



**CHIEF DIRECTOR: PHYSICAL RESOURCE MANAGEMENT**

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**1. SPECIFICATION**

**RFQ NO:2022/07/687- Rainbow Creche**

**Closing Date: 14 July 2023**  
**Time: 11h00 am**

**Specification for quotation for the Appointment of a service provider for the repairs and maintenance at Rainbow Creche – Sarah Baartman District.**

Request for quotation for the repairs and maintenance at Rainbow Creche – Sarah Baartman District

ITEM	DESCRIPTION	UNIT	QTY	RATE	TOTAL
	<b>BILL NO. 1</b>				
	<b>PRELIMINARIES AND GENERAL</b>				
	NOTES:				
	The contractor shall agree the location of all temporary services with the project manager from DOE before installation and on completion remove same and make good.				
	The agreement is to be the JBCC Principal Building Agreement Edition 4.1, March 2005 edition published by the Joint Building Contracts Committee.				
	Tenderers are referred to the aforementioned document for the full intent and meaning of each clause thereof for which such allowance must be made as required hereinafter.				
	<b>SPECIFIC REQUIREMENTS</b>				
	The contractor shall allow for the following specific requirements of the employer:				



1	Main notice board of an approved design with the title of the project and the names of the employer, and the contractor sign written thereon.	Item	1		
2	Suitable office accommodation for meetings held on site.	Item	1		
3	Existing premises occupied: The existing premises will be in use and occupied during the course of the contract. The contractor shall execute the works in such a manner as will least interfere with the general routine of the occupants of the premises and shall minimise any nuisance from dust, noise or other causes.	Item	1		
	<b>OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS</b>				
	The Contractor shall with reference to the Health and Safety Specifications, and without limiting his obligations in terms of the Construction Regulations, 2014 issued under the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), allow for the following items in his costing.				
4	Develop Health and Safety Plans for the Contractor and Subcontractors. Fixed charge item	Item	1		
5	Provide Risk Assessments for the Contractor and Subcontractors. Fixed charge item:	Item	1		
6	Provide and manage resources to implement and maintain the Safety Plans of the Contractor and Subcontractors. Fixed charge item: Time related item: _____	Item	1		
7	Comply with all the requirements of the Act and all its regulations and incorporated standards with regards to the design, supply, storage and erection of materials used for temporary and permanent work. Fixed charge item: Time related item:	Item	1		
8	Comply with all the requirements of the Act and all its regulations and incorporated	Item	1		



	standards with regards to construction welfare facilities, environmental regulations, housekeeping on construction sites, fire precaution on construction sites, structures, watching, barricading and lighting, site clearance, concrete. Fixed charge item Time related item:				
9	Administration, reporting, training, inspections and monitoring required to implement the Contractor's Health and Safety Plan. Fixed charge item: Time related item:	Item	1		
10	Internal audits. Fixed charge item: Time related item:	Item	1		
11	Other Health and Safety obligations. Fixed charge item: Time related item:	Item	1		
	<b>OWN REQUIREMENTS</b>				
	In addition to the specific requirements of the employer, detailed above, the contractor shall allow for his own preliminary and/or overhead costs as required for the execution of the contract such as the following and any other requirements he may wish to add:				
12	Site supervision:	Item	1		
13	Works insurances.	Item	1		
14	Public liability.	Item	1		
15	Plant and equipment.	Item	1		
16	Cleaning.	Item	1		
17	Other (Specify).	Item	1		
18	Other (Specify).	Item	1		
19	Other (Specify).	Item	1		



	NOTE:				
	The information listed below is in respect of the contract.				
	Amount of insurance against injury to person or property in respect of any single occurrence R 1 million				
	Contract period - 2 (Two) Months.				
	The date for site handover: - TBA				
	Amount of penalty per day on which the completion of the works may be in arrears: R0.165 per R100 of contract value per day (Excluding VAT)				
	Specification of materials and methods to be used: Specification of Materials and Methods to be used - PW 371, Fourth Revision, October 1993				
	Design guidelines used: DPW standard guidelines for the design of Accessible Buildings - PW 350, March 2001 and the SABS 0246 Building Standards				
	Edition of Standard System of measuring building work: Sixth Edition including the latest amendments				
	<b>Sub- Total</b>				
	<b>BILL NO. 2</b>				
	<b>ALTERATIONS</b>				
	<b>REMOVAL OF EXISTING WORK</b>				
	Taking out and removing doors, windows, etc from brickwork				
1	Timber single door and prepare frame to receive new door (elsewhere measured)	No	4		
2	Timber single door and frame not exceeding 2,5m2	No	1		



3	Service existing aluminium window frames including stays, catches etc. including removal of broken glazing (painting and glazing elsewhere measured). Window size 500mmx500mm.	No	15		
4	Service existing timber door frames including straightening old or fitting new strike plates (painting elsewhere measured).	No	4		
	Taking out and removing sundry joinery work				
5	Take out and remove damaged kitchen sink cupboard.	No	1		
6	Take out and remove damaged kitchen cupboard doors and prepare for new.	No	13		
7	Service existing WC including Cistern and new WC heavy Duty Seat.	No	2		
8	Service existing Junior WC including Cistern and new Junior WC heavy Duty Seat.	No	1		
	Taking up and removing vinyl floor coverings, carpeting, etc				
9	Vinyl tile/sheet floor covering.	m2	10		
10	Carpet tile/sheet floor covering.	m2	8		
	Taking out, re aligning and removing piping, sanitary fittings, etc including disconnecting piping from fittings and making good floor and wall finishes (making good tiling and paintwork elsewhere)				
11	Take down, re-align and re-fit existing wash band basins.	No	2		
12	Take out existing WC and prepare for New Junior toilet (elsewhere measured)	No	1		
	Taking out and removing glass and mirrors				
13	Glass from steel/wood windows including cleaning out rebates and preparing for new glass.	m2	10		



	<b>Sub-Total</b>			
<b>BILL NO 3</b>				
<b>CARPENTRY AND JOINERY</b>				
<b>SUPPLEMENTARY PREAMBLES</b>				
For preambles see "Model Preambles for Trades"				
NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
Particle board				
Particle board shall comply with the following specifications: a) EN 312 - 1 to 6 Particle board: exterior and flooring type b) EN 312 - 1 Particle board: interior type				
Joinery				
Descriptions of frames shall be deemed to include frames, transoms, mullions, rails, etc Descriptions of hardwood joinery shall be deemed to include pelleting of bolt holes				
Fixing				
Items described as "nailed" shall be deemed to be fixed with hardened steel nails or shot pins to brickwork or concrete				
Decorative laminate finish				
Laminate finish shall be glued under pressure. Edge strips shall be butt jointed at junctions with adjacent similar finish				
DOORS, ETC				
Semi-solid core flush doors with commercial veneer hung to steel frames				



1	40mm Door size 813 x 2 032mm	No	4		
	Wrot Meranti Framed ledged and Braced Doors				
2	44mm Thick, framed, ledged and braced batten door, formed of 44 x 114mm stiles and top rail, 22 x 114mm middle ledge and braces and 22 x 228mm bottom ledge, the stiles and top rail grooved for and filled in with 22 x 70mm tongued, grooved and V-jointed vertical boarding finished flush on internal face with 6mm matching plywood backing, size 813 x 2032mm high.	No	4		
	Wrot Meranti Stable Doors				
3	44mm Thick, framed, ledged and batten door, formed of 44 x 114mm stiles and top rail, 22 x 114mm middle ledge and braces and 22 x 228mm bottom ledge, the stiles and top rail grooved for and filled in with 22 x 70mm tongued, grooved and V-jointed vertical boarding finished flush on internal face with 6mm matching plywood backing, size 813 x 2032mm high. To be comprise of bottom and top leaf (stable door form).	No	1		
	Framed Frames ETC				
	Wrot Meranti:				
4	70 x 108mm Rebated and angle rounded door frames plugged.	m	5		
	PINNING BOARDS				
	Vitrex Flortime Premier pinning boards				



5	9mm Pinning boards, size 3000 x 1000 x 1000mm high glued to backboards "Code 2306"	No	2		
	General				
	The following cupboard fittings have been measured as complete units i.e. the components of the units have not been separately measured. The descriptions, therefore, of such units shall be deemed to include all components, assembling, housing, notching, glueing, blocking, planting on and screwing with countersunk screws, edge strips, decorative plastic finish, glass, ironmongery, metalwork, paint or varnish finishes, etc				
	Kitchen cupboards etc				
6	Sink cupboard unit 2 100mm long with Formica covered worktop 300mm long (old sink for re-use)	No	1		
7	New Cupboard doors to all kitchen cupboards 450 x 750mm high	No	13		
	<b>Sundry fittings</b>				
8	Pigeon hole fitting 5 000mm long	No	1		
	<b>Sub-Total</b>				
	<b>BILL NO 4</b>				
	<b>FLOOR COVERINGS, PLASTIC LININGS, ETC</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				





	<b>FLOOR COVERINGS</b>				
	<b>300 x 300 x 2.5mm Thick "Floor flex" semi-flexible vinyl floor tiles fixed with "Marley No.60 Acrylic Adhesive"</b>				
1	On floors.	m2	10		
	<b>POLISH, SEALERS, ETC</b>				
2	Two coats polymer floor dressing to SABS 1042 vinyl flooring	m2	10		
	<b>Approved medium commercial carpet tiles Size 500 x 500mm of specified colour (to match existing) laid with adhesive to pattern</b>				
3	On floors.	m2	8		
	<b>Sub-Total</b>				
	<b>BILL NO 5</b>				
	<b>IRONMONGERY</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	<b>Finishes to ironmongery</b>				
	Where applicable finishes to ironmongery are indicated by suffixes in accordance with the following list:				
	<b>HINGES, BOLTS, ETC</b>				
	<b>Union</b>				



1	100mm Galvanised steel loose-pin hinges welded in position as per architect's specification	No	11		
	<b>LOCKS</b>				
	<b>Union</b>				
2	Three lever mortice locksets with CP on brass Gower Lever handles	No	1		
3	Two lever mortice locksets with CP on brass Gower Lever handles	No	4		
	<b>LETTERS, NAMEPLATES, ETC</b>				
	<b>4mm Perspex signs painted white on back with letters and numerals reverse engraved and painted black</b>				
	<b>200 x 30mm High signs with 15mm high letters and numerals fixed with two self-tapping screws to steel and reading as follows: -</b>				
4	GRADE R CLASSROOM 1	No	1		
5	GRADE R CLASSROOM 2	No	1		
6	OFFICE	No	1		
7	KITCHEN	No	1		
8	GRADE R TOILET	No	2		
9	STAFF TOILET	No	1		
	<b>BATHROOM FITTINGS</b>				
	<b>Soap Dispenser</b>				
10	'Franki STRX618" or other approved stainless steel lever action liquid soap dispenser plugged to brickwork	No	2		
	<b>SUNDRIES</b>				



	<b>GRAB RAILS</b>				
11	32 mm Diameter Grade 304 stainless steel grab rail 750 mm long with two flanges fixed to walls	No	1		
12	32 mm Diameter Grade 304 stainless steel grab rail 900 mm long overall with side crank and two flanges fixed to walls	No	1		
	<b>Sub-Total</b>				
	<b>BILL NO 6</b>				
	<b>METALWORK</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	Descriptions Descriptions of bolts shall be deemed to include nuts and washers Descriptions of expansion anchors and bolts and chemical anchors and bolts shall be deemed to include nuts, washers and mortices in brickwork or concrete Metalwork described as "holed for bolt(s)" shall be deemed to exclude the bolts unless otherwise described				
	<b>WELDED GALVANISED GATES, ETC</b>				
	<b>Galvanised hot dipped mild steel</b>				
1	Door Gate size 813 x 2032 mm high, including handles, lockset and hinges, as manufacturer's detail.	No	3		
	<b>STEEL CAGES</b>				



2	Gas cage to fit 2 gas containers	No	1		
	<b>STEEL MEDICINE CABINET</b>				
3	Steel medicine cabinet protected by a double bitted key lock, which is supplied with two keys. Unit to have one shelf. Mounted to walls. Size 320x360mm. Cabinet to be properly marked with medical aid emblem.	No	1		
	<b>Sub-Total</b>				
	<b>BILL NO 7</b>				
	<b>PLASTERING</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	<b>PLASTER</b>				
	<b>Cement plaster on brickwork</b>				
1	On walls	m2	10		
	<b>Sub-Total</b>				
	<b>BILL NO 8</b>				
	<b>PLUMBING AND DRAINAGE(PROVISIONAL)</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				



	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	For Preambles see Standard Preambles to All Trades WB20-1986 as well as Supplementary Preambles elsewhere in this document				
	<b>TRAPS etc</b>				
1	32 x 40mm ' P or S ' trap jointed to waste outlet fittings and uPVC pipes including clamps, etc	No	1		
	<b>uPVC pipes</b>				
2	50mm Pipes	m	3		
	<b>Heavy Duty WC Fittings</b>				
3	Junior WC heavy Duty Seat.	No	2		
	<b>Sub-Total</b>				
	<b>BILL NO 9</b>				
	<b>GLAZING</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	<b>GLAZING TO STEEL WITH PUTTY</b>				
	<b>6,38mm Intruderprufe NS clear safety glass set in U-shaped felt gaskets</b>				
1	Panes not exceeding 0,1m2	m2	10		



	<b>Sub-Total</b>				
	<b>BILL NO 10</b>				
	<b>PAINTWORK</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	<b>DESCRIPTIONS</b>				
	Descriptions of paintwork shall be deemed to include for all cutting in				
	<b>PAINTWORK, ETC TO EXISTING WORK ON</b>				
	<b>FLOATED PLASTER SURFACES</b>				
	<b>Prepare and apply one coat primer to SABS 1416 "Plascon Plaster Primer (UC56), and two coats "Plascon Velvaglio Paint" to SABS 515. Colour to Architect's choice. Or any similar approved.</b>				
1	External walls	m2	168		
2	Internal walls	m2	280		
	<b>METAL SURFACES WITH</b>				
	<b>Spot priming defects in pre-primed surfaces with zinc phosphate metal primer, one coat universal undercoat and two coats super universal enamel paint on steel</b>				
3	Security gates	m2	17		
	<b>WOOD SURFACES WITH</b>				
	<b>Prepare and apply one coat calcium plumbate primer, one coat undercoat and one coat gloss enamel paint</b>				



4	Doors	m2	39		
	<b>PAINTWORK, ETC TO NEW WORK ON WOOD SURFACES WITH</b>				
	<b>Prepare and apply three coats varnish</b>				
5	Doors	m2	18		
	<b>Sub-Total</b>				
	<b>BILL NO 11</b>				
	<b>EXTERNAL WORKS</b>				
1	Break down and remove existing stock fence, approximately 2000mm high, complete with all posts, double gate, droppers, concrete footings, concrete under dig, etc. including necessary excavations, filling, compaction, roughly levelling, etc.	m	241		
	<b>FENCING (Provisional)</b>				
	<b>SUPPLEMENTARY PREAMBLES</b>				
	For preambles see "Model Preambles for Trades"				
	NOTE: Tenderers are advised to study the Standard Preambles to all trades and Supplementary Preambles before pricing this bill				
	<b>Security fencing, gates, etc including two coats aluminium paint on metal stays, framing, etc</b>				
2	Four strands of 4 mm galvanised straining wires secured to fencing posts with doubled 2 mm galvanised wire inserted through hole in post and turned a minimum of four turns around straining wire and attached to straining frame at one end with not less than four turns ad the other end to straining bolts	m	214		



3	Fencing formed of 50 x 100 x 2.5 mm diameter galvanised welded mesh security fence 1.8 m high with vertical wires facing outwards secured with "Howgring" clips or any other approved clips with pliers at 300 mm centres to top and bottom straining wires and 500 mm centres to two intermediate straining wires (straining wires elsewhere measured) including holes through poles	m	214		
4	75-99 mm Diameter creosote timber intermediate fencing post, 2400mm high and embedded in 300 x 300 x 700 mm mass concrete (15 MPa) base	no	35		
5	100-124 mm Ditto as corner posts 2400m high with raking top 800mm long, fitted with two 50mm diameter stay set raking and with top end bolted through post, with post and stay both embedded in mass concrete (15 MPa) bases as last.	no	6		
6	150-174 mm Diameter ditto as gate post, but fitted with one 50mm diameter raking stay, with post and stay both embedded in mass concrete (15 MPa) bases at last.	no	4		
7	Security fence single gate, size 900mm wide x 1800 mm high, formed of 50 mm diameter nominal bore x 3,25 mm wall thickness hot dip galvanised mild steel pipe framing all round with mitred and welded angles and cross braces mullion and transome, scribed and welded into angles and at cross intersections, with two 50 mm diameter nominal bore x 3,25 mm wall thickness security posts each 600 mm long with one end welded to top rail of gate and closure plate to other end, the gate covered with 50 x 50 x 3.15 mm weld mesh with four straining wires as before described and with four 2,37 mm four point core diameter single wires with crimped droppers to security posts as before described; including 500 mm diameter flat wrap razor barbed tape wire fixed as before described, leaf fitted with three 24 mm diameter x 300 mm long eyebolt hinges and stops including all holes, etc., welded or bolted to adjoining galvanised gatepost with and including 500 mm long approved chain spot welded to gate and padlock.	no	1		





8	Security fence double gate, size 3000mm wide x 1800mm high, in equal leaves each leaf formed of 50 mm diameter nominal bore x 3,25 mm wall thickness hot dip galvanised mild steel pipe framing all round with mitred and welded angles and cross braces mullion and transome, scribed and welded into angles and at cross intersections, with four 50 mm diameter nominal bore x 3,25 mm wall thickness security posts each 600 mm long with one end welded to top rail of gate and closure plate to other end, the gate covered with 50 x 50 x 3.15 mm weld mesh with four straining wires as before described and with four 2,37 mm four point core diameter single wires with crimped droppers to security posts as before described; including 500 mm diameter flat wrap razor barbed tape wire fixed as before described one leaf with 450 mm mild steel towerbolt welded to bottom corner with short length of mild steel pipe let into concrete paving as keep, with two 40 x 40 x 6 mm angle rounded flange plates welded to styles of pipe framing, each plate once holed for and including 50 mm; each leaf fitted with three 24 mm diameter x 300 mm long eyebolt hinges and stops including all holes, etc., welded or bolted to adjoining galvanised gatepost with and including 500 mm long approved chain spot welded to gate and union padlock.	no	1		
	<b>SUB TOTAL</b>				
	<b>BILL NO 12</b>				
	<b>HEALTH &amp; SAFETY COMPLIANCE</b>				
1	Steel medicine cabinet protected by a double bitted key lock, which is supplied with two keys. Unit to have one shelf. Mounted to walls. Size 320x360mm. Cabinet to be properly marked with medical aid emblem.	No	1		
2	4.5 kg Dry chemical powder portable fire extinguisher, with wall-mountable brackets fixed to and including 19mm x 145mm x 600mm wrought hardwood backboard with bevelled edges, plugged to wall.	No	1		



		<b>SUB TOTAL</b>			
	<b>BILL NO 16</b>				
	<b>PROVISIONAL SUMS</b>				
	<b>OUTDOOR PLAY EQUIPMENT</b>				
1	Allow for R 7 500 (Seven Thousand, Five Hundred Rands) for Provisional Allowance for the repairs to the existing timber jungle gym and outdoor play equipment	Prov	1		
2	Allow for Profit	Item			
3	Allow for attendance	Item			
	<b>ELECTRICAL INSTALLATIONS</b>				
3	Allow for R 10 000 (Ten Thousand Rands) for Electrical work. Including Certificates of Compliance (Provisional)	Item	1		
4	Allow for Profit	Item			
5	Allow for attendance	Item			
	<b>GAS INSTALLATION</b>				
6	Provide an amount of R 18 000.00 (Eighteen thousand Rands) for the complete Gas Installation to the Kitchen, including a galvanized framed metal gas cylinder cage suitable for storing two (2) 19kg gas cylinders, including providing training, operating and maintenance manuals, testing and provision of a Certificate of Compliance (COC) on completion.	Prov	1		
7	Profit	Item	1		
8	Attendance	Item	1		
	<b>REINFORCED CONCRETE CAST ON FORMWORK</b>				



9	Provide and amount of R8000 (Eight thousand Rands) for construction of 25MPa/20mm concrete for ramps, including compaction, formwork and concrete test tubes:	Prov	1		
10	Profit	Item	1		
11	Attendance	Item	1		
	<b>SUB TOTAL</b>				
	<b>BUILDING WORKS SUMMARY</b>				
1	PRELIMINARIES AND GENERAL	Sum			
2	ALTERATIONS	Sum			
3	CARPENTRY AND JOINERY	Sum			
4	FLOOR COVERINGS, PLASTIC LININGS, ETC	Sum			
5	IRONMONGERY	Sum			
6	METALWORK	Sum			
7	PLASTERING	Sum			
8	PLUMBING AND DRAINAGE(PROVISIONAL)	Sum			
9	GLAZING	Sum			
10	PAINTWORK	Sum			
11	EXTERNAL WORKS	Sum			
12	HEALTH & SAFETY COMPLIANCE	Sum			
13	PROVISIONAL SUMS	Sum			
	<b>SUB-TOTAL</b>				
	<b>CONTINGENCIES</b>				



	<b>Allow the sum of R27,000.00 (Twenty-Seven Thousand Rand) for Contingencies to be used or deducted in full at the Principal Agent's discretion.</b>	<b>Item</b>	<b>1</b>		
	<b>SUB-TOTAL INCLUDING CONTINGENCIES</b>				
	<b>Add Value Added Tax at the rate of 15%</b>	<b>VAT</b>	<b>15%</b>		
	<b>TOTAL TENDER OFFER</b>				

Directorate	Name & Extension	End User/ Functionary	Signature	Date
<b>PRM</b>		Approved /Not Approved		

## 2. REQUIREMENTS / CONDITIONS

- **NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER.**
- **Quotations must reflect your Logis and CSD Supplier Number.**
- Quotations are to be valid for 60 days.
- Total tender offer on pricing schedule must be completed
- Service provider must be registered and active with the required CIDB grading.
- Certified ID copies of the company's shareholder must be submitted.
- Quotation is only valid when signed/stamped by the service provider.
- Please also sign and submit the attached declaration of interest form SBD 4
- Please indicate percentage discount (if any)
- All invoices issued must reflect unique invoice number and order number.
- Please indicate in writing/ e-mail if you are unable to provide service (1 working day);
- All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order.
- Payment will only be affected on banking details reflected on the Centralised Supplier Database hosted by National Treasury.
- For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation.
- Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor; and



- The closing date for the submission of the tender documents is **14 July 2023 at 11H00** at the tender box situated at the offices the Department of Education, Steve Tshwete Complex, Zone 6, Zwelitsha.
- To be completed by the Supply Chain Management Unit
- Enquiries.....
- Telephone (040)6084284 \_\_\_\_\_ Fax (040) 608 4284 for \_\_\_\_\_

### **3. QUOTATIONS EVALUATION CRITERIA**

### **4. POINTS AWARDED FOR SPECIFIC GOALS**

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

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

The Specific goals allocated points in terms of this tender	Number of points Allocated (90/10 system) (To be completed by organ of state)	Number of points Allocated (80/20 system) (To be completed by organ of state)	Number of points Allocated (90/10 system) (To be completed by the tenderer)	Number of points Allocated (80/20 system) (To be completed by the tenderer)
Woman Ownership	2	5		
Ownership with Disabilities	1	2		
Youth Ownership	3	5		
Enterprises located in the Eastern Cape Province	3	6		
Ownership by Military Veterans	1	2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

**4.5. TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company



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

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



.....  
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....





## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders /

members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name).....  
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.





intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN


MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature Date

.....

Position Name of bidder

 Province of the <b>EASTERN CAPE</b> EDUCATION	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION          (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	1 of 31


## SITE SPECIFIC OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Prepared by

Dr Claire Deacon  
 PrCHSA  
 SACPCMP CHSA010/2013

**FOR**

**ECD CENTRE MAINTENANCE AND REPAIRS**

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	2 of 31


## Table of Contents

Site Details:.....	4
REFERENCES, INCLUDING COVID-19 .....	4
1. LIST OF ABBREVIATIONS .....	4
2. Purpose of the Site Specific Health and Safety Specification (SSHSS) .....	5
2.1 Project description/detailed scope of work as it applies to the project (Details as per the scope of work) 6	
2.2 Programme Description .....	6
3. Implementation of the Site Specific Occupational Health and Safety Specifications (SSHSS) .....	7
4. GENERAL REQUIREMENTS .....	8
4.1 Summary of Risks identified during Design .....	8
4.2 Specified Hazardous Chemical Substances .....	9
5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT .....	9
5.1 Structure and Organization of H&S Responsibilities.....	9
5.1.1 Notification of Commencement of Construction Work.....	9
6. HEALTH AND SAFETY PLAN FRAMEWORK .....	9
6.1 Appointment of Competent Site Personnel.....	10
6.1.2 Construction Health and Safety Officer .....	11
7. GENERAL RISK MANAGEMENT .....	12
8. Training.....	13
8.1 Site Induction and other training.....	13
8.2 Noise Risks .....	14
9. Emergency Procedures.....	14
9.1 Fire, First Aiders and First Aid Equipment.....	14
9.2 Incident Management and Compensation Claims .....	15
10. Personal Protective Equipment (PPE) and Clothing.....	15
11. Occupational Health and Safety Signage .....	15
12. Induction of Employees and Visitors, General H&S Training.....	16
13. Management of Plant and Equipment .....	16
14. Excavations (if applicable) .....	16
15. Working at heights (if applicable).....	17
16. Cranes and lifting equipment (if applicable).....	17
17. Temporary Works (Scaffolding, support work, formwork) (if applicable).....	17
18. Auditing .....	18
19. Communication and Meetings on Site .....	18
20. Care of Workers on Site (Welfare).....	18

21.	HEALTH AND SAFETY FILE .....	19
22.	NON-CONFORMANCES .....	19
23.	Failure to Comply with Provisions .....	20
24.	Public safety.....	20
	ANNEXURE A .....	22
	PrCHSA AUDIT SHEET .....	22
	ANNEXURE B .....	26
	CLOSE OUT REQUIREMENTS .....	26
	ANNEXURE C .....	27
	NON-CONFORMANCES .....	27

**Project Details**

<b>Date of compilation:</b>	Revision number: 00
<b>Value of project:</b>	Commencement date:
	Contract period:

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	4 of 31

**Occupational Health and Safety Agent:**

<i>Professional responsibilities</i>	<i>Company</i>	<i>Contact person</i>	<i>Telephone</i>	<i>Fax</i>	<i>email</i>
Architects	<b>See C1.2 Contract Data</b>				
Civil Engineers					
Structural Engineers					
Electrical Engineers					
HVAC Engineers & Fire Consultants					
Quantity Surveyors					

**Site Details:**


**Locality of the works:**

**REFERENCES, INCLUDING COVID-19**

- The National Disaster Management Act (NDMA), Regulations issued in terms of Section 27(2) of the Act;
- Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020 Reg No 43257 No 479;
- Occupational Health and Safety Act (OHSA) No. 85 of 1993 and Regulations (as amended);
- Compensation for Injury and Occupational Diseases Act (COIDA) No. 100 of 1993 (as amended);
- South African Council for the Project and Construction Management Professions (SACPCMP) 2013: Scope of services for the CHS Agent, Manager and Officer;
- Any other internal standards and specifications developed by the Client as they affect the operations, and
- The amended Baseline Risk assessment
- South African Roads Traffic Safety Manual (SARTSM) Chapter 2, Volume 13 of 1999
- Road Traffic Safety Act No. 93 of 1996 (as amended)
- Construction Specifications & Standards 6.0 for Southern Africa. Hans Wegelin 6<sup>th</sup> Edition 2010
- SANS Code 10400
- SABS 1200

**1. LIST OF ABBREVIATIONS**

AIA	Approved Inspection Authority
BoQ	Bill of Quantities
CC	Compensation Commissioner
CR	Construction Regulations
CHSO	Construction Health and Safety Officer
DMR	Driven Machinery Regulations

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	5 of 31

DEL	Department of Employment and Labour
FEMA	Federated Employers Mutual Association
GAR	General Administration Regulations
GSR	General Safety Regulations
HCSR	Hazardous Chemical Substances Regulations
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
ER	Engineer's Representative
LI	Labour Intensive
DMA	Disaster Management Act
OH	Occupational Health
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
SSHSS	Site Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
PrCHSA	Professional Health and Safety Agent
SANS	South African National Standards (Authority)
SACPCMP	South African Council for Project and Construction Management Professions
SDS	Safety Data Sheet
SMME	Small, Micro, Medium Enterprise
SWP	Safe Work Procedure

Each year fatalities, serious injuries and poor attitudes of Contractors mar the reputation of the Construction Industry. The CLIENT has a responsibility to limit its risk by ensuring a zero tolerance and better practice approach to Contractors and those affiliated to a particular project. Thus, a high premium is placed on the health and safety (H&S) of the Client and stakeholders, which include its employees, professional service providers, public and its physical assets.

The responsibilities that the Client and relevant stakeholders have toward its employees are captured in, but not limited to this document. The responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognisance of the above statement.

Where there is an appointed PrCHSA on its behalf, shall provide a site specific Health & Safety Specification (SSHSS) for the project and provide the Principal Contractor/s (PC) making a bid or appointed to perform construction work for the project, or parts thereof.

By drawing up this SSHSS, the Client has endeavoured to address the most critical aspects relating to H&S issues in order to assist the contractor in adequately providing for the health and safety of employees on site.


Should the Client not have addressed all H&S aspects pertaining to the work that is tendered for, the contractor needs to include it in the SSHSP and inform the Client of such issues when submitting the tender, or as soon as identified.

Notwithstanding the above, cognisance needs to be taken of the current Disaster Management Plan, and all the requirements of the current levels of lockdown, standards, guidelines and information published from time to time.

## **2. Purpose of the Site Specific Health and Safety Specification (SSHSS)**

The SSHSS is a performance specification to ensure that the Client and any bodies that enter into formal agreements with the Client, Agents, Professional Designers (Engineers, Quantity Surveyors and Architects), Principal Contractors and Contractors achieve an acceptable level of OHS performance.



	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	6 of 31

No advice, approval of any document required by the SSHSS, such as hazard identification and risk assessments, or any other form of communication from the Client shall be construed as acceptance by the Client of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Furthermore, there is no acceptance of liability by the Client, which may result from the Principal Contractor failing to comply with the SSHSS, i.e. the Principal Contractor remains responsible for achieving the required performance levels.

A Mandatory Agreement in terms of Section 37.2 of the OHSA will be signed between parties prior to any works commencing. If the NEC contract is used a copy of the signed contract shall form part of the H&S file submission.

The SSHSS highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks or issues are identified that could not have been foreseen during the design phase of the project, or during the construction phase. Any new legislation or standards (legislated or determined by the Client) that are promulgated or accepted during the contract will automatically be applied.

Environmental management shall receive due attention as per the requirements of the Environmental Control Officer (ECO), but will be managed by the ECO directly if applicable to the project.

### 2.1 Project description/detailed scope of work as it applies to the project (Details as per the scope of work)


The Scope of work as identified by the Stakeholders is as follows:

- Preliminary and General
- Breaking
- Painting
- Carpentry
- Brickwork
- Roof Work
- Asbestos Work
- Supply and install prefabricated structures

The works shall be done in accordance with the applicable SANS 1200 specifications, Municipal By-laws and Regulations, variations and additions to the standardized specifications applicable to this contract and the technical specifications of the Client for work that falls outside of the standardized specifications.

### 2.2 Programme Description

Clarification Meeting	<i>TBA</i>
Time allowed for preparation of H&S plan/file after tender award	
Approval date of SSHSP	<i>Within 1 week after submission but subject to content as per this requirement, for more than one review.</i>
Induction dates	<i>To be advised after Approvals of H&amp;S Plan/file</i>
Estimated Commencement date of work on site	<i>Subject to approval of H&amp;S Plan.</i>
Estimated Project completion date or project duration	<i>Dependant on site establishment and site hand over</i>
Project term	

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	7 of 31

### 3. Implementation of the Site Specific Occupational Health and Safety Specifications (SSHSS)

The site specific H&S specification (SSHSS) forms an integral part of the Contract, and PCs are required to make it an integral part of their Contracts with Contractors and Suppliers. A SSHSS will be available for each level of Contract and Contractor and must be complied with.

This specification must be read in conjunction with the OHSA, Regulations (as amended) and any other standards relating to work being done and ensure compliance thereto. The information relative to the scope of the project, the works etc. are detailed in the tender, are to be considered when developing the SSHSP and associated documentation. The summary of risks is included in Section 2 of the SSHSS.

The OHSA S.37.2 Mandatory Agreement must be fully completed by the PC, supplied by the Client. These documents shall be deemed to form part of the returnable Contract Documents.

No work may commence without written approval of the SSHSP by the H&S Agent, or the responsible person of the Client.

Should there be design changes, or change in the scope of works, an amended SSHSS may be issued. Where amended SSHSSs are issued, the PC will be required to ensure a resubmission of an amended SSHSP for approval. Further to this, the PC must ensure that similar information must be provided as it applies to the works to all their Contractors, within 5 working days following notification thereof. Such design changes.

The PrCHSA will visit the project at least bi-monthly to ensure compliance and limit risk. All activities on the site and all appropriate documentation will be monitored and reported on to the Client and the Designer.


Non-conformances will be issued, and penalties or work stoppage will be issued where appropriate. Communication between the PrCHSA and the PC will be through the Designer (or Client's responsible person) as determined at the commencement of the project.

#### 3.1 Requirements at Start Up

The submission will effectively reduce the time and issues prior to commencement of the project. The site may need to be deep cleaned if previously occupied as per the Department of Labour (DEL) requirements for safe occupation by the PC. Details of the COVID-19 policy and risk assessments will be required to be done as part of the

A site specific H&S Plan (SSHSP) in response to this SSHSS will be subject to approval by the PrCHSA within the stipulated time period as noted in the tender. This must include all supporting documentation as required to verify the H&S system:

- A declaration to the effect that the PC has the competence and necessary resources to carry out the work safely in compliance with the Occupational Health and Safety Act and its Regulations;
- A valid Letter of Good Standing;
- Detailed technical method statements along with, and aligned with the project programme for review by the Principal Agent, Designer and appropriate risk assessments and safe work procedures for approval by the PrCHSA or Client;
- Site establishment including:
  - A procedure must be drafted relative to protection/ prevention of injury to persons other than PC employees, during undertaking of such construction activity.
  - Exposure of services, power, telecommunication etc.;
  - Arrangements for hoarding, traffic accommodation if applicable;
  - Excavating for services;

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	8 of 31

- An emergency plan indicating how and where emergencies will be handled, and
- Working at heights (if applicable).

Further method statements are to be submitted prior to, and during the project where changes or new work is required, and the approval of the Principal Agent/Client is required before work on that aspect or activity can commence. The construction CHSO (CHSO) is to be included in production planning sessions/meetings to ensure that the appropriate risk assessments, safe work procedures and communication required are available and completed timeously.

Penalties will be applied should this not be adhered to and deemed a serious offence.

#### 4. GENERAL REQUIREMENTS

##### 4.1 Summary of Risks identified during Design


The intention of the summary of findings from the design risk assessment is to highlight the residual risks identified during the design phase. The full design risk assessment can be found in the tender document.

The summary of risks provided is to point the contractor towards some risks he may not be aware of during tendering stage and while developing his formal risk assessments for the project.

The design risks and the management thereof should be included in the PC risk assessments. Where there are other Contractors appointed to do work, the PC is to ensure that Contractors include such information in their risk assessments.

The summary is to be developed following the completion of the Design risk assessment, and to include the residual risks as they apply to the project.

PHASES OF THE PROJECT	RESIDUAL RISKS IDENTIFIED TO BE MANAGED (as applicable)
Site Establishment	Bringing in containers, fitting with electricity, phone and fax, toilet hire. Hoarding, security and access to be managed and in place.
Site Clearance	Traffic accommodation, movement of heavy construction vehicles, use hand tools, chainsaws, use of local labour and contractors.
Earthworks	Open excavations, use of plant and machinery, use of lifting equipment for laying storm water concrete pipes, electrical hand tools plant and equipment during paving. Noise monitoring.
Ancillary Roadworks	Use of chemicals, excavation and use of hand tools.
Housekeeping, stacking and storage	The area is adequate to ensure housekeeping and stacking and storage principles are followed. However, the children need to be kept well away from all work areas including the site camp, and notices to be clear in warning of dangerous construction activities. Care and increased attention to ensure all materials and vehicles are carefully managed and designated routes are used.
General	Use of local labour, and contractors, CLO to do regular information sessions. High winds and inclement weather require monitoring for all working at heights
Painting	Hand mixing may occur, 50kg paint drums are an ergonomic risk from handling. Potential eye, skin and respiratory irritant from paint fumes exposure, chromates.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	9 of 31

#### 4.2 Specified Hazardous Chemical Substances

The following lists of products or substances are those which have been identified as likely to be used on the project. This list is not inclusive and other products may be considered. Where the PC is likely to supply the product as the product has not been specified, safety data sheets (SDSs) need to be considered prior to all selections.

PRODUCTS/SUBSTANCES/RISKS	POTENTIAL HEALTH OR OTHER RISKS
Cement	Hand mixing may occur, 50kg bags are an ergonomic risk from handling. Potential eye, skin and respiratory irritant from dust exposure, chromates.
Cement/Silica dust	Caused by cutting, grinding, sanding of any concrete/granite/tiled surface/masonry.
Wood dusts	Caused by cutting, sanding, drilling wooden products treated Viz fencing poles.
Mineral turpentine	Applying paint and cleaning of paint brushes. Potential eye, nose, skin and respiratory irritant.
Paint	Splashes into eyes, onto skin causing irritation.
Cleaning materials	Use of disinfectants and sanitizers

### 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

#### 5.1 Structure and Organization of H&S Responsibilities

An organogram will be available to identify key appointments and responsibilities on site and be kept up to date throughout the project.

##### 5.1.1 Notification of Commencement of Construction Work


The PC shall notify the Provincial Director of the Department of Employment and Labour (DEL) in writing, in the form of the Annexure in the CRs. This shall occur within 7 days of the award of the contract. Proof of submission and/or receipt must be provided and kept in the H&S file.

Where changes to the conditions given in the submission are required (i.e. Contractors, completion dates, increase in workers), a revised Annexure A must be submitted to the DEL. The completion date is to include the defect and liability period. A copy of the notification form and any further submissions/correspondence must be kept in the H&S file.

### 6. HEALTH AND SAFETY PLAN FRAMEWORK

The H&S aspects related to the project outlined in the previous sections are to be taken into account when drawing up the H&S Plan. The PC is required to demonstrate competence by providing an H&S system that will address the requirements of the project.

The current legislative requirements, SABS codes, SANS 10400 and any other standards that may guide practice are to be taken into consideration. The following aspects must be addressed in the SSHSP, as they have been identified in section 2,

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	10 of 31

as playing a role in reducing the overall risk of a particular activity, or section of the project. The PrCHSA may from time to time request additions or systems as they relate to the works or legislative requirements at the time.

The PC is to prepare a site layout drawing to indicate at least the following to submit with the H&S plan:

- The positions of site offices of all Contractors, toilets, drinking water and worker rest areas;
- Indicate the positions of emergency planning and equipment and first aiders;
- Protection of plant and public, indicate parking, designated vehicular routes and access to site;
- Storage areas (materials and equipment, waste etc.), and
- Storage of materials and waste;

Such layouts are to be updated regularly throughout the project.

A Covid-19 Compliance Manager or co-ordinator is to be appointed to co-ordinate any matters relating to ensuring compliance.

Cognisance is to be given to those permanent employees who are over 60 years of age, and younger workers who have underlying chronic health issues such as high blood pressure, diabetes, TB, HIV and AIDS etc. Specialised workers who are indispensable will need to be declared fit for work by an occupational health service provider.

Key appointments and succession planning is to be available to ensure those who are playing key roles are able to cover the project at all times.

The project Organogram is to be updated accordingly and signed and dated at each update.

## **6.1 Appointment of Competent Site Personnel**

The CEO (OHSA S16.1 or 16.2) of the PC will take overall responsibility for the appointment of competent site staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Site Agent (OHSA 16.2). Knowledge and training in H&S are required and certificates indicating H&S training as well as experience to be included in CVs.

All other legal appointments are to be made with relevance to the type of work required and kept current with the project programme. The construction team is to ensure the appointed CHSO is kept up to date with all planned activities, to ensure all H&S requirements are met.


All construction/technical method statements are to be generated by senior site personnel, and the appropriate risk assessments developed therefrom in conjunction with the CHSO.

The SSHSP shall include the following, but is not limited to the following key appointments:

### **6.1.1 Construction Supervision**

Competent supervisors will be appointed to manage part or all of the works and have training and/or experience in the area of responsibility, regarding CR 8.1, 8.2 and 8.8. All site supervisors must show evidence of appropriate training in H&S, and an understanding or training in areas of responsibility (i.e. risk assessments, method statements etc.).

Curriculum Vitae (CVs) are to be submitted for approval by the Principal Agent, and/or Client. The Supervisor will be held responsible for the safety of working teams and subordinates, housekeeping and stacking and storage of materials.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	11 of 31

### 6.1.2 Construction Health and Safety Officer

The PC shall employ at least one competent, CHSO for the duration of the contract. The CHSO's CV is to be submitted for approval by the PrCHSA or the Client, at time of tender

The PC is to ensure adequate resources are provided in order to undertake all responsibilities (i.e. mobile phone, computer and internet access, etc.).

Qualifications shall include at least Grade 12, SAMTRAC/NEBOSH/Diploma in H&S qualifications or similar, with exposure to civil engineering and similar road construction, with at least 5 years experience, given the level of project complexity preferably in an OHS capacity. He should also have undergone training in the Act and Regulations. In the case of a contract where contractors are employed, the CHSO must have a competence to evaluate the Contractors Health and Safety plans and be registered with the SACPCMP as a CHSO.

This person may not hold any other position on the site staff. The site supervisor may not act as the CHSO. The CHSO appointed for the project will be held responsible for all H&S on the project.

- Senior site staff and supervision, Contractors are to follow systems, instructions etc. given by the CHSO at all times;
- No new workers or Contractors may commence work without approval or following the SSHSP as submitted;
- No inductions of any Contractors' staff until the H&S documentation is approved by the CHSO, and
- The CHSO may not be removed or replaced without the approval of the H&S Agent, nor may the site be left unattended for more than 1 day without adequate, competent cover.

A monthly report of all H&S activities and incidents is required by the end of the first week of each month, or at a date agreed to by the H&S Agent/Client and the CHSO. An example of the monthly report is attached as an Annexure D.

The CHSO will be responsible for collating the H&S documentation at the close out of the project in electronic format, properly labeled and filed. A list of the typical aspects that should be provided is available as Annexure B to this document. The PC is to ensure that all Contractors documentation follows the same requirements and closed out. H&S documentation must be completed and be available with the close out of the main contract, or as determined at the time.

**Failure to do so will be considered a serious offence and penalties applied. Failure could also result in retentions or project certification not being issued to the PC.**


### 6.1.3 Traffic Safety

The CHSO will be responsible for ensuring that daily traffic management is adequately managed.

No worker may be transported in, or on the rear of construction vehicles (bakkies included), or with plant and materials to, on, or from site. The number of passengers in any vehicle is limited to what is stated on the license disc. Vehicles used to transport workers to, from, or on site, shall have secure seats and be covered. No canopies may be used.

While this is difficult to control by the PC, induction training needs to include such information so workers can protect themselves. An on-site transportation policy needs to be available for how such transportation will be made safe and limit any opportunity for cross infection. Disinfection of vehicles needs to be determined where possible, and sanitizers provided prior to boarding and recommended during transit.

Each worker is to be encouraged to wear a cloth mask while travelling, and this needs to be enforced if using company transport.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	12 of 31

**Penalties will be issued for non-compliances noted.**

#### **6.1.4 Health and Safety Representatives and H&S meetings (if applicable)**

H&S Representatives representing workers and Contractors are to be appointed following the start up of the project, irrespective of the number of workers on site. The appointed H&S Representatives are to be actively involved with H&S and will assist the CHSO and site management in meeting legislative duties.

All internal and external PrCHSA audits are to be discussed, as well as all H&S related issues at all internal production or progress meetings.

Issues relating to COVID-19 will be included in the meetings and involvement with all related issues will be noted.

**Failure to do so will be deemed to be a moderate offence.**

#### **6.1.5 Appointment of Competent Contractors and Suppliers, short term works (if applicable)**

The PC is to ensure compliance with the Clients minimum standards and all legislative requirements. The same H&S standards required of the PC are to be applied to all Contractors. An index of all Contractors and Suppliers is to be on file and kept updated at all times. The PC is to ensure there is sufficient funding for H&S compliance by each Contractor.

The following minimum aspects are applicable to any Contractor appointed:

- The CHSO is to ensure a Contractors appointment and approval of H&S documentation at least seven (7) working days prior to commencing work;
- No Contractor may work under the PCs Compensation registration number. If required, the PC may assist SMMEs with their registration with the Compensation Commissioner (CC). However, such Contractors will not be able to commence work until proof of registration or Letter of Good Standing has been received, and
- No work may commence without Mandatary agreements between parties in place.

Suppliers or short-term works (surveying, repairs, servicing, deliveries etc.) also require H&S Management. Cognisance is to be taken of the level of risk involved and the CHSO is to ensure the level of H&S documentation is appropriate and appropriately managed.

**Failure to provide written approval of H&S documentation will be considered a serious offense, and could result in aspects of, or all the activities being stopped, and penalties implemented.**


## **7. GENERAL RISK MANAGEMENT**

### **7.1 Health Risks and Medical Surveillance**

The appropriate SDSs are to be obtained for all products and used to develop the H&S documentation as they relate to the works. Many of the processes are labour intensive and ergonomic risks are to be noted. All workers (including Contractors) are to be included in the medical surveillance programme.

Workers will be exposed to noise, dust, and physical risks from extended periods of work of a repetitive nature, materials specified and the general nature of the works.

All permanent workers (including those of Contractors) are required to be in possession of a medical certificate of fitness prior to arrival on site that must be less than 12 months old. An exit medical will be required where the project exceeds 6 months in duration. Arrangements for keeping medical records for the required time are to be noted. A procedure for managing the medical records which require safekeeping for prescribed periods are to be addressed, specifically for the asbestos exposed workers.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	13 of 31

Given the COVID-19 pandemic and lasting effects, workers who have co-morbidities (chronic medical conditions such as high blood pressure, diabetes, cancer, HIV and AIDS etc.) need to be cleared to work prior to being allowed on site.

Given the potential health risks the following aspects are to be included in each medical surveillance intervention:

- Full medical, surgical and occupational history;
- Full physical examination of all systems, and
- Referral if required for the management of identified health issues that may affect the worker.

Specific testing for existing conditions and limitations relative to exposure could include, but are not limited to:

- Audiometry (hearing tests);
- Spirometry (lung function tests) are not to be done until deemed safe to do so, and
- Any other tests identified as relevant from chemical or specifically identified risks of exposure

**Workers will be required to complete COVID-19 questionnaires prior to returning to site. Any worker with any symptoms is not to return to work or notify the PC of same. No worker may be discriminated against or victimized for being ill.**

**Failure to do so will be considered a serious offence.**

## 8. Training

Training of site personnel in H&S in the revised areas of work is required, mainly through induction between the Client and specific groups of employees. All programmes to have an element of information and detail relating to COVID-19 as it applies to the project, and in some cases by the Client. The CHSO is to determine training requirements and to report on needs or completed training in their reports and audits.

Records of all training, and acknowledgement of such training by attendees must be kept. Comprehensive records of all employees under the PCs control attending induction or any other training throughout the project shall be included. Amendments to statutes, the SSHSS, PSHSP, policies, procedures, method statements etc. shall require that all those affected shall undergo the relevant re-training.

### 8.1 Site Induction and other training

The PCs shall ensure that all employees, and contractors have undergone the induction programme for visitors or contractors, or any other that is deemed necessary, including training by the Client as it relates to COVID-19.


Where possible no classroom activities will be allowed unless the social distancing aspect has been addressed, a minimum of 1.5m between persons.

Appropriate time must be set-aside for training (induction and other) for all employees. No person will be able to commence work or visit the site where the induction has not been done.

All employees and visitors on site from either the Client or the PC shall carry the proof of induction training in form of an induction card. Client Induction is valid for a year from the date it was conducted and thereafter refresher induction shall be re-scheduled at least one month before the induction period expires.

Both parties shall keep a database of all records pertaining to induction and will inform Contractors of pending expiry though the overall responsibility of maintaining current induction cards still lies with the principal contractor. All induction cards issued must be returned on completion of the project to the Issuer.



	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	14 of 31

Toolbox talks to be conducted outdoors when possible in order for persons to maintain social distancing. Where inclement weather does not allow for this, toolbox talks to be conducted with smaller groupings of workers in a sheltered area large enough to maintain social distancing.

### 8.2 Noise Risks

All plant from plant hire companies (suppliers) or that of the PC is to come to site with the appropriate testing completed and be compliant with the Noise Induced Hearing Loss Regulations. Plant identified that has not been tested and marked for noise emissions will result in having to be tested or removed from site. Failure to do so within a reasonable time period will result in such plant being removed from site.

Suitable SANS approved hearing protective equipment shall be issued and worn where noise levels are identified as equal to or greater than 85 dB.

### 8.3 Asbestos Work

Only a registered asbestos contractor may do work which entails asbestos material. An Approved Inspection Authority must be consulted and Asbestos regulations complied to.

**Failure to do so will be considered a serious offence.**

## 9. Emergency Procedures

A simple emergency plan and procedure that is appropriate to the risks is required prior to commencement on site. It is advised that the system should be simple and easy for any worker to follow. The plan may be adapted should new information or risks are identified.

Social distancing of 1.5m when there is an evacuation is required. Measures to protect workers who are having to treat a potentially COVID-19 positive employee needs to be addressed.

The procedure shall detail the response plan in relation to the works, and include at least (but are not limited to) the following key elements:

Appointment of a competent emergency response co-ordinator

- Fire, public injury, asbestos;
- Falls from heights;
- Serious injury to workers (medical or work-related), and
- Any other major risks identified during risk assessments

The emergency plan is to ensure the inclusion of local service providers. Such arrangements should be made with these persons prior to the commencement of the project. The general principals of emergency management are to be applied as it applies to the hierarchy of control and management.

### 9.1 Fire, First Aiders and First Aid Equipment

At least 1 first aider will be trained to level 1. First aiders shall be available and accessible on site at all times and be able to work as a team when responding to any emergency on the project. The number of First aiders will be determined by the complexity and exposed risks of the project, not numbers of workers. COVID-19 preventative measures such as N19 or FFPT2 masks, surgical gloves and disinfectants will be needed to be supplied.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	15 of 31

Contractors are expected to ensure compliance and provide/manage their own first aiders and equipment. Appropriately stocked first aid kits are to be available at all times and to assure continual availability and access on site.

Fire extinguishers will be appropriate for the risk and in sufficient numbers to deal with the type of fires that could occur. All mobile plant is to have fire extinguishers. Hot work permits are required for any such activities.

**Failure to comply with emergency provisions will be considered a serious offence, and the operation or project may be stopped if deemed inadequate for the work at the time of assessment or site inspection.**

### 9.2 Incident Management and Compensation Claims

All incidents and accidents are to be investigated. All serious incidents involving any form of disabling injury or fatality are to be reported to the Principal Agent/Client /PrCHSA immediately. This shall be confirmed in writing following the incident. Full details are to be included in each site meeting or when the Client visits site. A summary of incidents is to be included in the monthly report.

Exposures to COVID-19 cases at entrances or on site are to be treated as incidents, and potentially as compensation cases if deemed work exposure. An Occupational Health Practitioner will be required to follow through with the case and the NSCDs and DEL will also need to be notified,

Failure to comply with emergency provisions will be considered a serious offence, and the operation or project may be stopped if deemed inadequate for the work at the time of assessment or site inspection.

### 10. Personal Protective Equipment (PPE) and Clothing

The PC is to provide a procedure as an addendum to indicate how PPE is managed within the Company. The wearing of the identified SANS approved PPE at all times is non-negotiable and is to be linked to the risk assessments. The PC shall ensure that all workers (Including Contractors) are issued with and shall wear:

- Hard hats;
- Protective footwear;
- Eye protection;
- Hearing protection;
- Reflective jackets (no bibs);
- At least 3 cloth masks (for general wear);
- Respiratory protection (minimum of FFP2) or as deemed required by the AIA, and
- Any other necessary PPE identified from SDSs and/or risk assessments.


Adequate quantities of PPE shall be available. This shall include necessary PPE for visitors. The procedures for managing PPE are to be in a formal procedure submitted with the SSHSP for approval.

Any person (including Client, Agents, etc.) found on site without the necessary PPE will be removed from site until the PPE is supplied and worn.

**Failure to comply will result in penalties being applied.**

### 11. Occupational Health and Safety Signage

On-site H&S signage is required that must include COVID-19 information as well as standard H&S information. Signage shall be posted up at fixed or temporary working areas, or other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations or SANS requirements as amended.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	16 of 31

Signage is to be noted on the site drawings indicating where fixed/temporary signage is required and appropriate to the risks identified in risk assessments.

Signs shall be posted at areas of work on site indicating that a construction site is being entered and that persons should take note of H&S requirements.

**Failure to comply will result in penalties being applied.**

#### **12. Induction of Employees and Visitors, General H&S Training**

A simple, formal induction programme is to be submitted as an addendum for approval with the H&S plan. Inductions must be carried out for all workers and visitors (including Client, Designers) to the site.

Daily, pre-task training is required to ensure workers are familiar with the risks and H&S measures of the work or tasks to be done. Records to be kept in the H&S file.

Any person found on site without proof of induction will be removed from site until the proof is supplied and, and a **penalty issued per non-compliance.**

#### **13. Management of Plant and Equipment**

The CHSO will ensure control of all plant and equipment, including daily monitoring, prior to commencing work. Full lists of hired and own plant are to be available at the H&S Agent's/Client audit. All daily inspection records are to be kept in the H&S file, or Contractors where plant and equipment is brought onto site. Registers are not to be more than 1 week behind.

Only competent, fit plant operators are to be used. Medical certificates of fitness are required for all operators.

Any plant or slings used to lift plant or material require annual load testing by an AIA, and all certificates must have the testers LMI/E number. Operators are to be adequately trained and certified to operate mobile cranes or crane trucks. Certificates and registers are to be placed in the H&S file.

All plant and equipment will be cleaned at least daily or before issue with an appropriate cleaning material to limit the spread of COVID-19.


**Failure to do so will be considered a serious offence.**

#### **14. Excavations (if applicable)**

A procedure for managing excavations is to be provided as an addendum to the SSHSP describing how excavations are to be managed.

A competent person is to be appointed for managing all excavations. A permit system is to be available and used for all excavations. All equipment and ground conditions to be checked daily, and prior to work commencing.

Excavations should preferably not be open beyond what can be closed daily. Where excavations need to remain open, all excavations are to be properly protected. Adequate stakes with 1m high demarcation and berms/spoil are required to be a safe distance from the edge of the angle of repose. Candy tape may not be used to demarcate excavations. Cognisance is required of the surrounding area and increased levels of protection are required where work is in communities, near schools and clinics or churches.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	17 of 31

**Work will be stopped, and penalties applied to any work in excavations that is not compliant.**

#### **15. Working at heights (if applicable)**

A fall protection plan is to be available and supplied as an addendum to the H&S plan. The fall protection plan must be appropriate for the project. Proof of competency must be on file for the Fall Protection Plan Developer and the appointment of a Fall Protection Supervisor with competency to be on file. Method statements, appropriate risk assessments, safe work procedures and training (all employees are to be in possession of a valid working at heights certification) are to be available prior to work commencing.

The focus for working at height shall include fall restraint systems where possible except during assembling or dismantling top components or where it is not deemed safe. The relevant SANS codes are to be applied as they apply to the works and the project, such as:

- SANS 10085
- SANS 10333 (parts 1-3)

Should part of the works be contracted out, competent Contractors are to be appointed and submit documentation according to the project requirements. The PC is to note if such work is to be contracted to specialists in the H&S Plan. The plan is to be developed and work managed by a competent person for the duration of the project. The following aspects must be included:

- The public or users of buildings are to be protected at all times by way of hoarding, barricading or fencing
- Notices to be posted
- Restrictions or stoppage when weather conditions are deemed hazardous
- Permit system for working at heights
- Prevention of falling tools or equipment
- Link to emergency plan regarding rescue

All workers are to be in possession of valid certificates of fitness that extend for the duration of the works. Note the requirements in the section relating to medical surveillance.

Registers and all relevant documentation are to be placed in the H&S file.

**Work will be stopped, and penalties applied to any work at heights that is not compliant.**


#### **16. Cranes and lifting equipment (if applicable)**

Lifting devices such as mobile cranes might be used during the project for deliveries, and moving of supplies or equipment,

Appropriate documentation must be made available for the cranes and operators. Method statements, risk assessments, safe work procedures and training are to be available prior to work commencing. A procedure for managing loads and lifting must be made available as an addendum to the H&S Plan.

Chains, slings and webbing to have valid safe working load certification on file, should the documentation not be on site, the operation may be stopped, and fines imposed until such documentation may be delivered.

#### **17. Temporary Works (Scaffolding, support work, formwork) (if applicable)**

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	18 of 31

Temporary works must be properly designed and signed off by the PCs competent person for all temporary scaffolds, support work or formwork. In these instances, a competent person is defined as one who has sufficient experience in the design of the type of temporary work in question to be able to assess the design. The appropriate competent persons are to be appointed to manage and monitor such works to the satisfaction of the Engineer and PrCHSA. Records and registers are to be properly completed and kept in the H&S file. If temporary works are to be erected by a Contractor, this must be notified to the Principal Agent/PrCHSA.

**Failure to do so will be considered a serious offence.**

### 18. Auditing

Frequency of external auditing by the PrCHSA or Client will be bi-monthly to conform to the requirements of the Construction Regulations. The site will be inspected, and the documentation audited relative to the activities and H&S plan. The CHSO of the PC must accompany the Client, or the H&S Agent, on all audits and inspections. Not all audits will be, or need be announced.

The PC will ensure that all their Contractors are audited on a monthly basis, dependent upon the time to be spent on the site. Audit frequency may be increased if Contractors are not performing adequately. Audit results will be acted upon and non-conformances and penalties issued where deemed appropriate. The Client, Designer or PrCHSA may act or require further outcomes if non-compliances are noted or unsafe acts are noted on site.

Internal audits are to include site conditions as well as ensuring H&S files are appropriate, and compliant. Comprehensive audit reports are to be made available the format of the audit reports will be reviewed by the H&S Agent.

The PC will be audited using a template as supplied in the tender document. The audit template will be adjusted from time to time relative to the activities on site. A similar process is to be used by the PC when auditing their Contractors on site. Compliance with legislative requirements and the systems provided by the PC to manage the H&S on site will be measured. Full compliance is required. Time limits for corrective actions will be set and must be adhered to.

**Failure to address findings or non-conformances will be considered a serious offence.**

### 19. Communication and Meetings on Site

All H&S communication during the project between the PrCHSA and the PC will be done through the Principal Agent and be in writing, including the issue and responses to non-conformances and H&S audit results.


All update issues relating to COVID-19 will be required to be communicated at all levels.

Meetings are to be held virtually where possible to limit exposure to COVID-19.

**Failure to address issues timeously will be considered a serious offence.**

### 20. Care of Workers on Site (Welfare)

Adequate toilets, clean, safe drinking water and weather protected shelter will be afforded workers at all times. Toilets will be within reasonable distance of workers, or placed with each working team in safe, with reasonable privacy.

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	19 of 31

Hand washing facilities, disinfectants and sanitizers will be provided across the site at common areas and entrances to work areas.

Arrangements for social distancing of 1.5m are to be made where existing facilities are shared with existing users must be made in writing and placed in the H&S file. Regular cleaning of all commonly used facilities, offices, and ablutions. Eating areas need to be cleaned prior to and post use. Staggered eating times are preferred, and note must be made of the chemicals used to clean the various areas. No plates, cups and glasses, or utensils may be shared. Water needs to be decanted or disposable cups used.

**Failure to ensure compliance will be considered a serious offence, work will be stopped if non-conformances noted until corrected.**

## 21. HEALTH AND SAFETY FILE

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible.


The following completed information shall be included (but not be limited to) as part of the index:

- The SSHSS;
- The SSHSP and the approval by Client;
- Appointment by Client;
- Mandatory agreement with Client;
- Notification of construction work;
- A record of all working drawings, calculations and design where applicable;
- Detailed list of Contractors with contact details, appointments, Mandatories etc., H&S specifications issued;
- Record of Competencies (CVs) and appointments;
- Training Records;
- Permits;
- Method statements;
- Risk assessments;
- Safe work procedures;
- Emergency and injury management;
- Safety data sheets
- Medical surveillance records;
- Registers;
- Records of audits, minutes etc.;
- Plant lists;
- Temporary electrical installations, and
- Employee records (who is on site).

## 22. NON-CONFORMANCES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs H&S Plan; neither the PC nor any other Contractor shall have a claim for extension of time or any other compensation.

The following constitute examples of the types of non-conformances that will attract penalties:

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	20 of 31

<b>Minor: Penalty: R50/count</b>	<b>Medium: Penalty: R500/count and a non-conformance</b>	<b>Severe Penalty: R5000/count, a non-conformance and/or activity stoppage</b>
Non-use of PPE supplied	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without Health and Safety Plan approval
Non-completion of registers for plant and equipment on site	Contractors not audited	Workers transported in contravention of the OHS plan or legal requirements
Lack of H&S signage at work areas	Working without training or the appropriate, approved H&S method statements	Invalid Letters of Good Standing
Tools and equipment identified in poor condition during inspections	Legal non-conformances identified during the previous audit and not addressed within the agreed time frame	Non-compliance with traffic accommodation requirements: layout or physical conditions
	No monthly OHS report at site meeting to report on	Any serious breach of legal requirements
	No certificates of fitness for workers as required	
	Working without approved method statements	

### 23. Failure to Comply with Provisions


Failure or refusal on the part of the PC or their Contractors to take the necessary steps to ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause for the engineer to apply penalties as follows:

- (i) A penalty as shown in the Table above shall be deducted for each and every occurrence of non-compliance with any of the requirements of the SSHSS,
- (ii) In addition, a time-related penalty of R500,00 per hour over and above the fixed penalty may be deducted for non-compliance to rectify any non-conformance within the allowable time after a site instruction to this effect has been given by the Designer. The site instruction shall state the agreed time, which shall be the time in hours for reinstatement of the defects. Should the Contractor fail to adhere to this instruction, the time-related penalty shall be applied from the time the instruction was given.

### 24. Public safety


The Principal Contractor shall ensure at all times that staff, and general public are aware of the dangers and risks involved whilst construction is taking place.

- Safety signage / posters shall be posted at all areas where construction work is taking place;
- Edges, excavations, stockpile areas, material storage areas, will be demarcated and no entry signage appended;
- Safety talks with employees shall be done, all employees shall be involved in keeping the site safe;
- CLO shall be given talks to do with the community members who are directly involved;
- A record of all training shall be kept, and indemnity documents shall be signed by those attending the safety talks.

 Province of the <b>EASTERN CAPE</b> EDUCATION	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION          (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	21 of 31

- Community unrest shall be handled by the local SAPS. CLO shall assist the Contractor should the need arise.
- No visitors to site are allowed unless proper arrangements are made.




 Province of the <b>EASTERN CAPE</b> EDUCATION	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION          (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	22 of 31

**ANNEXURE A  
 PrCHSA AUDIT SHEET**

**EXAMPLE OCCUPATIONAL HEALTH AND SAFETY AUDIT DOCUMENT**

<b>PROJECT NAME:</b>	
<b>CONTRACT NUMBER:</b>	
<b>HEALTH AND SAFETY AUDIT No:</b>	
<b>CONDUCTED BY :</b>	
<b>DATE :</b>	

	<b>PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (SMALL PROJECTS)</b>	ECDoE	T035
		Rev	00
		Date	31/07/2020
		Page	23 of 31

## EXECUTIVE SUMMARY

### INTRODUCTION AND OVERVIEW

**Scoring:**


The audit has a scoring schedule, which will be used to deem compliance to what is available on site, and what the appropriate systems need to be to match them. The contractor should aim for a score of 3 on each aspect included in the audit. A low score could result in part or all of the work being stopped until compliance is reached.

Scoring schedule	
If the answer is " <b>No</b> " the rating will be 0	
If the answer is ' <b>not applicable</b> ' it will be noted as n/a	
If the answer is " <b>Yes</b> " the following ratings are applicable	
1	Requirements partially met and no implementation.
2	Requirements partially met and partially implemented
3	Requirements fully met and partially implemented
4	Requirements fully met and fully implemented
5	Requirements and implementation exceed expectation

**Key Abbreviations:**

Health and Safety	H&S	Occupational Health and Safety Act	OHSA
Occupational Health	OH	Mine Health and Safety Act	MHSA
Construction Regulations	CRs	Driven Machinery Regulations	DMRs
General Safety Regulations	GSRs	Regulations for Hazardous Chemical Substances	RHCSs
Explosive Regulations	ERs	Pressure Equipment Regulations	PERs
Noise Induced Hearing Loss Regulations	NIHLs	Department Mineral and Energy	DMEs
Facilities Regulations	FRs	General Administration Regulations	GARs
South African Bureau of Standards	SABS	South African National Standards	SANS
Joint Building Conditions of Contract	JBCC	South African Road Traffic Safety Manual	SARTSM

Provide a summary of site inspection, significant findings of the site inspection and the audit findings.

	SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION	cd&a	T002a
		Rev	00
		Date	07/02/2020
		Page	24 of 31

#### CORE LEGAL RECORDS ON SITE:

THIS LIST IS NOT CONCLUSIVE – TO BE UPDATED MONTHLY RELATIVE TO WORKS IN PROGRESS. HOWEVER THE CHSO IS TO BE PRO-ACTIVE AND PRE-EMPT REQUIREMENTS WITH THE CONSTRUCTION SUPERVISOR (SITE AGENT). THE CONTENT WILL BE LINKED TO THE PHYSICAL CONDITIONS, PROCESSES AND ACTIVITIES NOTED ON SITE, OR PROGRAMME.

ITEM	Legal /SPEC Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Updated project <b>H&amp;S Organogram</b>					
	OHSA S. 16 (1) and (2)	CEO and subordinate (if required) CVs on file					
	CR 6 (1) and (2)	Designation of Construction Supervisor(s) and Subordinate Person(s) CVs on file					
	OHSA S. 17; GAR 7	H&S Representatives appointed Monthly inspections completed Representation from Contractors					
	OHSA S. 18; GAR 5	H&S Committee appointed Minutes on file H&S representatives reports discussed Incidents discussed Signed by Chair/CEO Evidence of minutes noted					
	GAR 4	Copy of OH&S Act (Act 85 of 1993) Available on site					
	CR 4 (c), 5 (f)	Written proof of registration / <b>Letters of good standing</b> available on Site					
	OHSA S.37.2	Copy of the Mandatory (S37.2) agreement between the PC and Client					
	OHSA S.37.2	<b>Mandatory agreements</b> between PC and contractors					

**PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION  
(SMALL PROJECTS)**

ECDoE	T035
Rev	00
Date	31/07/2020
Page	25 of 31

ITEM	Legal /SPEC Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
1.	CR 3(3)	Notification to Provincial Director – Annexure A Available on site					
2.	CR 4(3)  5 (7)	Copy of Principal Contractor’s Health & Safety Plan Available on request. Letter of approval from Agent. Health & Safety File opened and kept on site (including all documentation-required in respect of the OHS&A Regulations Available at all times					
3.	CR 5(6) (9)	Copy of Principal Contractor’s Health & Safety Plan provided to Contractors Letters of approval for each contractor on file List of Contractors on site Verified monthly by Agent					
4.	CRs	Copies of technical method statements approved by Designer Register available, signed by Designer					
5.	CR 7(2)  OHS&A CR 7(4)	Risk Assessments: Up to date and available on site for inspection Review and monitoring programme adhered to Workers trained in risk assessments					
6.	CR 7 (c)	Safe work procedures Procedure List of available SWPs Workers trained in SWPs Proof of training verified					
7.	OHS&A S. 13 CR 7(9)	Induction programme available Proof of <b>induction</b> training available					
8.	CR 9(2) (b) (3)	Structural information from Designer: Geo-science technical report					

**PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION  
(SMALL PROJECTS)**

ECDoE	T035
Rev	00
Date	31/07/2020
Page	26 of 31

ITEM	Legal /SPEC Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Design loading of the structure Methods & sequence of construction Design risk assessment Amended H&S Specification					
9.	CR 11(3)(h)	Excavations: Competent persons appointed CVs available Depth of excavations on site Shoring in use  Registers in line with open excavations noted at site inspection					
10.	CR 11 (f) GSR 13A	Ladders: Competent person appointed Registers kept Registers for ladders noted on site					
11.	CR 21	Construction Vehicles: Appointment of competent operators Plant Management: Registers on file noting daily inspections Plant and machine list available Inadequacies noted on site Transportation of workers Registers for sample of vehicles noted on site					
12.	CR 25, 26 ER 6 GSR 8	Housekeeping, Stacking & Storage Supervisor: Appointed per work area CVs Available Include site conditions Spoil areas Register available per area					
13.	GSR 2	PPE: included in Risk Assessment PPE used and enforced Records of Issue kept Training to use (Induction)					

**PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION  
(SMALL PROJECTS)**

ECDoE	T035
Rev	00
Date	31/07/2020
Page	27 of 31

ITEM	Legal /SPEC Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Registers for condition checks					
14.	RHCSs CR 7; 23 GSR 4	Hazardous Chemical Use and Storage Competent Person/s appointed CVs available Risk Assessments include use of HCSs Register of HCS kept/used on Site Flammable Store Bulk diesel storage Material Safety Data Sheets on file and utilised Other					
15.	GSR 3	Emergency management: First aiders available through project Level 3 First aid boxes through site Evacuation procedures Registers available (noted on site)					
16.	GAR	Incident Management: Emergency co-ordinator appointed CV available Emergency plan appropriate Emergency level included in Risk Assessments Workers trained Incident reports available and complete					
17.	CRs RHCSs  GSR 2(a) MHSA	Medical Surveillance Programme Pre-placement Periodic Exit Workers at height Plant operators Random drug testing DME Annual Medical report					
18.	CR / FRs	Welfare Facilities: Toilets available where crews are working/clean Clean potable water available					



**PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION  
(SMALL PROJECTS)**

ECDoE	T035
Rev	00
Date	31/07/2020
Page	28 of 31

ITEM	Legal /SPEC Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Adequate eating facilities					
19.		HIV AND AIDS PROGRAMME HIV and AIDS Policy and plan available Condoms available Peer review programme available Ongoing training of workers					
20.		<p><b>Covid-19 Management</b></p> <p>Policy in place The COVID-19 plan approved Have risk assessments been done? Have HIRA and Policy been submitted to the H&amp;S Committee, and evidence thereof? Have HIRA and Policy been submitted to DEL? Sharing of the DEL Directive and implementation? Have employees / Contractors been notified of actions if ill or COVID-19 symptoms? Discipline of employees/Contractors if deviation Is the supervision and monitoring in progress and is visible Signage re symptoms, visitors, emergency contacts, PPE and prevention measures up across the site and critical areas</p>					




**PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION  
(SMALL PROJECTS)**

ECDoE	T035
Rev	00
Date	31/07/2020
Page	29 of 31

ITEM	Legal /SPEC Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		<p>The procedure for positive COVID-19 in place</p> <p>Tracing of contacts if needed</p> <p>Social distancing in place for workplaces and facilities, meetings</p> <p>Report to COIDA if a positive case contracted at work</p> <p>Issue of masks and other PPE noted in HIRA</p> <p>Training of wearing of masks</p> <p>Visitors have PPE available</p> <p>Enforcement of wearing of PPE and social distancing</p> <p>Ventilation – air conditioning or means of ventilation in offices, workshops and meeting areas</p>					

RESPONSIBILITY	SIGNATURE	DATE
PrCHSA SIGNATURE:		
PC SIGNATURE:		
DESIGNER SIGNATURE:		
CLIENT SIGNATURE:		



claire deacon & associates The Health & Safety Specialists 	SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION	cd&a	T002a
		Rev	00
		Date	07/02/2020
		Page	26 of 31

## ANNEXURE B CLOSE OUT REQUIREMENTS

The H&S files for the Principal Contractors and all Contractors require closure and handover to the Client at the completion of the project. The following list is an example of what should be included but is not exhaustive. The OHS Agent or the Client may require further information at the time of completion and the Principal Contractor is to ensure that all instructions are met. Documentation would include all records from the start of the project. Daily or monthly plant inspection records are not required unless they are related to an accident. All records to be in electronic format and submitted to the OHS agent for approval in adequately formatted lists and folders. Layout should be logical and in the same order as in the site files.


Health and Safety close out file requirements include:

- a) Client H&S Specification
- b) Principal Contractor's OHS Plan(s)
- c) Organograms
- d) Legal Appointments
- e) List of all employees employed on a permanent or contractual basis over the duration of the contract
- f) Notification to Department of Labour of commencement of work
- g) Letters of Good Standing for the Project
- h) Full files for all Contractors as well as their close out reports
  - List of Contractors
  - All employees employed on a permanent or contractual basis over the duration of the contract
  - Letters of Approval of Contractors
  - Mandatary Agreements
  - Letters of Good Standing
  - Appointments
- i) Incident Records
- j) Non- Conformance records
- k) Agent's Audits
- l) Method Statements
- m) Risk assessments
- n) Safe work procedures
- o) Medical surveillance certificates of fitness. Medical records are to be kept according to the OH&S Act as amended
- p) All drawings for temporary structures (suspended beams/scaffolds etc.)
- q) All operating manuals for any systems that require ongoing maintenance
- r) Copies of test results, policies and procedures for environmental monitoring (silica, noise, dusts etc.)

### **Defect and Liability Period**

The H&S files are to be kept 'live' for the defect and liability period by the Principal Contractor, including those of their Contractors. Any work required during the defect and liability period will require an assessment of the H&S file by the OPrCHSA prior to any work commencing.

A copy drawing records for the as-builts are to be placed on file by the Designers once complete.

claire deacon & associates The Health & Safety Specialists 	SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION	cd&a	T002a
		Rev	00
		Date	07/02/2020
		Page	27 of 31

## ANNEXURE C NON-CONFORMANCES

HEALTH AND SAFETY SITE INSPECTION NON-CONFORMANCE NO		
AGENT:	PROJECT:	
Consultant:	Date and time:	
Client	Area:	
Contractor:		
ASPECTS NOTED:	COMMENTS:	COMPLETION REQUIRED BY (DATE):
	•	
	•	
	•	
	•	
	•	
PHOTOGRAPHIC EVIDENCE (if available):		
OTHER:		
The following penalties are to be applied:		
Signature of Designer		
Signature of CHSO/Site Agent		
Signature: of H&S Agent		