

**Specifications for Cleaning the Exterior Facing of all Windows and Glass Panels  
in all Wits Occupied buildings**

**1. Scope of Work**

This tender calls for the provision of a window cleaning service to clean all interior and exterior of all exterior facing windows and glass panels in all buildings of the University. In addition, the cleaning of all interior glass panels that are at a height of greater than 2m. to provide cleaning service at height on a adhoc request.

- 1.1. The specifications provided in this tender document are not certified to be fully comprehensive and 100% accurate and are therefore provided in good faith as a guideline to the University's minimum requirements and also as an equal and fair basis upon which financial offers (tender quotations) and proposals may be submitted to the University.

This is particularly true for the list of windows to be cleaned that is provided in paragraph 3 below. It is further a requirement of this tender that the Contract Service Provider should, where necessary, during the term of this tender contract agreement, develop and populate this list to ensure that it includes all windows and glass panels in all buildings on the University's Campuses.

- 1.2. It must be noted that the minimum requirement will be at least the highest standard set for the window cleaning industry. In general, it is accepted, as far as corporate images are concerned, that the Service Provider will take just as much pride in the cleanliness of the windows and building frontage below the windows, as the Institution does.

- 1.3. Notwithstanding any clauses of this document dealing with "Cancellation" and "Change of Specifications," the University reserves the right to adjust the specifications and frequencies of window cleaning during the term of this tender contract in order to formalise any specific requests or arrangements raised either by the Service Provider or itself, to ensure an optimum service.

In this instance the cost of the changes to the specifications will be negotiated and WITS and the Contract Service Provider will ensure that sufficient health and safety information and appropriate resources will be made available in order to execute the work safely. The Contracted Service Provider will take the lead in this instance and ensure sufficient resources and expertise are available in guiding the university.

- 1.4. In addition to the list provided in paragraph 3 below, the onus is on tendering Contract Service Providers to acquaint themselves with the number, type, height above ground and locations of all of windows and glass panels to be cleaned on all of the University campuses as well as the ground conditions surrounding the buildings in which the windows and glass panels are found. It is therefore a requirement that tendering Contract Service Providers must attend the information sessions and site visits. Should additional time be required to re-visit the campuses again after the site visit, then this must be arranged through the University representatives listed under "enquiries" on the last page of the "invitation to tender" section which can be found at the beginning of these tender documents.

- 1.5. It must be noted that the University cannot in any way be held liable or responsible for any underestimation of the workload or the height, position or method of access to the windows to be cleaned under this tender.

Please note:

- a) No relaxation or increased Fee will be provided where a Service Provider has underestimated the workload or has not correctly determined the necessary equipment and staff required to provide the service according to the specifications and method of access and cleaning that he has decided to tender upon.
- b) Service Providers will be held to their financial offers / bids submitted and the frequencies as specified in this tender document.
- c) This clause is also inserted to prevent unscrupulous Service Providers from attempting to "undercut" opposition Service Providers by proposing unviable and unsustainable scenarios merely to initially obtain the contract with a view to later requesting a higher Fee or relaxed frequencies when the specifications are not met.

- d) The terms of this clause will also be strictly applied to any and all Health and Safety requirements to be met and executed by the Contract Service Provider in the execution of the window cleaning service. Any failure on the part of a Service Provider to fully meet his Occupational Health and Safety requirements will entitle the University to immediately cancel this Tender Contract Agreement without prejudice to any of its other rights in law.

## **2. Purpose and Objectives**

The purpose of this tender is to appoint a single Contract Service Provider to provide, implement and manage a window cleaning service for the University for a period of between three years minimum and five years maximum, depending on the proposals received and the financial offers contained therein and that achieves at least the following minimum objectives;

- 2.1. Is cost effective and efficient and ensures that the exterior of all windows and glass panels are properly cleaned,
- 2.2. Creates a neat appearance and provides a pleasant working environment for staff.
- 2.3. Contributes to an excellent living and learning experience for students.
- 2.4. Meets all legislated (Metro Municipality and National) Health and Safety requirements and any and all bylaws and requirements associated with window cleaning and work at heights.
- 2.5. Is integrated into the daily activities occurring at the University to ensure minimal disturbance.
- 2.6. Clear and transparent communication between the Contract Service Provider and the University, including regular satisfaction surveys amongst staff and students.
- 2.7. Provide monthly reports to the University Designated Person showing clearly the windows per building and campus that have been cleaned in the past month as well as any problems with regards to access that have been encountered.

### 3. Windows to be Cleaned per Campus

The list below comprises the windows per campus and building that are to be cleaned. (Exterior and interior of all exterior facing of windows)

Whilst due diligence and care have been exercised in drawing up this list, the University cannot guarantee that it is 100% accurate. Please see paragraph 1.1 in the "Scope of Work".

The "comments" appearing in the list are there merely as a guideline and to assist Service Providers and the University to any concerns or comments the Service Providers may have prior to appointment. The comments are in no way whatsoever prescriptive regarding the specific method of access and/or cleaning that the Service Provider may decide to base his tender on. Service Providers are completely free to decide upon the method of access and cleaning that they wish to follow and base their tender submission on.

Below mentioned table have specific rope access requirements and cannot safely be accessed in any other way. Alternatives may be proposed for consideration to the university at a later point outside of this tender.

WINDOW CLEANING - Rope Access Exception Requirements			
CAMPUS	BUILDING	LADDER/OTHER	ROPE ACCESS
West Buildings	MSB	✓	✓
West Buildings	Chamber of Mines	✓	✓
West Buildings	WSS	✓	✓
West Buildings	NCB	✓	✓
West Buildings	FNB	✓	✓
West Buildings	DJ Du Plessis	✓	✓
West Residencies	Barnoto	✓	✓ (Currently no anchor points)
West Residencies	EOH	✓	✓
		□	□
WEC Buildings	Amin Block	✓	✓
WEC Buildings	Campus Centre	✓	✓
WEC Buildings	Bohlaleng	✓	✓
WEC Buildings	Leseding	✓	✓
WEC Buildings	Marang Block	✓	✓
WEC Buildings	Concourse	✓	✓
WEC Buildings	School of Public Health	✓	✓
WEC Buildings	PDH	✓	✓
WEC Residencies	Girton	✓	✓
WEC Residencies	Medhurst	✓	✓
WEC Residencies	Reith	✓	✓
WEC Residencies	Knockando	✓	✓
Health Siences Campus	Medical School	✓	✓
Health Siences Campus	Phillip Tobias	✓	✓
East Buildings	Old Mutual	✓	✓
East Buildings	PBI Building	✓	✓
East Buildings	John Moffat (old)	✓	✓
East Buildings	Richard Ward	✓	✓

Whilst due diligence and care have been exercised in drawing up this list, the University cannot guarantee that it is 100% accurately referred to in the pricing schedule and may vary in description. It is the responsibility of the tendered to ensure all buildings are included in the and pricing schedule and bids submitted accordingly.

### **Frequency Legend:**

1. Windows to be cleaned once per year throughout the year.
2. Windows to be cleaned twice per year throughout the year.
3. Windows to be cleaned once per quarter throughout the year.
4. All signage, fittings and ledges within Matrix retail floor/interior to be cleaned and dusted twice per year.
5. Residences Windows to be cleaned once per year during vacation periods.
6. Dining hall Windows to be cleaned twice per year throughout the year.

### **4. Window Cleaning Specification**

Whilst the specific methods of window cleaning and access to the windows may be decided upon by the tendering Service Provider, the following minimum requirements are set;

- 4.1 The exterior and interior of all windows and glass panels must be cleaned.
- 4.2 The exterior and interior of all window frames and mullions, including the vertical surfaces between mullions and window putty must be cleaned.
- 4.3 Irrespective of the specific method of cleaning decided upon by the Service Provider, the building façade / frontage immediately above, below and on the sides of the windows may not be defaced or left dirty due to cleaning equipment scratches / gouges and dirty water run-off.
- 4.4 Removal and cleaning of bird excrement and nests on ledges, walk ways, window sills and other places in reach of the window cleaning staff.
- 4.5 Where necessary, remove and replace any wire mesh and other types of barriers that have been installed to prevent birds from getting into or sitting on window ledges in order to be able to gain access to clean the windows. A list of the areas where this action is required must be drawn up and submitted to the University Designated person for approval prior to commencement.
- 4.6 The interior of all glass panels at a height greater than 2m which might include interior window frames and mullions.
- 4.7 Service Providers must provide and maintain all their own cleaning equipment, chemicals and consumables. Equipment must be maintained in such a manner that it is at all times certified "safe to use" by the relevant competent person.
- 4.8 The University will provide water on site for on-site use only, from existing exterior water points. Water may not be put into mobile storage tanks and taken off site for any reason whatsoever. Prior permission need to be obtained in writing for transporting water from one campus to another. The University will not install any additional exterior water points or taps without a written motivation from the successful Service Provider. A written motivation is not a guarantee that the water point will be installed as other factors such as cost will also be considered.
- 4.9 The University will provide limited storage facilities as it deems adequate for the service to be provided and the equipment used on its various campuses.

### **5. Window Cleaning Method/s, Relevant Equipment and Access Method/s**

These specifications do not specify any one, or combination, of specific window cleaning methods or methods of access to the windows, and paragraph 4 of Section B clearly specifies that tendering Service Providers may decide upon their preferred specific method/s themselves or combinations of such. However, in the Tender Information Questionnaire in Section C of these tender documents you will find tables of the windows to be cleaned, set out per campus and per building.

- 5.1 The specific window cleaning methods you propose using to clean the windows, set out per building, per campus.
- 5.2 The specific methods of access you propose using to gain access to the windows in order to clean them, set out per building per campus.
- 5.3 In addition to advising your specific methods of window cleaning and access, you are also required to set out and submit a complete list of all of the equipment that you will be using to provide the service on site, based on your chosen methods of window cleaning and access to the windows. The list must provide the description of the equipment, the quantity of each item of equipment and the cleaning or access application that the item of equipment is going to be used for. A picture or photograph of the equipment should be shown wherever possible. Please draw up this list on a separate sheet of paper, headed "Window Cleaning Equipment" and securely attach it to your tender submission.
- 5.3.1 If the equipment to be used on site or any part of it, is being purchased specifically for this tender and the costs of such equipment, or any part of the cost, is being amortised into the tender price, then a complete list of the equipment being costed into the tender price must be provided showing the full actual purchase price and the value being costed into the tender price.
- 5.3.2 If 70% of the full actual purchase price or more is being costed into the tender price then this must be explained why. Please note that where 70% or more of the full actual purchase price of equipment is being costed into the tender price, then the University requires that such equipment must either remain on site at all times or be used exclusively for the service to be provided to the University, for the full duration of the contract. If any of such equipment needs to be removed from site the Service Provider would need to obtain written permission and acknowledgement from the university. Failure to comply with this requirement at any time during the term of this tender agreement will be considered as a breach of the tender contract agreement.

Paragraph 5.3 is inserted to prevent unscrupulous Service Providers from unreasonably re-charging equipment to the University and then using that same equipment for other contracts or obtaining contracts on the strength of already having such equipment available.

## **6. Health and Safety Specifications (Construction Health and Safety Specifications – Window Cleaning)**

### Please Note:

Where there is any reference to Health and Safety matters in the General Conditions of Tender, Section A of these documents, or a duplication of conditions and where such reference or duplication differs to the clauses / factors listed in this Health and Safety Specification, paragraph 6 of Section B of these documents, then the clauses / factors in the Health and Safety specification shall be of effect.

- 6.1 WITS is committed to ensuring that the highest standards of Health and Safety apply throughout the University and will therefore only appoint a Contract Service Provider to provide the service, if it is reasonably satisfied that the Contractor has the necessary competencies and resources to carry out the work safely. *Construction Regulation 4(4)*
- 6.2 This Health and Safety Specification forms an integral part of the Tender documents and Tender Agreement and Contract Service Providers are required to make it an integral part of their contracts with their suppliers and sub-contractors, where approval has been given by WITS for the use of sub-contractors.
- 6.3 As set out in paragraph 10.5 of section C of these tender documents Contract Service Providers submitting tenders are required to show a detailed breakdown of the costs they will be incurring

in order to make provision for Health and Safety measures that will be implemented for the construction work (window cleaning) specified in this tender. *Construction Regulation 4(1)(h)*

- 6.4 Please note that in these specifications any partial references to or quotes from the OHS Act and any of its Regulations do not imply that the portions or sections not referred to or not quoted from are of lesser importance or are not applicable.
- 6.5 For the purposes of Health and Safety, Window Cleaning at WITS is defined as “construction work and Working At Height” as set out in the Construction Regulations of the Occupational Health and Safety Act and relevant legislation. *Construction Regulation 1 - “Construction work” is any work in connection with the ....maintenance.... of a building or any similar structure.*
- 6.6 Window cleaning will in certain areas require access to the windows to be gained at height or from an elevated position and the work of cleaning the windows to be carried out at heights or from an elevated position. This exposes the employees of the Contract Service Provider to the risk of falling from an elevated position.
- 6.7 WITS is committed to promptly provide the Contract Service Provider with any information which might affect the health and safety of any person at work carrying out the specified construction work (window cleaning service). *Construction Regulation 4(1)(b)*
- 6.8 WITS is required to provide any Contract Service Provider who is tendering or appointed to perform Construction Work (in this instance the cleaning of windows) with a Health and Safety Specification for that Construction Work. *Construction Regulation 4(1)(a)*  
Contract Service Providers are therefore advised that this section of the tender documentation, headed 6. Health and Safety Specifications, is in fact the documented Health and Safety Specification for the Construction Work (window cleaning service) that is specified in the various sections of this tender.
- 6.9 WITS will ensure that where any changes are brought about to the construction work (window cleaning specifications), then sufficient health and safety information and appropriate resources will be made available to the Contract Service Provider in order to execute the work safely. *Construction regulation 4(1)(f)*
- 6.10 Should the Contract Service Provider at any time during the tenure of this tender contract require to use a sub-contractor/s and should WITS approve the use of a sub-contractor/s, then these specifications as set out in paragraph 6 shall apply equally to the sub-contractor as a Contract Service Provider in his own right and the tendering Contract Service Provider must ensure that the sub-contractor fulfils all of the requirements set out in these specifications.
- 6.11 Health and Safety Plan General Requirements
- 6.11.1 Prior to commencing the window cleaning service and for the purposes of tender evaluation, Contract Service Providers must submit and demonstrate a suitable and sufficiently documented Health and Safety Plan to the University, based on the Health and Safety Specifications provided by the University in this section of the tender documentation headed 6 Health and Safety specifications, which Health and Safety Plan shall be applied from the date of commencement of and for the duration of the construction work herein specified. *Construction Regulation 5(1)*
- 6.11.2 WITS will discuss and negotiate the contents of the Health and Safety Plan with the Contract Service Provider as submitted by him and will only finally approve the Health and Safety Plan for implementation once it is satisfied that all of the requirements have been met. *Construction Regulation 4(2)*
- 6.11.3 Once WITS has finally approved the Health and Safety Plan (prior to the commencement of the service) then the Contract Service Provider must supply WITS with the approved version, which WITS will keep and have available on request for an employee, Inspector or Contractor. *Construction Regulation 4(3)*

- 6.11.4 If at any time during the duration of the tender the Health and Safety Plan is changed or amended, then the Contract Service Provider must immediately provide WITS with the amended version.
- 6.11.5 WITS will take all reasonable steps to ensure that the Contract Service Provider's Health and Safety Plan (and as amended) is implemented and maintained on site, which steps shall include periodic audits at intervals mutually agreed upon between WITS and the Contract Service Provider, provided that such audits shall be conducted by WITS at least once every month. *Construction regulation 4(1)(d)*
- 6.11.6 WITS will stop any Contract Service Provider, contractor or sub-contractor from executing any construction work specified (providing the window cleaning service) which is not in accordance with; his Health and Safety Plan, any legal requirements, these health and safety specifications or which poses a threat to the health and safety of persons. *Construction Regulation 4(1)(e)*
- 6.11.7 Any and all duties of the Contract Service Provider contained in these specifications must be documented in the Health and Safety Plan submitted by him and be executed in all construction work on site.
- 6.12 The Contract Service Provider's Health & Safety Plan must include but is not limited to the following information;
- 6.12.1 Method statements of all activities that will be carried out in the execution of the window cleaning service.
- 6.12.2 A health and safety risk assessment identifying the risks and hazards inherent in the window cleaning service to which persons may be exposed to. The risk assessment must further analyse and evaluate the risks identified, document a plan of safe work procedures to mitigate, reduce or control the risks and hazards identified and document a monitoring and review plan. *Construction Regulation 7(1)*
- 6.12.3 The name of the Competent Person, appointed by the Contract Service Provider, in writing, to carry out the risk assessment. *Construction Regulation 7(1)*
- 6.12.4 The names, titles and CVs of all legal appointments made in terms of OHSA and Regulations.
- 6.12.5 The Contract Service Provider's planned actions and the document control thereof, which will ensure that equipment is safe, materials are safely used and all employees and all subcontractors work safely and comply at all times;
- 6.12.6 The inspection methods ensuring that the Contract Service Provider will stop unsafe or unplanned work;
- 6.13 Contract Service Provider's Risk Assessment *Construction Regulation 7*  
In addition to references made to the Contract Service Provider's risk assessment above in paragraph 6.8 dealing with the Contract Service Providers Health and safety Plan, the following factors must also be met and executed by the Contract Service Provider;
- 6.13.1 The Contract Service Provider must review the risk assessments at monthly intervals and a written record of these reviews must be placed in the Health and Safety File.
- 6.13.2 Health and Safety Risk assessments of all required activities must form an integral part of the Health and Safety plan.
- 6.13.3 All risk assessments must be conducted in terms of an acceptable methodology and be conducted prior to commencement of work.

- 6.13.4 Risk assessments must ensure that critical tasks and subsequent critical hazards are included.
- 6.13.5 Risk assessments are to be provided to WITS Designated Person prior to the commencement of work.
- 6.13.6 WITS reserves the right to stop any work if such work is not conducted in terms of the recommendations of the risk assessment.

6.14 Contract Service Provider's Fall Protection Plan  
*Construction Regulation 8*

The Contract Service Provider must;

- 6.14.1 Appoint a Competent Person to prepare a Fall Protection Plan and submit in writing, the name and the Curriculum Vitae of the competent person who has been so appointed.
- 6.14.2 Ensure that a copy of the Fall Protection Plan and the signed appointment letter of the Competent Person have been included in the Health and Safety Plan.
- 6.14.3 Have the fall protection plan approved by WITS Designated Person PRIOR to the start of any window cleaning work, as specified in these specifications, commencing.
- 6.14.4 Ensure that the Fall Protection Plan includes a risk assessment of all work to be carried out from an elevated position / at height, which must include the procedures and methods to be used to address all the risks identified per building, and per campus.
- 6.14.5 Have all employees, who are to carry out any work related to the window cleaning work specified herein, from an elevated position / at height, medically evaluated and certified physically and psychologically fit to work at elevated positions and keep a copy of these records / valid medical certificates of fitness, in the Fall Protection Plan and the Health and Safety File.
- 6.14.6 Train all employees who are to carry out any work, related to the window cleaning work specified herein, from elevated positions / at height and keep a copy of the training programme and any other relevant records in the Fall Protection Plan and Health and Safety Plan.

Any training given to staff in this regard must be certified, provided by a certified trainer / instructor and training authority and all records of certification must also be retained in the Fall Protection Plan and Health and Safety Plan.

- 6.14.7 Inspect, test and maintain all fall protection equipment in order to ensure that it is safe to use and keep the procedures followed for such inspections, tests and maintenance and results of such procedures in the Fall Protection Plan. This includes any WITS equipment and / or WITS fall protection installations such as safety anchors (safety hooks/eyelets).
- 6.14.8 Ensure that the access route to all ledges to be used for window cleaning must be indicated in the fall protection plan.
- 6.14.9 Ensure that no employees are permitted to work at height or from an elevated position where weather conditions become or are a hazard to the health and safety of the employees. To this end the specific types of Weather that would result in work at height or from an elevated position being suspended must be recorded in the Fall Protection Plan.



6.14.10 If at any time during the duration of the tender the Fall Protection Plan is changed, updated or amended, then the Contract Service Provider must immediately provide WITS Designated Person with the amended version and have it approved by him. At the same time the Contract Service Provider must ensure that his Supervisor, appointed in terms of Construction Regulation 6(1), is also provided with and is at all times in possession of the most recently updated Fall Protection Plan.

6.15 Fall Protection Requirements  
*Construction Regulation 8*

Notwithstanding the specifications as set out in paragraph 6.10, the Contract Service Provider shall also ensure that;

- 6.15.1 All unprotected openings in floors, edges, slabs, hatchways, ledges and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any employee / person from falling through such openings.
- 6.15.2 Where window cleaning work is to be performed above an area where students, staff, visitors or other window cleaning employees may be present, then suitable and sufficient measures must be brought about to prevent any injury to the persons below from any falling cleaning materials and equipment, heights access equipment or window cleaning employees. In all instances these measures shall as a minimum requirement include sufficient notices at all access points to the fall-area and where reasonably practicable should include restriction of access to also be applied.
- 6.15.3 No person works in an elevated position, unless such work is performed safely as if working from a scaffold or ladder;
- 6.15.4 Notices are conspicuously placed at all openings where the possibility exists that an employee / person might fall through such an opening.
- 6.15.5 Fall prevention and fall arrest equipment is;
  - a) Suitable and of sufficient strength for the purpose or purposes for which it is being used, having regard to the work being carried out and the load, including any person, it is intended to bear.
  - b) Securely attached to a structure or plant and that the structure or plant and means of attachment thereto is suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who is liable to fall.
- 6.15.6 Fall arrest equipment shall only be used where it is not reasonably practicable to use fall prevention equipment.
- 6.15.7 Suitable and sufficient steps are taken to ensure that in the event of a fall by any person, the fall arrest equipment and/or the surrounding environment does not cause injury to the person.
- 6.15.8 Where roof work is performed or access to windows to be cleaned is gained via a roof, then in addition to the specifications set out in paragraphs 6.10 and 6.11 above, it must be further indicated in the Fall Protection Plan and he must ensure that;
  - a) The roof work/access has been properly planned.
  - b) The employees / operators are competent to carry out the work.
  - c) All employees use a safety harness at all times.

- d) No employees may be permitted to work on or from roofs or gain access through or across roofs where weather conditions become or are a hazard to the health and safety of the employees. To this end the specific types of Weather that would result in work on roofs / at height being suspended must be recorded in the Fall Protection Plan.
- e) Prominent warning signs and notices are placed where all covers to openings are not of sufficient strength to withstand any imposed loads and where fragile material exists and that these areas are in addition to be barricaded off to prevent persons from entering these areas.
- f) Suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported.
- g) There are suitable and sufficient guard rails, barriers or toe boards or other similar means of protection to prevent, so far as is reasonably practicable, the fall of any person, material or equipment.

#### 6.16 Contract Service Provider's Health & Safety File *Construction Regulation 5(7)(8)(9)*

- 6.16.1 The Contract Service Provider must open and maintain on site, a Health and Safety File, in which is kept;
  - a) The Contract Service Provider's Health and Safety Plan.
  - b) All documentation relating to this tender, generated prior to and during the tenure of this tender, as required in terms of the OHS Act and Regulations and these Health and Safety Specifications as set out in paragraph 6. Examples of this documentation would be equipment registers, training programmes and results, medical certificates of fitness, incident investigation forms, etc.
- 6.16.2 The Health and Safety File must be available for inspection by WITS Designated Person, WITS Agent or the Department of Labour Inspectors.
- 6.16.3 Upon completion of this tender contract the Contract Service Provider must hand over the consolidated Health and Safety File to WITS Designated Person.
- 6.16.4 Should the Contract Service Provider require to use a sub-contractor/s and should WITS approve the use of a sub-contractor/s, then a comprehensive and updated list of all sub-contractors on site accountable to the Contract Service Provider must be maintained in the Health and Safety File. Such list must also include the agreements between the Contract Service Provider and the sub-contractor/s and the type of work being done by the sub-contractor/s.

#### 6.17 Use of WITS Equipment and Installations

- 6.17.1 Should the Contract Service Provider wish to make use of WITS equipment, an application must be made to the WITS Designated Person, who will, if deemed fit, make the necessary equipment available/grant approval for the use of such equipment.
- 6.17.2 WITS advises that fixed ladders, roof access ramps, building ledges and fall prevention and fall arrest fixtures (safety anchors / hooks / eyelets, cables or other) exist on some of its buildings on the various campuses. However, it must be noted that although these were constructed and installed in accordance with engineering specifications, they were constructed and installed at the time that the buildings were constructed and as a result have been used and exposed for many years. WITS

cannot therefore guarantee that these fixed ladders, roof access ramps, building ledges and fall prevention and fall arrest fixtures are in or remain in a safe condition

- 6.17.3 Where, due to the specific method of window cleaning and access to the windows decided upon by the Contract Service Provider in terms of paragraph 4 of section B, he requires to use fixed ladders, roof access ramps, building ledges, fall prevention and fall arrest fixtures belonging to WITS, the Contract Service Provider must ensure that these are inspected prior to use, by a competent person, using acceptable methodologies and calibrated and certified equipment where necessary, and that they have been certified safe to use.

It is further required that these fixed ladders, roof access ramps, building ledges and fall prevention and fall arrest fixtures are inspected by a competent person on a regular basis throughout the duration of this contract and also that each operator performs a pre-use inspection each time the fixtures are to be used.

- 6.17.4 Where any WITS equipment, installations, fall prevention or fall arrest fixtures are found to be not safe for use then the Contract Service Provider must immediately advise the WITS Designated Person thereof. The Contract Service Provider may not make use of any of the equipment, installations, fall prevention or fall arrest fixtures until such time as they have been repaired and certified safe for use.
- 6.17.5 The results / records of such inspections must be kept in a register of inspections in the Health and Safety File together with any and all correspondence entered into with WITS regarding the equipment, installations, fall prevention or fall arrest fixtures.

6.18 Ladders and Ladder work *General Safety Regulations 13(A)*

- 6.18.1 Where, due to the specific method of window cleaning and access to the windows decided upon by the Contract Service Provider in terms of paragraph 4 of section B, he requires using ladders, he must ensure that all ladders and the use thereof comply with the requirements of Regulation 13A of the General Safety Regulations.
- 6.18.2 Ladders must be numbered and inspected monthly.
- 6.18.3 A record of inspections must be kept in a ladder register in the Contract Service Provider's Health and Safety file.
- 6.18.4 The Contract Service Provider shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is to be used.
- 6.18.5 Is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends of the stiles which shall ensure the stability of the ladder during normal use.
- 6.18.6 Is so lashed, held or secured, whilst being used, as to ensure the stability of the ladder under all conditions and at all times.
- 6.18.7 No contractor shall use a ladder, or permit it to be used, if it;
- a) Has rungs fastened to the stiles only by means of nails, screws, spikes or in like manner.
  - b) Has rungs which have not been properly let into the stiles; Provided that in the case of welded ladders or ladders of which the rungs are bolted or riveted to the stiles, the rungs need not be let into the sides.
  - c) Has damaged stiles, or damaged or missing rungs.

6.18.8 The contractor shall not permit that;

- a) A ladder which is required to be leaned against an object for support be used which is longer than 9 m.
- b) The reach of a ladder be extended by fastening together two or more ladders.

6.18.9 In the case of wooden ladders the contractor shall ensure that;

- a) The ladders are constructed of straight grained wood, free from defects, and with the grain running in the length of the stiles and rungs.
- b) The ladders are not painted or covered in any manner, unless it has been established that there are no cracks or other inherent weaknesses; Provided that ladders may be treated with oil or covered with clear varnish or wood preservative.

6.18.10 Where work is done from a ladder, the contractor shall;

- a) Take special precautionary measures to prevent articles from falling off.
- b) Provide suitable sheaths or receptacles in which hand tools shall be kept when not being used.

#### 6.19 Scaffolding *Construction Regulation 14*

Where, due to the specific method of window cleaning and access to the windows decided upon by the Contract Service Provider in terms of paragraph 4 of section B, he requires to use access scaffolding, then he;

- 6.19.1 Shall ensure that such scaffolding complies with the safety standards incorporated into the Construction Regulations from time to time under sect 44 of the OHS Act.
- 6.19.2 Must ensure that all scaffolding work operations are carried out under the supervision of a competent person who has been appointed in writing, and must ensure that copies of the letter of appointment and the CV of the competent person appointed are kept in the Health and safety File on site.
- 6.19.3 Must ensure that all scaffold erectors. Team leaders and inspectors are competent to carry out their work.
- 6.19.4 Ensure that daily scaffold inspections are performed and that all scaffolds are tagged 'safe for use' before they are used. All inspection records must be kept in the Health and Safety file on site. Should any scaffolds be found to be in an unsafe condition then they must be repaired and re-inspected before they may be used again.

#### 6.20 Swing / Suspended Scaffolds, Lifting Machinery and Lifting Equipment

Where, due to the specific method of window cleaning and access to the windows decided upon by the Contract Service Provider in terms of paragraph 4 of section B, he requires to use the above equipment, then he must;

- 6.20.1 Ensure that all such equipment is inspected each occasion before use and on a monthly basis.
- 6.20.2 Appoint a competent person, in writing, to supervise all lifting operations.

6.20.3 The competent person must ensure that:

- a) All equipment is identified and has a safe working load clearly indicated,
- b) All equipment is inspected by a trained and certified person and that load tests are done and certificates issued,
- c) Regular servicing of all such equipment is carried out,
- d) Records of inspections and service certificates are kept in the Health and Safety File on site,
- e) All lifting must be done by trained and certified operators and under adequate supervision,
- f) The certification and letters of appointment of the competent person as well as the inspectors and operators and any safe work instructions are kept in the Health and Safety file on site.

6.21 Notification of Intention to Commence Construction (Window Cleaning) Work  
*Construction Regulation 3*

- 6.21.1 As the project will take longer than 30 days and will involve more than 300 person days to complete and some of the work will be carried out at a height exceeding 3 m from the ground or floor level, the Contract Service Provider must notify the Provincial Director of the Department of Labour of the project, prior to the commencement of work.
- 6.21.2 The notification to the Provincial Director must be in writing and must be similar in format to "Annexure A" as found in the Construction Regulations of the OHS Act.
- 6.21.3 A copy of the notification letter to the Provincial Director must form part of the Contract Service Provider's Health and Safety Plan.

6.22 Construction (Window Cleaning) Supervisor *Construction Regulation 6(1) to (5)*

- 6.22.1 The Contract Service Provider must appoint a full time competent employee, in writing, to supervise the construction work. Such Supervisor must be in place prior to the work commencing and the site being handed over to the Contract Service Provider.
- 6.22.2 The Construction Supervisor must be on site at all times; such presence must be documented in a daily attendance register.
- 6.22.3 The appointment of the Construction Supervisor as well as his attendance register must be kept in the Health and safety File on site.
- 6.22.4 The various campuses of WITS could be construed jointly as one site or each campus individually as a site. Contract Service Providers must therefore ensure that their appointment of a Construction Supervisor and competent employees to assist the appointed Construction Supervisor is according to and fulfils the requirements for such appointments as set out in sub-sections 1 to 5 of this regulation.

6.23 Construction (Window Cleaning) Safety Officer *Construction Regulation 6(6) to (8)*

- 6.23.1 Contract Service Providers must carefully consider the size of this tender (project) and the work entailed including the degree of dangers likely to be encountered and/or the accumulation of hazards or risks on the site and based on this consideration appoint either a full time or part time Construction Safety Officer, in writing, to assist in the control of all safety related aspects on the site.
- 6.23.2 The safety related aspects on site to which the Safety Officer will be required to give input and control shall include but not be limited to;
- a) Ensure that safe work practices and instructions exist and are written,
  - b) Appropriate training related to work at height is provided to all staff
  - c) Regular and appropriate inspections of all equipment, including safety equipment, is carried out and recorded, especially for equipment relating to work at height and where there is a danger of falling.
- 6.23.3 Contract Service Providers must ensure that the appointment of the Construction Safety Officer is kept in the Health and safety File on site and that the appointment is according to and fulfils the requirements for such appointment as set out in sub-sections 6 to 8 of this regulation.

6.24 Construction Vehicles and Mobile Plant *Construction Regulation 21*

- 6.24.1 Construction Plant in this specification includes all types of plant used to access or work at heights and also air and water compressors.
- 6.24.2 Contract Service Providers may only use and operate construction vehicles and plant on site in accordance with the requirements as set out in this regulation, which include but are not limited to;
- a) Plant and vehicles must be inspected daily prior to use by a competent person appointed in writing to do so,
  - b) Records of the appointment of the competent person and inspections of plant and vehicles must be kept in the Health and Safety File on site,
  - c) Only trained, qualified and authorised employees/persons are to operate vehicles, plant and machinery, under proper supervision.
  - d) The Contract Service Provider must ensure that any hired vehicles, plant and/or machinery brought onto site is safe for use. Operators hired with such vehicles, plant and/or machinery must comply with the same requirements as all other employees on site, as set out in this regulation.
  - e) The Contract Service Provider must ensure that all vehicles, plant and equipment/machinery complies with all of the requirements of this regulation and the OHS Act at all times and are at all times operated/used in a safe way in compliance with this regulation and the OHS Act.

6.25 Stacking of Materials

- 6.25.1 The Contract Service Provider must ensure that all materials and equipment are at all times stacked and stored in a safe manner.
- 6.25.2 The Contract Service Provider must stack materials and equipment in accordance

with the requirements of General Safety Regulation 8(1) to 8(5).

6.26 Work near Electrical Installations and Machinery *Construction Regulation 22*

- 6.26.1 Prior to any work commencing and during the progress thereof, the Contract Service Provider must ensure that adequate steps are taken to ascertain the presence of and guard against the danger to workers/employees from any electrical cable or apparatus which is under, over or on the site.
- 6.26.2 The Contract Service Provider must ensure that cleaning operations do not affect electrical installations and machinery.
- 6.26.3 Where there is a risk of wetting such electrical installations, the Contract Service Provider must appoint, in writing, a competent person to inspect the electrical installations for compliance and safety.
- 6.26.4 Before appointing such competent person and proceeding with the inspection, the Contract Service Provider must advise the University Designated Person and the University appointed competent person in terms of General Machinery Regulation 2(1) of his intention to inspect and the approval of the University GMR 2(1) competent person must be obtained in writing prior to proceeding with the planned inspection.
- 6.26.5 All records of planned inspection and correspondence/approval with/from the University GMR 2(1) appointed competent person must be kept in the Health and Safety File on site.
- 6.26.6 Any unsafe conditions must be reported to the University GMR 2(1) appointed competent person immediately.
- 6.26.7 Notwithstanding that a dangerous condition has been reported, the Contract Service Provider must take immediate steps to prevent employees or other persons, including students and other members of the public from gaining access to the dangerous installation.

6.27 Emergency Procedures and injuries on duty or occupational diseases

- 6.27.1 The Contract Service Provider must submit a detailed Emergency Procedure as part of his H&S Plan which procedure must detail at least the following;
  - a) List of key personnel,
  - b) A contact list of all emergency service providers,
  - c) Actions or steps to be taken in the event of the emergency,
  - d) Information on any hazardous material and its location on the site as well as information on the potential for the hazardous material to impact on persons or the risk of the hazardous material to impact on persons and the environment,
  - e) All precautionary measures to be taken in the event of an accident,
  - f) A flow chart showing responsible persons and emergency service providers (with their contact details) in the event of an injury,
  - g) Emergency procedures should include but not be limited to; fire, Chemical or hazardous chemical spills, accidents to employees, injury resulting from the use of hazardous substances, evacuation and other relevant emergencies.

- 6.27.2 In the event of an emergency arising, the Contract Service Provider must advise WITS immediately and in writing within 24 hours of the emergency occurring, reporting the emergency and the actions taken.
- 6.27.3 Every injury on site, no matter how minor, must be reported to WITS OHS+E.
- 6.27.4 A copy of the W CI 2 COIDA form and OHS Annexure 1 investigation form must be delivered to the WITS occupational health clinic within 24 hours of the accident occurring or the occupational disease being reported.
- 6.27.5 In the event of an injury on duty the occupational health nurse must be notified immediately.

#### 6.28 First Aid Box and First Aid Equipment

- 6.28.1 The Contract Service Provider must appoint qualified First Aiders in the ratio one trained first aider (at least level 1) for every 20 employees on site,
- 6.28.2 Training records and Certificates of competency for the First Aiders must be kept in the Health and Safety File kept on site.
- 6.28.3 First Aid Boxes must be available for use and properly stocked in accordance with the applicable requirements of the OHS Act.
- 6.28.4 The First Aid box must be under the control of the First Aider and must be fully accessible at all times.
- 6.28.5 A register of first aid given and a stock control register must be kept in the Health and safety File kept on site.

#### 6.29 Personal Protective Equipment (PPE) and Clothing

- 6.29.1 The Contract Service Provider must ensure that all employees are issued with and trained in the use of PPE and that they use their PPE at all times.
- 6.29.2 A hard hat must be worn for people working under overhead work.
- 6.29.3 The PPE requirement as per the MSDS of the chemicals on site must be used, when working with these chemicals.
- 6.29.4 Fall prevention harnesses must be used for all heights works. Belt-type harnesses are not to be used.
- 6.29.5 The Health and Safety File on site must contain a procedure and record with respect to the issuing of PPE, the process when PPE is lost, stolen, damaged or worn out.
- 6.29.6 Other/additional PPE must be identified in accordance with the risk assessment and must be used according to the applicable safe work instruction.

#### 6.30 Medical surveillance

- 6.30.1 Contract Service Providers must ensure that all of their employees on site undergo an annual medical examination in respect of any health and safety risks to which they are exposed and that they are certified medically fit to do the work they are required to do.
- 6.30.2 A medical surveillance report on each employee must be included in the Health and safety file kept on site.



- 6.30.3 Employees returning after sick leave must be screened for fitness for work, prior to engaging in risk work.
- 6.30.4 Employees may not use any medication whilst working on any of the WITS campuses unless the need, effects and side effects have been evaluated by an occupational health practitioner.

#### 6.31 Health and Safety Training

- 6.31.1 The Contract Service Provider must ensure that all employees are trained in the hazards on site, the safe working processes and the use of equipment, machinery, substances and PPE relevant to the work they must do.
- 6.31.2 The training must cover the relevant activity and an attendance register must be kept in the Health and safety file on site.
- 6.31.3 A training versatility matrix and attendance records must be kept in the Health and safety file kept on site.
- 6.31.4 The Contract Service Providers Health and Safety plan must contain a list of all hazardous work and the relevant training requirements as a versatility matrix.
- 6.31.5 The Contract Service Provider must ensure that all sub-contractors are informed, instructed and trained by a competent person regarding any hazard and related safe work procedures before any work commences on site.
- 6.31.6 A copy of the training material used for sub-contractors must be kept in the Health and Safety file on site including copies of attendance registers.

#### 6.32 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

As set out in paragraph 8 of the Invitation to Tender, Contract Service Providers must submit as part of their tender documentation a certificate/letter of good standing from the COIDA Commissioner. This certificate/letter of good standing must also be included in the Contract Service Provider's Health and Safety Plan and be kept in date/valid.

Please Note; WITS will not allow any Contract Service Provider, Contractor or Sub-contractor on site unless a valid certificate/letter of good standing with the Compensation Commission is presented.

#### 6.33 Internal Audits

- 6.33.1 WITS will conduct regular health and safety audits (at least once a month) of Contract Service Providers in order to ensure full compliance with the OHS Act and all Regulations.
- 6.33.2 Records of the audits will be kept by the University SHE Unit.
- 6.33.3 All non-conformances reported by the University must be investigated by the Contract Service Provider and corrective action taken immediately. Corrective action taken must prevent a re-occurrence.
- 6.33.4 All findings must be closed within the prescribed period.
- 6.33.5 All documents regarding the investigation and corrective action must be kept in the Health and Safety file kept on site.

#### 6.34 Responsible Persons for WITS

- 6.34.1 WITS has appointed an agent (SHREQ Managers) who will assist the University Designated Person and act as the University's representative to ensure the execution of WITS responsibilities to ensure compliance with the OHS Act, Construction Regulations and any other relevant legislation.  
*Construction Regulation 4(5)*
- 6.34.2 The University person responsible for Health and Safety matters in regard to this construction work (window cleaning service) is the Designated Person.