal contractor must—

(a) provide and demonstrate to the client a suitable, sufficiently documented and coherent site-specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;

(b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and

(c) on appointing any other contractor, in order to ensure compliance with the provisions of the Act—

(i) provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;

(ii) ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;

(iii) ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;

(iv) 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;

(v) appoint each contractor in writing for the part of the project on the construction site;

(vi) take reasonable steps to ensure that each contractor's health and safety plan contemplated in sub regulation (2)(a) is implemented and maintained on the construction site;

(vii) 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;

(viii) 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;

(ix) where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and

(x) discuss and negotiate with the contractor the contents of the health and safety plan contemplated in sub regulation (2)(a), and must thereafter finally approve that plan for implementation;

(d) ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in sub regulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent;

- (e) hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in sub regulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
 - (f) in addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and sub regulation (2)(b), 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
 - (g) 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) A contractor must prior to performing any construction work—
- (a) provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client’s health and safety specification contemplated in regulation 5(1)(b) and provided by the principal contractor in terms of sub regulation (1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
 - (b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client’s agent or the principal contractor;
 - (c) before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
 - (d) co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
 - (e) as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
- (3) Where a contractor appoints another contractor to perform construction work, the duties determined in sub regulation (1)(b) to (g) that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.
- (4) A principal contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.
- (5) No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
- (6) A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- (7) A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub regulation (6) and such records must be made available on request to an inspector, the client, the client’s agent or the principal contractor;

- (8) A contractor must 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.

5.2 Duties of a client

1 A client must—

- (a) prepare a baseline risk assessment for an intended construction work project;
- (b) prepare a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (a);
- (c) provide the designer with the health and safety specification contemplated in paragraph (b);
- (d) ensure that the designer takes the prepared health and safety specification into consideration during the design stage;
- (e) ensure that the designer carries out all responsibilities contemplated in regulation 6
- (f) include the health and safety specification in the tender documents;
- (g) ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- (h) ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
- (i) take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations;
- (j) ensure before any work commences on a site that every principal 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 (Act No. 130 of 1993);
- (k) appoint every principal contractor in writing for the project or part thereof on the construction site;
- (l) discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in regulation 7(1), and must thereafter finally approve that plan for implementation;
- (m) ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
- (n) take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained;
- (o) ensure that periodic health and safety 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;
- (p) ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
- (q) stop any contractor from executing a construction activity which poses a threat to the health and safety of persons 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;
- (r) where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the

principal contractor to execute the work safely; and

(s) ensure that the health and safety file contemplated in regulation 7(1)(b) is kept and maintained by the principal contractor.

(2) Where a client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.

(3) Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.

(4) Where more than one principal contractor is appointed as contemplated in subregulation (1)(k), the client must take reasonable steps to ensure co-operation between all principal contractors and contractors in order to ensure compliance with these Regulations.

(5) Where a construction work permit is required as contemplated in regulation 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed.

(6) Where notification of construction work is required as contemplated in regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an agent is necessary, the decision of an inspector is decisive.

(7) An agent contemplated in subregulations (5) and (6) must—

(a) manage the health and safety on a construction project for the client; and

(b) be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions;

(8) When the chief inspector has approved a statutory body as contemplated in subregulation (7)(b), he or she must give notice of that approval in the Gazette.

5.2.1 Construction Work Permit

All projects that meet the following criteria will require a construction work permit to be applied for at the provincial in writing at least 30 days prior to the work being carried out if the intended construction work will:

- Exceeds 180 days
- Will involve more than 1800 person days of construction work
- Works contract is of a value equal to or exceeding thirteen million rand, or Construction Industry Grading Board (CIDB) grading level 6

It is the client's responsibility to apply for this permit from the Provincial Director and construction work may not commence until the permit has been issued by the Provincial Director. A copy of this permit will be required to be kept in the principal contractor's safety

file, and the site-specific number issued by the Provincial Director must be displayed at the site entrance.

6. SITE SPECIFIC WORKS INFORMATION

These specifications are applicable to the specific cope of work pertaining to the Construction of a New Stinkhoutboom Primary School.

6.1 Scope of Work

The construction of a New Stinkhoutboom Primary School.

Scope of work includes

- Internal water reticulation
- Internal sewer reticulation
- Internal gravel roads
- Internal storm water drainage

6.2 Temporary Works and Traffic Accommodation

As the deliveries will be within a built-up urban area, Contractor will be required to carry out all necessary safety protocols to maintain the flow of traffic and to ensure that pedestrian and vehicular access is maintained to local residential buildings and businesses.

6.3 Location of the works

The project is located on Portion 14 Kruisrivier, Farm number 270 JP , Ramotshere Moiloa Local Municipality in North West

6.4 Regulatory Requirements

Contractor needs to comply with the following legal requirements:

- Occupational Health and Safety Act, 1993
- Construction Regulations, 2014;
- Section 27(2) of the Disaster Management Act, 2002 Regulations
- Consolidated Directions on Occupational Health and Safety in Certain Workplaces

- General Administration Regulation, 2003
- General Safety Regulations, 1986
- Compensation for Occupational Injuries and Diseases Act, 1993
- Basic Conditions of Employment Act, NO 75 of 1997
- Facilities Regulations, 2004
- Electrical Machinery Regulation, 2001

7. PROJECT/SITE SPECIFIC REQUIREMENTS

7.1 Specific site requirements

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) to be developed to ensure legal compliance to legislation:

Contractor is to ensure of at least the following (Not exclusive):

- PC site office,
- Material storage area
- Clear site entry and exit
- Program of works
- Daily construction book
- Instruction book
- egress arrangements inclusive of delivery arrangements,
- Employee facilities
- Highlighted “No-Go” areas;
- Construction Name Board
- Signage
- Emergency assembly points
- A depiction of total people on site daily;
- A list of Sub-contractors active on site with contact details;
- Plant and material listings;
- Emergency contact numbers;
- SHE files to note where all drawings, plans and permits are stored for all the disciplines involved in the construction phase of the project;
- Chemical inventory with MSDS references;
- First aid box and first aid arrangements;
- Fire extinguisher(s);
- Employee shaded eating area;
- Communication board.
- Boundary and access control/ Public Liability Exposure (Barricade)

Task Activities considered in the execution of the above-mentioned work packages

- Installation and Maintenance of Temporary Construction Electrical Supply, Lighting and equipment.
- Exposure to Noise;
- Exposure to Vibration;
- Protection against dehydration and heat exhaustion;
- Protection from the elements.
- Handling, Storage, removal, disposal of Asbestos Contaminated Material.

Use and Storage of Flammable Liquids and other Hazardous Substances – (the client and/or its agent appointed on its behalf to be informed of this prior to commencing of the project).

Backfilling and compacting of Trenches.

Protection against Flooding.

Use of Explosives – (the client and/or its Agent appointed on its behalf to be informed of this prior to commencing of the project) when necessary.

7.2 Requirements for compliance audits

The following are requirements depending on scope of works and will form a basis for compliance audits.

1. Administrative and Legal Requirements;
2. Education, Training & Promotion;
3. Public Safety and Emergency Preparedness;
4. Personal Protective Equipment;
5. Housekeeping;
6. Scaffolding, Formwork & Support work;
7. Ladders;
8. Electrical Safeguarding;
9. Emergency Procedures /Fire Prevention and Protection;
10. Excavations and Demolition;
11. Tools;
12. Cranes and other driven machinery;
13. Personnel and Material Hoists;
14. Transport and Materials Handling;
15. Site Plant and Machinery;
16. Stacking and Storage Site/ Yards/ Site Workshops Specifics;
17. Health and Hygiene; and
18. Facilities.

7.3 Fitness for Duty

The contractor must ensure that their employees on site have a valid medical certificate of fitness, specific to the construction work being performed, issued by an occupational health practitioner in the form of an Annexure 3 template (refer to the Construction Regulations 2014 on the Department of Labour website for a sample of this form).

7.4 Registers

The Contractor will ensure that the registers are opened for the equipment that is on site so as to regularly check and record the results. Repairs, replacement or out-of-service equipment will also be recorded. The registers will be appropriate to the nature of equipment found on site and they may include the following:

- Accident and/or incident register (Annexure 1 of the General Administrative Regulations).
- Occupational Health and Safety representatives' inspection register.
- Construction vehicles and mobile plant inspections by controller.

- Daily inspections of vehicles, plant and other equipment by the operator, driver and/or user.
- Designer's inspections and structures record.
- Inspection and maintenance of explosive powered tools.
- Inspection of electrical installations (including inspection of portable electrical tools, electrical equipment and other electrical appliances).
- Fall protection inspections.
- First-aid box content.
- Record of first-aid treatment.
- Fire equipment inspections and maintenance.
- Record of hazardous chemical substances kept and used on site.
- Ladder inspections.
- Machine safety inspections (including machine guards, lock-outs etcetera).
- Inspection registers and logbooks for lifting machines and – tackle (including daily inspections by drivers/operators).
- Inspection of scaffolding.
- Inspection of stacking and storage.
- Inspections of structures.
- Pressure Equipment inspections; and
- Inspection of welding equipment

7.5 First Aid Services

The Contractor shall ensure that he/she implements and complies with OH&S Act - General Safety Regulation 3. The Contractor shall provide a person qualified to give First Aid attention on the Site at all times. The competency certificate must be valid for three (3) years and provided by an accredited service provider. The Contractor shall provide and maintain First Aid equipment on site. The equipment is up to standard as prescribed by the Statutory Regulations.

7.5.1 First Aid Boxes

The contractor shall provide first boxes/kits with contents as per minimum legal requirements. Boxes shall be provided in all working areas and kept locked. Records of such are to be kept in an appropriate register of all treatment done

7.5.2 Smoking

The contractor shall not permit smoking on site except within designated smoking areas selected in accordance with applicable Laws, Rules, Regulations, and Policies.

7.5.3 Sun Protection

The contractor shall ensure that all employees are protected in sunlight by the use of long sleeve shirts, long trousers, sun brims on safety helmets, UV factored sunscreen and shade structures. The contractor shall conduct Training and Awareness Sessions with his/her employees, advising on the risks of working in the heat and dehydration and the precautions to be taken including an acceptable

fluid intake depending on conditions. The contractor shall ensure that adequate water is made available to his/her employees.

7.6 Manual Handling of Material

Risk assessments shall be coordinated on manual handling tasks involving:

- Lifting, carrying or putting down (e.g. the transportation of equipment and stock),
- Pushing, pulling, throwing or restraining,
- Any activity involving bending, twisting or awkward postures, even where no object is handled (e.g. working in restricted areas, reaching into low or high cupboards, or maintaining inaccessible equipment items).
- Activities that require stationary/static muscle loading e.g. to support or restrain order.

Lifting Technique - to minimize the risk of back injury, employees will comply with the following:

- Adopt a stable foot position e.g. place the front foot beside the load, pointing in the direction of travel, placing the back foot slightly behind and a hip-width apart from the front foot.
- Grip the load firmly and keep it close to your body. Use the strong muscles of your legs to lift. Aim to maintain the natural curves of your spine, thereby lessening the change of injury to the in vertebra disks.
- Hold loads close to the body when carrying. The further away from the trunk, the greater the force required to lift and carry. Tighten stomach muscles to help stabilize the trunk and use the leg muscles. Maintain the natural lumbar curve during lifting and lowering.
- Avoid extreme positions including bending, twisting and excessive reaching.
- Maintain a good level of personal health and fitness to help maintain muscle strength.

8. SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

8.1 Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction Regulations 3 & 4	Application for construction work permit Notice of carrying out Construction work	Department of Labour must be notified by the client and by the contractor. Copy of Notice available on Site. DoL allocated Site Number displayed at the entrance if required.
General Admin Regulations 4	Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations available on site. Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	Valid Letter of good standing available on Site
Construction Regulations	SHE Specification and	SHE Spec received from Client and/or its Agent

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SACPCMP CHSA 659/2022
Rev: 1

5(1)	Program	SHE Program developed and updated.
Section 8(2)(d) of the OHS Act and Regulations 5(1) & 7 of the Construction	Hazard Identification & Risk Assessment	Identifications of hazards/Recorded Risk Assessment and – Plan drawn up/Updated Risk Assessment Plan available on Site Employees/Contractors informed/trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to their person/s by CEO.
Construction Regulations 8(1)	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Manager with job description
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of SHE Representatives	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management.
Section 37(1) & (2)	Agreement with Mandatories/Contractors	Written agreement with Contractors List of Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing (COIDA) Construction Manager designated Written arrangements regarding SHE Reps and Committee (OHS Act Section 17,18) Written arrangements for First Aid
General Admin Regulations 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at H&S Committee meeting Action taken by Site Management.
Section 24 & General Admin Regulations 8, Construction Regulation 5(3) & COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1?)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
Construction Regulations 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated and available on Site
Construction Regulations 22/ Driven Machinery Regulations 18 & 19	Cranes & Lifting Machines Equipment	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment

		<p>Written Proof of Competence of above appointee available on Site.</p> <p>Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle</p> <p>Log Book kept for each individual Crane</p> <p>Inspection:</p> <ul style="list-style-type: none"> - All cranes - daily by operator - Tower Crane/s - after erection/6monthly - Other cranes - annually by comp. person - Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application
Construction Regulations 25	Use of temporary storage of flammable liquids on construction site	Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated. Suitable notices to be posted.
Construction Regulations 26	Water environments	If construction is performed over on in close proximity of water, then provision must be made to prevent persons from falling into water and have a rescue plan in case of such incident happening to prevent drowning.
Construction Regulations 27	Housekeeping	Suitable housekeeping measures must be implemented to reduce the risk of injuries and damage to the structures, machinery, etc. Debris must be removed with a chute from a high place. Construction area must be fenced off.
Construction Regulations 28/General Safety Regulations 8(1)(a)	Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction Regulations 29/ Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning and Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: <ul style="list-style-type: none"> - Drilled/Practiced - Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register. Inspected weekly. And inspection register kept. Serviced annually
Construction Regulations 30	Employees Facilities	The contractor must provide and maintain in hygienic condition facilities for employees that include: <ul style="list-style-type: none"> • Showers (1 for every 15 employees) • Sanitary facilities for each sex (1 for every 30 employees) • Changing facilities for each sex • Sheltered eating areas

General Safety Regulations 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulations 2	Personal Safety Equipment (PPE)	PPE Risk Assessment carried out Items of PPE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4)
Hazardous Chemical Substances (HCS) Regulations Construction Regulations 25	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site. Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Construction Regulations 23	Construction Vehicles and Earth Moving Equipment	Operators/Drivers appointed to: - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate/drive Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept
General Safety Regulations 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept. Application of the types of ladders (wooden, aluminum etc.) regulated by training and inspections and noted in register
General Safety Regulations 13B	Ramps	Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept. Daily inspected and noted in register

8.2 Education & Training

Subject	Requirement
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SACPCMP CHSA 659/2022
Rev: 1







Company OH&S Policy Section 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed. Rules published
Company/Site SHE Rules (Section 13(a))	Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
Induction & Task Safety Training (Section 13(a))	All new employees receive SHE Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions
General SHE Training (Section 13(a))	All current employees receive specified SHE training: written proof Operators of Plant and Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.

8.3 Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
Notices & Signs	Notices & Signs at entrances / along perimeters indicating “No Unauthorized Entry” . Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. “Visitors to report to Office” Notices & Signs posted to warn of overhead work and other hazardous activities. e.g.
Site Safeguarding	General Warning Signs Nets, Canopies, Platforms, Fences etc. to protect members of the public passing / entering the site.
Security Measures	Access control measures/register in operation Security patrols after hours during weekends and holidays Sufficient lighting after dark
Emergency Preparedness	Emergency contact numbers displayed and made available to Security & Guard Emergency Evacuation instructions posted up on all notice boards (including employees’ notice boards) Emergency contingency plan available on site/in yard Doors open outwards/unobstructed Emergency alarm audible all over (including in toilets)
Emergency Drill and Evacuation	Adequate No. of employees trained to use Fire Fighting Equipment. Emergency Evacuation Plan available, displayed and practiced.

8.4 Personal Protective Equipment

Subject	Requirement
Head Protection: Hard Hat 	All persons on site wearing Hardhats including Contractors and Visitors (where prescribed)

Foot Protection: Safety Boots 	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
Eye Protection: Safety Goggles 	Eye and Face (also Hand and Body) Protection (Goggles, Face Shields, Welding Helmets etc.) used when operating the following:
Hand Protection: Safety Gloves 	Protective Gloves worn by employees handling / using / offloading construction materials: • Cement / Bricks / Steel / Chemicals
Dust Mask 	Dust Mask worn on site in consideration of harsh dust conditions and Covid 19 requirements
Overall 	Safety overalls to protect workers against any spills
Reflector 	Reflectors must be worn on site
PPE Issue and Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on H&S File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

8.5 Housekeeping

Subject	Requirement
Scrap Removal System	All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily) Scrap/Waste removal from heights by chute/hoist/crane. Nothing thrown/swept over sides. Scrap disposed of in designated containers/areas

	Removal from site/yard on a regular basis.
Stacking & Storage	<p><u>Stacking:</u></p> <ul style="list-style-type: none"> * Stable, on firm level surface/base. * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding 3x the base * Stacks accessible * Removal from top only. <p><u>Storage:</u></p> <ul style="list-style-type: none"> * Adequate storage areas provided. * Functional – e.g. demarcated storage areas/racks/bins etc. * Special areas identified and demarcated e.g. flammable gas, cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control. * Storage areas free from weeds, litter etc
Waste Control/Reclamation	<p>Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas.</p> <p>All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber).</p> <p>Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.</p>
Asbestos contaminated material (waste)	<p>On site storage prior removal of this material must be advised by a registered Asbestos Contractor. Asbestos contaminated material must be removed from the site by a company registered for handling and transportation of Asbestos, certificate of accreditation to be obtained from the owner. This material must be disposed of on sites specifically designated for this purpose</p>
Contractors (Housekeeping)	Contractors required to comply with Housekeeping requirements.

8.6 Working at Heights (including roof work)

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed


8.7 Electricity



As part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations” - see attached document

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	<ul style="list-style-type: none"> • Color coded / numbered / symbolic sign displayed. • Area in front kept clear and unobstructed. • Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close

	<ul style="list-style-type: none"> • Switches / circuit breakers identified. • Earth leakage protection unit fitted and operating. • Tested with instrument: Test results within 15 – 30 milliamps • Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door • Apertures and openings used for extension leads to be protected against the elements and especially rain
Electrical Installations & Wiring	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires.</p> <p>Earthing continuity / polarity correct:</p> <p>Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’ in it, so the b’R’own wire connects to the ‘R’ight hand connector. “Blue” has the letter ‘L’ in it, so the b’L’ue wire connects to the ‘L’eft hand connector.</p> <p>Cables protected from mechanical damage and moisture.</p> <p>Correct loading observed e.g. no heating appliance used from lighting circuit etc.</p> <p>Light fittings/lamps protected from mechanical damage/moisture.</p> <p>Cable arrestors in place and used inside plugs</p>

8.8 Emergency and Fire Prevention and Protection

Subject	Requirements
Fire Extinguishing Equipment 	Fire Risks Identified and on record The correct and adequate Fire Extinguishing Equipment available for: <ul style="list-style-type: none"> • Offices • General Stores • Flammable Store • Fuel Storage Tank/s and catchment well • Gas Welding / Cutting operations • Where flammable substances are being used / applied. • * Equipment Easily Accessible
Maintenance	Fire equipment checked minimum monthly, serviced yearly
Location & Signs	Fire Extinguishing Equipment: <ul style="list-style-type: none"> • Clearly visible • Unobstructed • Signs posted including “No Smoking” / “No Naked Lights” where required. (Flammable

	store, Gas store, Fuel tanks etc.)
<p>Storage Issue & Control of Flammables (incl. Gas cylinders)</p> 	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc.</p> <ul style="list-style-type: none"> • Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied • Only sufficient quantities issued for one task or one day's usage • Separate, special gas cylinder store/storage area. • Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated. • Types of Gas Cylinders clearly identified as well as the storage area and stored separately. • Full cylinders stored separately from empty cylinders. • All valves, gauges, connections, threads of all vessels to be checked regularly for leaks. • Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.
<p>Storage, Issue & Control of Hazardous Chemical Substances (HCS)</p> 	<ul style="list-style-type: none"> • HCS storage principles applied: products segregated • Only approved, non-expired HCS to be used • Only the prescribed PPE shall be used as the minimum protection • Provision made for leakage/spillage containment and ventilation • Emergency showers/eye wash facilities provided • HCS under lock & key controlled by designated person • Decanted/issued in containers as prescribed with information/warning labels • Disposal of unwanted HCS by accredited disposal agent • No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site • All vessels or containers to be regularly checked for leaks

8.9 Excavations

Subject	Requirements
Excavations, measurements according to scope of work	<ul style="list-style-type: none"> • Shored / braced to prevent caving / falling in. • Provided with an access ladder. • Excavations guarded/barricaded/lighted after dark in public areas • Soil dumped at least 1 m away from edge of excavation • On sloping ground soil dumped on lower side of excavation • All excavations are subject to daily inspections

8.10 Tools

Subject	Requirement
Hand Tools	<p>Shovels / Spades / Picks:</p> <ul style="list-style-type: none"> • Handles free from cracks and splinters • Handles fit securely

	<ul style="list-style-type: none"> • Working end sharp and true <p>Hammers:</p> <ul style="list-style-type: none"> • Good quality handles, no pipe or reinforcing steel handles. • Handles free from cracks and splinters • Handles fit securely <p>Chisels:</p> <ul style="list-style-type: none"> • No mushroomed heads / heads chamfered • Not hardened • Cutting edge sharp and square <p>Saws:</p> <ul style="list-style-type: none"> • Teeth sharp and set correctly • Correct saw used for the job
Explosive Powered Tools	<ul style="list-style-type: none"> • Only used by trained / authorized personnel. • Prescribed warning signs placed / displayed where tool is in use. • Work area must be properly isolated/demarcated during use of tool. • Inspected at least monthly by competent person and results recorded. • Issue and return recorded including cartridges / nails and unused cartridges / nails / empty shells recorded. • Cleaned daily after use.

8.11 Cranes

Subject	Requirement
Tower Crane	<ul style="list-style-type: none"> • Only operated by trained authorized operator with valid certificate of training • Structure - no visible defects • Electrical installation good/safe • Crane hook: Throat pop marked/safety latch fitted/functional • SWL/MML displayed • Limit switches with backup switches fitted/operational • Access Ladder fitted with backrests/Fall arrest system installed • Lifting tackle in good condition/inspection color coding • Lifting tackle checked daily
Mobile Crane	<ul style="list-style-type: none"> • Only operated by trained authorized operator with valid certificate of training • Rear view mirrors • Windscreen visibility good • Windscreen wipers operating effectively • Indicators operational • Hooter working • Tyres safe/sufficient tread/pressure visibly sufficient • No missing Wheel nuts • Headlights, taillights operational • Reverse alarm working and audible and known by all employees • Grease nipples and grease on all joints • No Oil leaks • Hydraulic pipes visibly sound/no leaks • No corrosion on Battery terminals • Boom visibly in good condition/no apparent damage

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SACPCMP CHSA 659/2022

Rev: 1

	<ul style="list-style-type: none"> • Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily • Brakes working properly • Crane hook: Throat pop marked/safety latch fitted/functional • SWL/MML displayed • By-pass valves operational • Deflection chart displayed/visible to operator/driver • Outriggers functional used
Gantry Crane	<ul style="list-style-type: none"> • Only operated by trained authorized persons • Correct slinging techniques used • Recognized/displayed on chart signals used • Log book kept/up to date • Prescribed inspections conducted on crane & lifting tackle and checked daily • “Crane overhead” signage, where applicable • Crane hook: Throat pop marked/safety latch fitted/functional • SWL/MML displayed/load limiting switches fitted/operational

8.12 Builder’s Hoist

Subject	Requirement
Builder’s Hoist	<p>“Hoist In Operation” - sign displayed.</p> <p>General construction strong and free from patent defects.</p> <p>Tower: * Adequately secured / braced.</p> <ul style="list-style-type: none"> * At least 900 mm available for over travel. * Barricaded at least 2 100 mm high at ground level and floors. * Landing place provided with gate at least 1 800 high. <p>Platform: * No persons conveyed on platform</p> <ul style="list-style-type: none"> * Steel wire ropes with breaking strength of six times max. load. * Signal systems used which may include two way radio connection. * Goods prevented from moving / falling off. * Effective brake capable of stopping and holding max. load.

8.13 Transport & Materials Handling Equipment

Subject	Requirement
Site Vehicles	<ul style="list-style-type: none"> • All Site Vehicles, Dumpers, Bobcats, Loaders etc.; checked daily before use by driver / operator. • Inventory of vehicles used/operated on site • Inspection by means of a checklist / results recorded. • No persons riding on equipment not designed or designated for passengers. • Site speed limit posted, enforced and not exceeded. • Drivers / Operators trained / licensed and carrying proof. • No unauthorized persons allowed to drive / operate equipment.
Conveyors	<p>Conveyor belt nip points and drive gear guarded.</p> <p>Emergency stop/lever/brake fitted, clearly marked & accessible and tested to be functional under full load.</p>

8.14 Site Plant and Machinery

Subject	Requirement
Brick Cutting Machine	<ul style="list-style-type: none"> • Operator Trained. • Only authorized persons use the machine. • Emergency stop switch clearly marked and accessible. • Area around the machine dry and slip/trip free/clear of off-cuts • All moving drive parts guarded/electrical supply cable protected • Operator using correct PPE - eye/face/hearing/foot/hands/body.
Electric Arc Welder	<ul style="list-style-type: none"> • Welder Trained. • Only authorized / trained persons use welder. • Earth cable adequately earthed to work. • Electrode holder in good condition/safe • Cables, clamps & lugs/connectors in good condition. • Area in which welding machine is used is dry/protected from wet. • Welder using correct PPE - eye/ face/foot/body/respirator. • Correct transparent screens & warning signs placed
Woodworking Machines	<ul style="list-style-type: none"> • Operators Trained. • Only authorized persons use machines. • Provided with guards. • Guards used. • Operators using correct PPE - eye/face/feet/hearing • Circular saws strictly operated according to prescribed methods and settings • Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminum) shall be used for various applications
Compressors	<ul style="list-style-type: none"> • Relief valves correctly set and locked / sealed. • Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge: not on glass cover. • All drives adequately guarded. • Receiver/lines drained daily • Hoses good condition/clamped, not wired • Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin.
Concrete Mixer / Batch Plant	<ul style="list-style-type: none"> • Top platform provided with guardrails. • Dust abatement methods in use. • Operators using correct PPE - eye / hands / respirators. • All moving drive parts guarded. • Top platform provided with guardrails. • Dust abatement methods in use. • Operators using correct PPE - eye / hands / respirators. • All moving drive parts guarded.
Gas Welding / Flame Cutting Equipment	<ul style="list-style-type: none"> • Only authorized/trained persons use the equipment. • Torches and gauges in good condition. • Flashback arrestors fitted at cylinders and gauges.

	<ul style="list-style-type: none"> • Hoses in good condition/correct type/all connections with clamps. • Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure. • All cylinders regularly checked for leaks, leaking cylinders returned immediately. • Fire prevention/control methods applied/hot work permits.
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8.15 Plant & Storage Yards/Site Workshops Specifics

Subject	Requirement
Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery	<ul style="list-style-type: none"> • Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Machinery. • Critical items of Machinery identified/numbered/placed on register/inventory. • Inspection/maintenance schedules for abovementioned. • Inspections/maintenance carried out to above schedules. • Results recorded
General Machinery Regulation 9(2): Notices re. Operation of Machinery	<ul style="list-style-type: none"> • Schedule D Notice posted in Work areas.
Pressure Equipment Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure or Pressure Equipment	<ul style="list-style-type: none"> • Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Pressure Equipment. • Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact. • Inspection/maintenance carried out according to schedule. • Results recorded/Test certificates available.
Lock-out Procedure	Lock-out procedure in operation
Ergonomics	<ul style="list-style-type: none"> • Ergonomics survey conducted – results on record. • Survey results applied.
Demarcation & Color Coding	<ul style="list-style-type: none"> • Demarcation principles applied • All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard • Employees trained to identify colour coding
Portable & Bench Grinders	<ul style="list-style-type: none"> • Area around grinder clear/trip/slip free • Bench grinders mounted securely/grinder generally in good condition/No excessive vibration • On/Off switch/button clearly demarcated/accessible • Adequate guards in place • Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft • Stone/disk - correct type and size/mounted correctly/dressed • Use of Eye protection enforced
Battery Storage & Charging	<ul style="list-style-type: none"> • Adequately ventilated, ignition free room/area/no smoking sign/s • Batteries placed on rubber/wooden surface

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SACPCMP CHSA 659/2022
Rev: 1

	<ul style="list-style-type: none"> • Emergency shower/eye wash provided • No acid storage in area • Prescribed methods in place and adhered to when charging batteries
Ancillary Lifting Equipment	<ul style="list-style-type: none"> • Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/ numbered on register • Chains in good condition/links no excessive wear/checked daily • Lifting hooks – throat pop marked/safety latch fitted • SWL/MML marked/displayed
Presses/Guillotines/Shears	<ul style="list-style-type: none"> • Only operated by trained/authorised persons • Interlocks/lock-outs fitted/PPE worn or used at all times

8.16 Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
Noise	Tasks identified where noise levels exceeds 85 dB at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB.
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) <ul style="list-style-type: none"> • Toilet paper available. • Sufficient showers provided. • Facilities for washing hands provided. • Soap/cleaning agent available for washing hands. • Means of drying hands available. • Lock-up changing facilities / area provided. • Ablution facilities kept hygienic and clean.
Eating / Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area. Refuse bins with lids provided. Facilities kept clean and hygienic.
Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and

		dieselise into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.
Hazardous Substances	Chemical	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable.

9. CONTRACTOR REQUIREMENTS

9.1 Management and Supervision of Construction Work

- (1) A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.
- (2) A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.
- (3) Where the construction manager has not appointed assistant construction managers as contemplated in subregulation (2), or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed under subregulation (2).
- (4) No construction manager appointed under subregulation (1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
- (5) A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.
- (6) No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor

- (7) A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.
- (8) A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in subregulation (7), and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
- (9) Where the contractor has not appointed an employee as contemplated in subregulation (8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under subregulation (8).
- (10) No construction supervisor appointed under subregulation (7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under subregulation (7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site

9.2 General Contractor Duties

Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act. Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

9.3 Contractor Specific Responsibilities with regards to Hazardous Activities

The following activities are identifiable as hazardous in terms of the Construction Regulations 2014. The contractor shall execute the activities in accordance with the following Construction

Regulations 2014 and other applicable regulations of the Act:

Regulation No. 10 - Fall protection

Regulation No. 16 - Scaffolding

Regulation No. 22 - Cranes

Regulation No. 23 - Construction vehicles and mobile plant.

Regulation No. 26 - Water environments

Regulation No. 27 - Housekeeping on construction sites

Regulation No. 29 - Fire precautions on construction sites.

All the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the. Construction

Regulations 2014 will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

9.4 Assignment of Contractor's Responsible Persons to Manage Health and Safety on Site

The Contractor shall submit management and supervisory appointments as well as any relevant appointments in writing (as stipulated by the Construction Regulations 2014 and the Occupational Safety and Health Act 1993), prior to commencement of work.

9.5 Occupational Health and Safety Policy

The Contractor shall submit their Health and Safety Policies signed by the Chief Executive Officer and keep in the safety file,

9.6 Health and Safety Organogram

The Contractor shall submit an organogram, prior to construction commencement, outlining the team that will be assigned to the project. In cases where appointments have not been made, the organogram shall reflect the position. The organogram shall be updated when there is a change in the site team.

9.7 Safety Plan

Provide and supply to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the clients documented health and safety specifications, scope of work and site requirements. Safety plan must outline project specific hazards and risks management.

9.8 Safety File

Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. Contractor is responsible for all appointed sub-contractors on site. A sub-contractor must prior to performing any construction work provide a suitable and sufficiently documented safety file, based on the relevant sections of work they are appointed for.

Contents of the safety file

- Description of project,
- Client appointment letter,
- Reporting of construction work to Dept. of labour,(Notification of Construction)
- Letter of good standing with COIDA
- Signed and dated SHE Company policies
- Method statement of health and safety principals and objectives,
- Management structure and objectives (organogram),
- Site specific H&S Plan, with COVID Plan
- Environmental Management Plan
- Selection procedures and control of all sub-contractors with methods of communication and co-operation,
- Project appointments
- Health and Safety Specification (provided by client)

- Baseline risk assessment (provided by client)
- Site specific risk assessments and review procedures and; Competency of risk assessor and appointment letter,
- Information & training arrangements,
- A list of all equipment and materials,
- Storage and distribution of materials on site,
- Control and disposal of waste (waste management plan)
- Provision of all facilities for staff and visitors, (workers welfare)
- Provision and use of utilities, eg. Electricity and water,
- List of tasks to be performed, equipment and PPE to be used during construction process.
- Site traffic control and rules (signage, flag person training, PPE etc.) access control to and from construction site, (pedestrian and vehicle traffic control)
- PPE Register
- Workers entry medical certificate of fitness
- First aid and Emergency (disaster recovery and contingency) plan,
- Environmental Control Programme.
- Inspection registers to be used.
- List of toolbox talks and register
- Fall protection plan
- Workers Site Induction and register
- Visitors book and induction
- Incident Notification & Internal Investigation docket

IMPORTANT:

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project. Contractor must keep on site its safety file and safety file of the sub-contractors. File must be made available on request at an inspector, the client and the clients agent.

9.9 Notification of Construction Work

The Contractor shall notify the Provincial Director of the Department of Labour of the intention to commence construction work at least 7 days prior to the works commencing if the intended construction work will:

- include excavation work
- Include work at height where there is a risk of falling
- Include the demolition of a structure, or
- Include the use of explosives to perform construction work.

If the construction work involves construction of a single storey dwelling for a client, and such client will be residing in such dwelling upon completion, the contractor must also notify the Provincial Director of the Department of Labour at least 7 days before the works commence.

This must be done on a form similar to an Annexure 2 (template of which can be found in the Construction Regulations, 2014). A copy of the notification letter from the Provincial Director shall be forwarded to the Client for record purposes.

9.10 OHS Act Appointments

Contractor will raise awareness to all their appointees about their accountabilities and responsibilities in terms of their appointments, advise and assist them in the execution of their duties. Appointment letters and competency certificates which are signed by the OHS Act Section 16(2) appointee which refers to the relevant training certificates and proof of experience of appointees will be submitted with the safety plan.

All minimum required training will be provided by accredited training service providers. The contractor is liable for ensuring that competent persons are appointed in writing in accordance with the following applicable appointments:

Relevant Legal Appointment: Clause in the OHS Legislation	Designation
Section 16(2)	Project Manager
CR 7(1)(c)	Contractor
CR 8(1)	Construction Manager
CR 8(2)	Assistant Contracts Manager
CR 8(5)	Construction Health and Safety Officer
CR 8(7)	Construction Supervisor
CR 8(8)	Assistant Construction Supervisor
CR 9(1)	Risk Assessor
CR 10(1)(a)	Fall Protection Plan Developer

9.11 OHS Goals and Objectives and Arrangements for monitoring and reviewing OHS performance

Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report monthly on their performance to the Client or its Agent.

9.12 Identification of hazards and development of risk assessments, standard working procedures (SWP) and method statements

Contractor is required to perform risk assessments, compile Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project. The identification of hazards is over and above the hazards identification program and those hazards identified during the drafting of the Health and Safety Plan.

10. ARRANGEMENTS FOR MONITORING AND REVIEW

10.1 Periodical Audit by the Service Provider.

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Contractor to comply with Construction Regulation 7(1) (c) (vii) to ensure that the Contractor has

implemented, is adhering to and is maintaining the agreed and approved OH&S Plan (audits must be done at least once every 30 days)

10.2 Other audits and inspections by client or agent.

The Client or its Agent reserves the right to conduct any ad hoc audits and inspections as it deems necessary. A representative of the Contractor and the relevant Health and Safety Professional must accompany the Client and/or its Agent on all Audits and Inspections and may conduct their own audit/inspection simultaneously. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

10.3 Incident Investigation and Reporting

(1) The Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:

- Dies;
- becomes unconscious;
- loses a limb or part of a limb;
- is injured or becomes ill to such a degree that he/she 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/she was usually employed.
- or where:
- a major incident occurred;
- the health or safety of any person was endangered (this could be a near miss);
- 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 the Provincial Director of the Department of Labour within seven days and at the same time to the Client or its Agent.

Refer in this regard to Section 24 of the Act, Construction Regulation 5(3) & General Administrative Regulation 8.

(2) Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations;

(3) Contractor is required to provide the Client and/or its Agent on its behalf with a monthly “SHE Risk Management Report”;

(4) Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports including the as soon as the occurrence of any accident/incident of whatever nature comes to the notice of the contractor, it shall be

reported immediately to any of the following:

- Project Manager / Client / Agent; and
- Health and Safety Manager / Consultant.

10.4 Incident Investigation

Contractor is responsible to oversee the investigation of all incidents. This will include first aid, medical treatment by a doctor and hospital or clinic cases. (General Administrative Regulation 9). All incidents must be recorded in the Accident/Incident Register. (General Administrative Regulation 9).

Contractor is responsible for the investigation of all incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the corrective action to prevent similar incidents in future.

Contractor is responsible for the investigation of all road traffic accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future

Notwithstanding the requirements of Section 24 of the Act, all incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage

10.5 Review

- Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes for each activity. Each time changes are made to the designs, plans and construction methods and processes. These items must be reviewed;
- Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

10.6 Site Rules and other Restrictions

10.6.1 Site OH&S Rules

Contractor must develop a set of site-specific Health and Safety Rules that will be applied to regulate the Health and Safety Plan and associated aspects of the project. 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.

10.6.2 Security Arrangements

- Contractor must establish site access rules and implement and maintain these throughout the supply and delivery of construction materials. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site;
- Contractor must develop a set of Security rules and procedures for their allocated site and maintain these throughout the construction period. These security rules must be submitted to the Client for approval. Additional security measures or rules may be specified for risk minimisation purposes;

10.6.3 General and Induction Training

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Contractor Health and Safety Plan and Health and Safety File.

All employees of the Contractor and other Contractors must be in possession of proof of General Induction training.

All employees of the Contractor and other Contractors must be in possession of Site-Specific Occupational Health and Safety Induction or other qualifying training

10.6.4 Other Training

- All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid licenses and proof of training;
- All employees performing jobs requiring specific training in terms of the OHS Act 85, 1993 and Regulations must submit proof of such training;
- Occupational Health and Safety Training Requirements: (as required by the Construction Regulations 2014 and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee):
 - General Induction (Section 8 of the Act & CR 7(5));
 - Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act & CR 7(5)&(6));
 - Site/Project Manager;
 - Construction Supervisor;
 - OH&S Representatives (Section 18 (3) of the Act);
 - Training of the Appointees indicated in 12.6.1 & 12.6.2 above;
 - Operation of Cranes (Driven Machinery Regulations 18 (11));
 - Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 23);
 - Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 29);
 - As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3);
 - Storekeeping Methods & Safe Stacking (Construction Regulation 28);
 - Emergency, Security and Fire Coordinator.

10.7 SHE Representatives and SHE Committees

10.7.1 Designation of SHE Representatives

Where Contractor employs more than 20 persons (including the employees of the sub-contractors) he has to appoint a minimum of one SHE Representatives, then he must appoint one for every 50 employees or part thereof. (OHS Act85, 1993 - Section 17 and GAR 6; 7.);

These SHE Representatives shall be designated in writing.

10.7.2 Duties and Functions of the H&S Representatives

This is based on the Construction norms and is not an exhaustive list

- Contractor must ensure that the designated SHE Representatives conduct a formal weekly inspection of their respective areas of responsibility using a checklist. All findings must be reported to the Contractor. The reports shall be submitted to the Health and Safety Committee for action. Record shall be kept in the form of minutes;
- SHE Representatives must take part in incident investigations;
- SHE Representatives shall be members of at least one SHE Committee and attend all the

SHE Committee meetings.

10.7.3 Establishment of H&S Committee(s)

Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.

The persons nominated by the employer on an H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members (who are not allowed to vote on issues discussed) and determine the procedures of the meetings including the chairmanship.

Legally, the H&S Committee must meet minimum every 3 months, but it is advised that they meet at least once a month and consider, at least, the following Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph

Agenda:

- 1) Opening and determining of chairmanship (only when necessary);
- 2) Facilities and Hygiene;
- 3) Housekeeping;
- 4) Incidents and incident investigation; and
- 5) Inspection checklists and Registers:
 - a. H&S Rep. Inspections;
 - b. Matters of First Aid;
 - c. Scaffolding;
 - d. Ladders;
 - e. Excavations;
 - f. Portable Electric Equipment;
 - g. Fire Equipment;
 - h. Explosive Power Tools;
 - i. Power Hand tools;
 - j. Incident Investigation reports;
 - k. Pressure Equipment and vessels under pressure;
 - l. Personal Protective Equipment.
- 6) Safety Statistics;
- 7) Health and Safety Awareness / Training / Posters and Symbolic signs;
- 8) First Aiders and First Aid equipment;
- 9) Demarcation of work- /hazardous-/safe areas/walkways;
- 10) Safety Suggestions;
- 11) Environmental Management;
- 12) General;
- 13) Date of Next Meeting; and
- 14) Closing

11. HOUSEKEEPING

Good housekeeping will be maintained at all times as per Construction Regulation 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

Particular emphasis is to be placed on the following crucial elements of a construction site:

- Storage facilities;
- Effective, sufficient and maintained lighting or illumination;
- Principal sources of injuries e.g. stairways, runways, ramps, loose building material;
- Oil, grease, water, waste, rubble, glass, storm water;
- Color coding;
- Demarcations;
- Pollution;
- Waste disposal;
- Ablution and hygiene facilities; and
- First aid.

This list must not be taken to be exclusive or exhaustive!

In promotion of environmental control all waste, rubble, scrap etc., will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

NOTE: No employer shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety

12. LOCKOUT SYSTEMS – ELECTRICAL

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable. Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

13. GENERAL NOTES TO THE CONTRACTOR

13.1 Legal Framework and obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the project as well as to project owned buildings and premises: -

(i) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

(ii) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the

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SACPCMP CHSA 659/2022
Rev: 1

- municipal by-laws and any special requirements of the local supply authority;
- (iii) The Fire Brigade Services Act 1987, Act 99 of 1987 as amended;
 - (iv) National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008; (SANS 100400);
 - (v) The Post Office Act 1958 (Act 44 of 1958) as amended;
 - (vi) The Electricity Act 1984, Act 41 of 1984;
 - (vii) The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997;
 - (viii) Legislation pertaining to water usage and the environment;
 - (ix) Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
 - (x) Common Law

13.2 Legal Liabilities

Common Law and Legislation. Based on two main criteria –

- Would the reasonable person have foreseen the hazard?

That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration

- Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard? Negligence can be proven on failure on any or both of the above criteria

(There may not necessarily be a relationship between criminal and civil liability!)

13.3 Safety Audits

The project under control of the contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Contractor and the client, provided such intervals will not exceed periods of one month. The Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications, as non-conformance will lead to the client taking action as directed by Construction Regulation 5.1(q). The Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

14. IMPORTANT LISTS AND RECORDS TO BE KEPT

Tables below lists several records that are to be kept in terms of the Construction Regulations 2014. These lists and documents are to be used as a point of reference to determine which components of the Act would be applicable to a particular site or task or project,

LIST OF RECORD KEEPING RESPONSIBILITIES

ITEM	CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
1.	3(2)	Application for construction work permit to Provincial Director –Annexure 1, where applicable. Available on site	Client
2.	4(1)	Notification to the Provincial Director – Annexure 2, where applicable Available on site	Contractor
3.	5(1)(m)	Copy of Contractor’s Health & Safety Plan Available on request	Contractor
4.	7(d)	Copy of Contractor’s Health & Safety Plan As well as each Contractor’s Health & Safety Plan Available on request	Contractor
5.	7(b)	Health and Safety File opened and kept on site (including all documentation required according to OHS&A & Regulations Available on request	Contractor
6.	7(e)	Consolidated Health and Safety File handed to Client on completion of Construction work. To include all documentation required according to the OHS&A & Regulations and records of all drawings, designs, materials used and similar information on the structure	Contractor
7.	7(f)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done. Included in Health and Safety file and available on request	Contractor
ITEM	CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
8.	8(6)	Keep record on the Health and Safety Officers registration with a statutory body approved by the Chief Inspector.	Contractor
9.	9(1)	Site Specific Risk Assessment - Available on site for inspection	Contractor
10.	7 (5)	Proof of Health and Safety Induction Training	Contractor
11.	10(3)	Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]	Contractor
12.	11(2)(b)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Contractor
13.	11(2)(c)	Maintenance records - safety of structure - Available on request	Contractor
14.	13(2)(h)	Record of excavation inspection - On site available on request	Contractor

15	17(11)	Suspended Platform inspection and performance test records. Kept on site available, on request	Contractor
16.	19(8)(c)	Material Hoist daily inspection entered and signed in record book kept on the premises	Contractor
17.	19(8)(d)	Maintenance records for Material Hoist - Available on site	Contractor
18.	20(8)	Records of Batch Plant maintenance and repairs On site available for inspection	Contractor
19.	21(2)(g)(ii)	Issuing and collection of cartridges and nails or studs (Explosive Powered Tools) recorded in register – recipient signed for receipt as well as return	Contractor
20.	23(1)(k)	Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant	Contractor
21.	24(d)	Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	Contractor
22.	29(l)	Fire Evacuation Plan	Contractor

15. CHECKLIST AND INSPECTION TEMPLATES

CONTRACTOR/SUB-CONTRACTOR DETAILS	
Employer:	
Registered Name of Enterprise:	
Trade Name of Enterprise:	
Company Registration No.:	
SARS Registration No.:	
UIF Registration No.:	
COIDA Registration No.:	
Relevant SETA for EEA purposes:	
Industry Sector:	
Bargaining Council:	
Contact Person:	
Address of Premises:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-mail Address:	
Chief Executive Officer:	

Chief Executive Officer:	
Chief Executive Officer Address:	
Competent Person:	
Maximum power demand: in KW	
Health and Safety Representatives:	
Activities, products manufactured and/ services rendered:	
Raw materials, materials and chemical/ biological substances:	
Total Number of Employees:	Male: Female:

SITE DETAILS	
Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR16: SCAFFOLDING	
CR17: SUSPENDED SCAFFOLDING:	
CR19(6): MATERIAL HOIST (S):	
CR20(1): BULK MIXING PLANT:	
CR10(1)(a): FALL PROTECTION:	
CR13(1)(a): EXCAVATION WORK:	
CR14: DEMOLITION WORK:	
CR21(2)(b): EXPLOSIVE ACTUATED:	
FASTENING DEVICES:	
CR28(a): STACKING	

INSPECTION SHEET				
SECTION/REGS	ITEM CHECKED	N/A	YES	NO
APPOINTMENTS				
5(1)(k)	Principal contractor for each phase or project			
6	Designer			
7(1)(c)(v)	Contractor			
7(2)(c)	Sub-Contractor			
8(1)	Construction Manager			
8(2)	Assistant Construction Manager			
8(5)	Construction Safety Officer			
8(7)	Construction Supervisor			
8(8)	Assistant Construction Supervisor			
9(1)	Person to carry out risk assessment			
9(4)	Trainer/Instructor			
10(1)(a)	Fall protection officer			
11(2)	Competent structure inspector			
6(2) & 12(1)	Temporary Works Designer			
12(2)	Temporary Works Supervisor			
13(1)(a)	Excavation supervisor			

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SACPCMP CHSA 659/2022

Rev: 1

13(2)(b)(ii)(bb)	Professional engineer or technologist			
13(2)(k)	Explosives expert			
14(1)	Supervisor demolition work			
14(2) + (3)	Demolition expert			
14(11)	Explosives expert			
16(1)	Scaffold supervisor, Scaffold Erector & Scaffold Inspector			
17(1)	Suspended platform supervisor			
17(2)(c)	Compliance plan developer			
17(8)(c)	Suspended platform expert			
17(13)	Outrigger expert			
19(8)(a)	Material hoist inspector			
18(1)(a)	Rope access supervisor			
20(1)	Bulk mixing plant supervisor			
20(2)	Bulk mixing plant operator			
21(2)(b)	Explosive actuated fastening device expert			
21(2) (g) (i)	Explosive actuated fastening device controller			
22(a)	Tower crane supervisor			
22(e)	Tower crane operator			
23(1)(d)(i)	Construction vehicle and mobile plant operator			
23(1)(k)	Construction vehicle and mobile plant inspector			
24(d)	Temporary electrical installations inspector			
24 (e)	Temporary electrical installations controller			
28 (a)	Stacking and storage supervisor			
29 (h)	Fire equipment inspector			
DOCUMENTS				
GAR 9(1)	Records of Incidents			
GAR 4	Copy of the Act			
GAR 7	Safety Reps Report			
GAR 8	Safety Committee Minutes			
DMR 18(7)	Lifting Machinery Log (Crane)			
CR 3(3)	Application for construction work permit			
CR 4	Notification of Construction Work			
CR 9(2)	Risk Assessment			
CR 9(9)(e)	Proof of the Health & Safety Induction Training			
CR 13(13)(h)	Inspection of Excavation (Records)			
CR 22(g)	Crane Operator Medical Certificate			
CR 23(11)	Mobile Plant Operator Medical Certificate			
CR 20(9)	Batch Plant Repairs & Maintenance Records			
CR24(d)	Temporary Electrical Installation Record			
CR 7(1)(b)	Health & Safety File			
CR 17(11)	Suspended Platforms' Performance Records			
CR 19(b)& (c)	Material Hoists Record Book			
	Scaffolding Log Book			
CR 7(8)	Medical Certificate of Fitness			
CR 23(1)(l)	Construction Vehicle & Mobile Plant Register			
CR 24(d)	Electrical Installation & Machinery Register			
INCIDENTS				
GAR 8(1) S24	Reported			
GAR 9(1)	Recorded, Investigated and action taken			

PUBLIC SITE				
FR 2(1)	Sanitary Facilities			
CR 30(1) (c)	Changing Facilities for each sex			
NB Notice	Pedestrian warning			
PERSONAL SAFETY EQUIPMENT				
GSR 2(3)	PPE Issued:			
GSR 2(3)	PPE needs analysis			
	PPE Register			
SAFETY PLANS				
FIRST AID				
GSR 3(6)	Name(s) of First Aider(s):			
CR 5(1)(b)	Client's Health & Safety Specification			
CR7(1)(b)	Principal's contractor H&S Plan			
GSR 3(2)	First Aid Box			
FIRE HAZARD & PRECAUTIONS				
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable Extinguishers			
ELECTRICAL INSTALLATIONS & MACHINERY				
CR24	Guarding & PPE to Electrical Installations			
ILLUMINATION				
ER 3(6)	Dangerous Places and signage as well			
ER 3	Housekeeping			
ER6(2)(b),(c),(d)	Clear space storage			
ER6(3)	Disposal of waste			
EXCAVATIONS				
CR 13(3)(l)	Barricades (plus illumination!)			
CR 13(3)(c)	Safe Depth Shoring/Bracing			
CR 13(1)(a)	Monitored			
CR 13(3)(h)	Excavation Inspection Record			
GUARDING				
ER 6(2)(f)	Floor Openings (plus illumination!)			
	Floor slab sides, Shafts (plus illumination!)			
SITE EQUIPMENT				
GSR 13A(a)	Ladders condition, secured			
SANS 10085	Scaffold condition, secured			
SANS 10085	Platforms no. of boards condition Support 1.25. Toe Boards			
SANS 10085	Hand Rails			
SITE MACHINES				
DMR 3(2)(3)	Circulars, guards, riving knives			
GMR 3	Mixers guarded			
ELECTRIC POWER				
EMR 6(1)	Switchboards			
GMR	Condition of Tools, Leads, Plugs, etc			
LIFTING MACHINE/TACKLE				
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			
EXPLOSIVE ACTUATED FASTENING DEVICE				
CR 21(1)	Fastening Device			
IMPROV	Warning Notice			

ROOF WORK				
CR 10(1)	Safety equipment & precautions			
CR 10(2)	Fall protection plan			
CR 10(3)	Updated fall protection plan			
CR 10(5)	Roof Work			
CEMENT				
AR 10(a)	Suitable Tools			

16. ACCEPTANCE OF HEALTH AND SAFETY SPECIFICATIONS

Confirmation and Acceptance	Signature	Date
I _____ confirm that I have read and understood the Health and Safety Specifications as set out above.		
I _____ confirm that I have read and understood and confirm my intention to comply with all the legal requirements.		

I _____ confirm my acceptance and understanding of the assigned responsibilities and duties involved		
--	--	--

The Contractor shall sign the acknowledgment on the last page of this safety specification that he/she has familiarized him/herself with the content of the Health and Safety Specification and shall comply with all obligations in respect thereof.