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UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

ANNEXURE 5

Generic Occupational Health and Safety and Environmental Specification for Contractors

GENERIC OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATION FOR CONSTRUCTION CONTRACTS

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Table of Contents

1 Scope 4

2 Definitions 4

3 Clarification 6

4 Specification 6

Annexure 1 – Wits OHS&E Policy 21

Annexure 2 - University obligations: OHS&E Compliance Checklist 23

Annexure 3 - Principal Contractor Duties 30

Annexure 4 - OHS&E Documentation to Be Included in Contractor'sOHS&E File 34

Annexure 5 – Content of The Contractor's Health and Safety Plan 46

ANNEXURE 6 - OHS&E MANAGEMENT - PROJECTS 51

GENERIC OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATION FOR CONSTRUCTION CONTRACTS

1 Scope

1.1 The University has an OHS&E Policy which is abbreviated in **Annexure 1**. The University is committed to creating a healthy and safe learning and working environment and expects that all its mandatories (i.e., Contractors and/or sub-contractors) share the same commitment to ensure that they fulfil their services in a healthy and safe manner while complying to the requirementsof the OHS Act (and its regulations) as well as the University's OHS&E specifications, procedures, and standards.

1.2 The Contractor must develop, implement, and maintain a package specific Health and SafetyPlan in respect of construction work contracts based on this specification. Each project requiresa unique Health and Safety Plan that pertains to that particular project / contract.

1.3 This Occupational Health, Safety and Environmental (OHS&E) Specification establishes generic health and safety requirements to enable the University and Contractors to comply withthe provisions of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and its Regulations (in particular the Construction Regulations) as well as the University's OHS&E standards and procedures.

1.4 This Health, Safety and Environmental Specification in respect of construction work:

a). Provides the overarching framework within which the Contractor is required to comply with the health and safety requirements prescribed by the Occupational Health and Safety Act of 1993 (and its regulations);

b). Establishes the manner in which the Contractor is required to mitigate health, safetyand environmental risks and thus minimise the potential for incidents / accidents during projects;

c). Establishes the manner in which the University's Health and Safety Agent will interact with the Contractor.

2 Definitions

Act: The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

Contractor: person or organization that contracts to provide the work covered by the contract

Contract Manager: person appointed by the employer to administer the contract on his behalf.

Competent Person: any person who:

a) has in respect of the work or task to be performed the required knowledge, training, and experience and, where applicable, qualifications specific to that work or task; and

b) It is familiar with the Act and applicable regulations made in terms of the Act.

Danger: anything which may cause injury or damage to persons or property

Employer: the University that enters into a contract with the contractor for theprovision of the work covered by the contract

Employer's Health and Safety Agent: the person / company / service provider that has been formally appointed / designated in writing by the University as its agent in terms of Regulation 4(5) of the Construction regulations to address certain health and safety matters on behalf of the University. Such a person / company / service provider is named in the contract data as the Employer's Agent responsible for addressing certain health and safety matters. This person may be the OHS&E Officer: Contractors or may be assisted by the OHS&E Officer: Contractors.

Ergonomics: the science of designing workplaces to ensure a healthy and safe human interface. It entails the optimal interface of human beings with machines, equipment, and infrastructure to ensure ultimately that such interaction / interface is done in a manner which is healthy and safe while still optimising system performance.

Hazard: a source of / or exposure to danger

Hazard identification: the identification and documenting of existing or expected hazards to the health and safety of persons, and in the case of this specification, relatesto those hazards that are associated with the type of construction work being executed or to be executed.

Health and Safety Agent: is ascribed the definition as provided in the above definition for "Employer's Health, Safety and Environmental Agent".

Healthy: free from illness or injury attributable to occupational causes

Incident: an event or occurrence occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which:

a) any person dies, becomes unconscious, suffers the loss of a limb or part of a limb, or is otherwise injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed;

b) a major incident occurred; or

c) the health or safety of any person was endangered and where: i) a dangerous substance was spilled; ii) the uncontrolled release of any substance under pressure took place; iii) machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects; or machinery ran out of control.

Inspector: a person designated as such under section 28 the Act

OHS&E: Occupational Health, Safety and Environment

Health and Safety File: a file submitted by the Contractor to the OHS&E Directoratecontaining health and safety related documents as indicated in Annexure 4.

Health and Safety Plan: a documented plan which addresses hazards identifiedrelating to the project / work to be performed and includes safe work procedures to mitigate, reduce or control the hazards identified. It typically contains the aspects mentioned in Annexure 5.

Occupational Health, Safety and Environmental (OHS&E) Specification: a site specific, activity specific or project specific document pertaining to the required healthand safety standards related to construction work which is included in the Contractor'scontract with the employer.

Major incident: an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace.

Reasonably practicable: practicable having regard to:

a) The severity and scope of the hazard or risk concerned;

b) The state of knowledge is reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;

c) The availability and suitability of means to remove or mitigate that hazard or risk; and

d) The cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom.

Risk: the probability that injury/harm, degradation, or damage will occur

Safe: free from any risk / hazard

Scaffold: any temporary elevated platform and supporting structure used for providingaccess to and supporting workmen or materials or both

2.1 **Structure**:

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

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

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

Substance: any radio-active substance, solid, liquid, vapour, gas / aerosol, orcombination thereof

Suitable: capable of fulfilling or having fulfilled the intended function or being fit forits intended purpose

Temporary works: formwork, support work, scaffold, shoring, or other temporarystructure designed to provide support or means of access during construction.

Workplace: any premises or place where a person performs work in the course of hisemployment

3 Clarification

3.1. The OHS Act and its associated regulations shall have precedence in the interpretationof any ambiguity or inconsistency between it and this specification.

3.2. Compliance with the requirements of this specification does not necessarily result incompliance with the provisions of the OHS Act (and its regulations).

4 Specification

4.1 COMPLIANCE TO OHS&E STANDARDS / PROCEDURES AND OHS ACT / CONSTRUCTION REGULATIONS

4.1.1 The University's Project Manager shall use Annexure 2 to check whether the Universityis in compliance with regulatory requirements. Where relevant the OHS&E Officer: Contractors will provide advice / support as indicated in **Annexure 2**.

4.1.2 The onus / responsibility is on the Contractor to ensure that all OHS Act (and regulations)requirements have been adhered to including, but not limited to, the necessary registrations, permit requirements as well as competency requirements. The Contract Manager will ensure compliance and may use **Annexure 3** to assist in checking the level of compliance.

4.2 HEALTH AND SAFETY FILE

4.2.1 A Health and Safety File must be developed by the Contractor and such file should be customised on each particular project.

4.2.2 The Contractor must submit their Health and Safety File to the OHS&E Officer:Contractors at the University's OHS&E Directorate for assessment, vetting / approval.

4.2.3 The OHS&E file is to be submitted as soon as possible before the project is due to commence to enable the OHS&E Officer: Contractors with sufficient time to be able to make a thorough assessment of its contents and to provide feedback as to the outcome of such assessment.

4.2.4 The Contractor is advised to use **Annexure 4** to determine which documentation shouldbe included in their OHS&E File as deemed applicable for each project. Not all aspects contained in **Annexure 4** may be applicable to every project / contractor, however, in the eventof any confusion as to applicability of documentation then this must be timeously clarified bythe Contractor in consultation with the OHS&E Officer: Contractors.

4.2.5 The OHS&E Officer: Contractors will assess the file and provide the Contractor with feedback as to whether the file meets the obligatory requirements or whether there are aspects that require further attention.

4.2.6 In all instances the OHS&E Officer: Contractors will provide written feedback to the Contractor indicating the outcome of each file assessment (i.e., whether or not the Health and Safety File has been approved and, if it was not approved, the reasons for such a decision).

4.2.7 The OHS&E Officer: Contractors will also provide the University Project Manager withfeedback regarding the outcome of every file assessment to keep him / her informed of the outcome of such file assessment result.

4.2.8 The checking, vetting / approval of this file is an integral component of the approval process for any project work to commence (i.e., without approval of the Health and Safety Fileit will not be in the best interest of the University or the Contractor for the work to commence).

4.2.9 Please note that there are updates that the Contractor may need to make to the Health andSafety File on an ongoing / recurrent basis as the work / project continues. This is to ensure that its contents always reflect the latest available information. It is the responsibility of the Contractor to make sure that their Health and Safety File is updated.

4.2.10 The Health and Safety File shall always be available on-site for inspection at any reasonable time.

4.2.11 The provision of a Health and Safety File is a legal requirement and Contractors not providing these files with the required information must not be permitted to continue with anywork on any of the University's premises.

4.2.12 After the contract / project / work is completed, the Contractor **must** hand over their Health and Safety File to the OHS&E Officer: Contractors for archiving. And if relevant, also provide Certificates of Compliance / Occupancy Certificate (as applicable) accompanied by atest report for any electrical installation in accordance with the provisions of the Electrical Installation Regulations.

4.2.13 Notwithstanding the information that is required in the Health and Safety File as stipulated in **Annexure 4,** the following specific aspects relating to the content of the Health and Safety File are emphasised hereunder for the sake of clarity:

- A copy must be provided in the Health and Safety File of the Certificate of Registrationas well as relevant qualifications proving competency of the registered person responsible for working on electrical installations as covered by the Electrical Installations Regulations (i.e., Proof of registration to be provided of the electrical contractor who undertakes the electrical installation work in terms of the Electrical Installations Regulations);

- Information must be provided indicating the approval of the design of the part of an electrical installation which has a voltage in excess of 1 kV done by a person deemed competent in terms of the Electrical Installations Regulations;

- Appointment letters, CV's and training certificates must be provided of the Construction Manager / Supervisor for the site in respect of construction work coveredby the Construction Regulations, persons who are required to assist the Construction Manager / Supervisor; Competent Persons to supervise work activities, and designers of temporary works.

- Any revisions to the Contractor's organogram must be updated in the Health and SafetyFile;

- Every sub-contractor agreement and every sub-contractor's approved Health and Safety Plan must be provided in the Health and Safety File

- Proof must be provided to indicate that every Contractor as well as sub-contractor is registered and in good standing with the compensation fund or with a licensedcompensation insurer relevant to the type of work performed;
- Proof must be provided in the Health and Safety File of all Contractor's and sub-contractor's attendance of OHS&E induction training (i.e., attendance registers);
- Copies of the minutes of the Contractor's and sub-contractors health and safetymeetings must be provided in the Health and Safety File;
- Copies of each of the Contractor's / sub-contractors' Health and Safety Policies must be provided on the Health and Safety File. These policies must be signed by the ChiefExecutive Officer, which outlines the Contractor's health and safety objectives and how they will be achieved and implemented by the Contractor;
- The Health and Safety Plans of all the Contractor's / sub-contractors must be includedin the Health and Safety File;
- The risk assessments conducted by the Contractor and sub-contractors must be included in the Health and Safety File;
- A comprehensive and updated list of all the sub-contractors employed on site by the Contractor is to be on the Health and Safety File, indicating the scope / type of work being performed by such sub-contractors;
- The outcomes of the monthly Health and Safety audits to check compliance with the approved Health and Safety Plan of the Contractor as well as each and every sub- contractor working on the site must also be included in the Health and Safety File;
- A copy of any report made to an Inspector by the health and safety committee must beincluded in the Health and Safety File. The University's OHS&E Directorate as well as the University's Project Manager must be informed hereof as well as be provided with a copy of such a report;
- Copies of the Fall Protection Plan (if applicable) and each revision thereof must be included in the Health and Safety File;
- Proof must be provided in the Health and Safety File of the following where suspendedplatforms are to be used:
    - A certificate of system design issued by a professional engineer, professional certificated engineer, or a professional engineering technologist;
    - Proof of competency of erectors, operators, and inspectors;
    - Proof of compliance of operational design calculations with requirements of the system design certificate;
    - Proof of performance test results;
    - Sketches indicating the completed system with the operational loading capacityof the platform;
    - Procedures for and records of inspections have been carried out;
    - Procedures for and records of maintenance work having been carried out;
    - Proof that the prescribed documentation has been forwarded to the ProvincialDirector.
- A copy of risk assessments of the project / work (as carried out by Competent Persons)as well as the risk mitigation plans arising from such risk assessment must also be included in the Health and Safety File;
- Records of the register of inspections made by a Competent Person immediately beforeand during the placement of concrete or any other load on formwork is to be included in the Health and Safety File;
- The names of the persons who are in possession of valid certificate of competency in first aid as well as copies of their first aid certificates are to be included in the Health and Safety File;



- Medical certificates of fitness for the Contractor's and sub-contractors' employees thatare specific to the construction work to be performed and which have been issued by aregistered Occupational Health and Safety Medical Practitioner are to be included in the Health and Safety File;
- Details of all incidents together with the Contractor's investigative report on such an incident is to be included in the Health and Safety File;
- The record of inspections carried out by the designers of structures to ensure compliance with designs is also to be included in the Health and Safety File; and
- Any other documentation required in terms of regulations issued in terms of the Act including a record of all drawings, designs, materials used and other similar informationconcerning the completed structure must also be included in the Health and Safety File.

4.3 RISK ASSESSMENT

4.3.1 The Contractor shall before the commencement of any work on site as well as during construction work, cause a risk assessment to be performed by a competent person appointed in writing before commencing any physical construction / project activity. Such an assessmentshall be as a minimum:

a) Identify the risks / hazards to which persons may be exposed to and/or which mayexpose infrastructure / assets to risk and document these;

b) Analyse / evaluate the extent / severity of the identified risks (and record these);

c) Establish the steps that must be taken to mitigate the identified risks.

d). Document a risk mitigation plan to address the identified risks (i.e., to mitigate,reduce or control the risks that have been identified);

e) Implement the agreed mitigation measures; and

f) Monitor whether the implemented mitigation measures effectively eliminate / reducethe identified risks (i.e., do they successfully serve the purpose).

4.3.2 The Contractor shall ensure that as far as is reasonably practicable, ergonomic relatedhazards are also identified, analysed, evaluated, and addressed in the risk assessment.

4.3.3 The risk assessment and the risk mitigation plan must be included in the Health and SafetyFile.

4.4 HEALTH AND SAFETY PLAN

4.4.1 Taking the findings of the risk assessment into consideration, amongst other factors, theContractor will be expected to develop an OHS&E Plan specific to each project.

4.4.2 The OHS&E Plan is to be included in their OHS&E File.

4.4.3 The OHS&E Plan is to contain the applicable aspects mentioned in **Annexure 5**. Not allaspects contained in **Annexure 5** may be applicable to every project / contractor however, in the event of any confusion as to applicability of what should or should not be included in the plan then this must be timeously clarified by the contractor in consultation with the OHS&E Officer: Contractors.

4.4.4 The Contractor shall prior to commencing the work to which this specification applies, submit to the Employer's Health and Safety Agent for approval a suitable and sufficiently documented Health and Safety Plan, based on, the health and safety specification and the risk assessment that is conducted. Such Health and Safety Plan must be included in the Health and Safety File and shall be assessed during the approval / assessment process for such file.

4.4.5 THE HEALTH AND SAFETY PLAN SHALL AS A MINIMUM PROVIDE:

a) The information contained in Annexure 5 (as applicable to each project) in respect of each of the hazards associated with work falling within the scope of the contract); and

b) An outline of the manner in which the contractor intends to comply with the requirementsof this specification.

4.4.6 The Contractor shall ensure that the submitted Health and Safety Plan reflects the measures that the

Contractor will implement to ensure that the work to be conducted is done so in the safest and healthiest manner reasonably possible.

4.4.7 The Contractor shall apply the approved Health and Safety Plan from the date of its commencement and for the duration of the work to which this specification applies.

4.4.8 The Contractor shall conduct audits to check for compliance with the approved Health and Safety Plan at intervals agreed upon with the Employer's Health and Safety Agent, but atleast once every month.

4.4.9 The Contractor shall review and update the Health and Safety Plan whenever changes to the work are brought about or following the occurrence on an incident or as instructed by theProject Manager or the University's Health and Safety Agent / OHS&E Officer: Contractors.

4.5 EMERGENCY PROCEDURES, EMERGENCY EQUIPMENT AND FIRST AID

4.5.1 The Contractor shall include in its Health and Safety File an Emergency Procedure whichincludes, but is not limited to managing the following credible incident scenarios (amongst others and as relevant);

a) Fires,

b) Explosions,

c) Spills,

d) Gas release,

e) Accidents,

f) Exposure to hazardous substances,

g) Vehicle safety,

h) Rescue from heights,

i) Rescue from confined spaces.

4.5.2 The Emergency Procedure must at least make provision for the following aspects(amongst others):

a) The various credible emergency incident scenarios that are relevant to the type of work / activities / machinery / equipment / substances, etc. that are associated with theproject;

b) The significant personnel who are to be notified of any emergency and the roles thatthey will fulfil during each type of emergency event;

b) The contact particulars of the various emergency services (i.e., fire, ambulance, and SAPS); and

c) The main actions or steps to be taken during an emergency for all the credible incident scenarios that may occur.

4.5.3 The Contractor shall as soon as possible after an emergency has occurred notify the University's OHS&E Officer: Contractors, the University's Project Manager as well as the Emergency Response Coordinator. This should be followed up with a written report to the aforementioned persons briefly outlining what happened, when and where it occurred and howit was managed.

4.5.4 The Contractor shall provide a first aid box or boxes at or near the workplace which shallbe available and accessible for the treatment of injured persons at that workplace. Such first aid boxes shall contain suitable first aid equipment which includes the items listed in the General Safety Regulations issued in terms of the Act.

4.5.5 The Contractor shall ensure that at least one person is readily available during normal working hours, who is in possession of a valid certificate of competency in first aid.

4.6 EMERGENCY CONTACT NUMBERS

4.6.1 The University's emergency contact numbers are as follows:

- **Protection Services, Main Control Room, Braamfontein:** **011 717 4444 / 011 717 6666**
- **Health Sciences Campus:** **011 717 2222 / 011 717 2232**
- **Education Campus:** **011 717 3340**
- **Management Campus:** **011 717 3589**
- **Campus Health & Wellness Centre:** **011 717 9111 / 011 717 9113**
- **Emergency Response Coordinator** **011 717 9192**
- **OHS&E Officer (Contractors)** **011 717 9195**

4.7 HEALTH AND SAFETY TRAINING

4.7.1 After the OHS&E File has been approved the Contractor must ensure that OHS&E Induction training is attended by every contractor / sub-contractor employee that will be entering the University's premises.

4.7.2 Arrangements to attend such induction training must be made timeously by the Contractorwith the OHS&E Officer: Contractors.

4.7.3 Employees that have attended the Contractor health and safety induction session will beprovided with proof that they attended such training, and such proof should be available whileemployees are working on site to serve as proof of their attendance of such induction.

4.7.4 The Contractor is to ensure that copies of training certificates are included in the Health and Safety File indicating their staff's competency to operate specific machinery and equipment (i.e. such as cranes, forklifts, goods hoists, front end loaders, excavators, vehicles, etc.) and/or to carry out certain activities (i.e. such as, the building of scaffolds, constructing excavations, working in confined spaces, working at heights, permit to work / lock out / tag out, permission to work on electrical installations, etc.). Copies of licenses should also be madeavailable indicating which vehicles / machinery staff are permitted to operate (i.e., such as cranes, forklifts, front end loaders, goods hoists, excavators, other vehicles as specified, etc.). Such proof/evidence of training records and licenses must be included in the Health and SafetyFile.

4.7.5 The Contractor shall ensure that all employees under his or her control and the employeesof his sub-contractors who are performing construction work are informed, instructed, and trained by a competent person regarding any hazard, operation of equipment, machinery, and vehicles as well as the related work procedures before any work commences, and thereafter at such times as may be determined by the outcome of the risk assessment; and

4.7.6 The Contractor shall cause a training record to be kept which indicates the training dates,the names, identity numbers and job description of all those who attended such training and thename of the person who provided the training.

4.8 EMPLOYER'S HEALTH AND SAFETY AGENT

4.8.1 The Employer's Health and Safety Agent shall:

a) Audit the Contractor's level of compliance with the requirements of this specification prior to the commencement of any physical construction activities taking place on the site;

b) Accept or reject the contractor's Health and Safety Plan, while giving reasons for rejecting such plans;

c) Monitor the effectiveness when Contractors implement their Health and Safety Plans;

a) The OHS&E Officer: Contractors will assess the Health and Safety File and provide feedback on its acceptability prior to the project commencing. The Health and SafetyFile must be approved by the OHS&E Officer: Contractors prior to any activities taking place on site.

b) Conduct periodic and random audits on the Health and Safety Files to establish compliance with the

requirements of this specification;

c) Visit the construction / project site at regular intervals to conduct site inspections, andbased upon adverse findings arising from such inspections will issue,

- Improvement Notices,
- Contravention Notices and
- Prohibition Notices,

to the contractor or any of the sub-contractors and copying the Contract Manager (Principal Contractor) as well as the University's Project Manager and OHS&E Officer:Contractors.

4.8.2 In the event that any serious breach of OHS&E standards is identified then the Employer'sHealth and Safety Agent must notify the Contract Manager as well as the University's Project Manager (and the OHS&E Officer: Contractors if the Employers Health and Safety Agent is someone different than the OHS&E Officer: Contractors) of such breach. The expectation is that the University's Project Manager and the Contract Manager will take steps to stop and make safe all site activities and areas impacted by such deficiency. This could mean that all activities cease forthwith until such time as the identified health and safety deficiency has beeneffectively / permanently rectified and no longer poses a threat to people, property, and the environment.

4.8.3 The Contractor shall invite the Employer's Health and Safety Agent to audit compliancewith the requirements of this specification before commencing with any physical constructionactivity on the site.

4.9 COMMUNICATION

4.9.1 The Contractor shall ensure effective communication takes place through (amongst others) committee meetings, weekly reports to the various Project stakeholders, noticeboards, toolbox talks, team briefings, posters, and notifications (as well as any other means deemed effective and appropriate by the Contractor).

4.10 INCIDENT REPORTING AND INVESTIGATION

4.10.1 The Contractor shall record all incidents and notify the Employer's Health and Safety Agent as well as the University's Project Manager of any incident, as soon as possible after it has occurred.

4.10.2 All health and safety incidents / accidents / injuries must be reported to the University'sOHS&E Directorate as soon as possible after the incident occurred (i.e., to the OHS&E Officer:Contractors).

4.10.3 The Contractor shall investigate all incidents caused by and/or involving their staff, machinery, equipment, and vehicles. The Contractor must provide copies of such investigationreports to the Employer's Health and Safety Agent (and to the OHS&E Officer: Contractors ifthe Employers Health and Safety Agent is a different person than the Employers Agent) as wellas to the Project Manager.

4.10.4 The final investigation report for all incidents must be kept on the Health and Safety File.

4.10.5 The Contractor shall inform the relevant Health and Safety Representative beforehand of investigations or formal inquiries of which he has been notified by an inspector, and as soonas reasonably practicable of the occurrence of an incident on the site.

4.10.6 In the event of any incidents occurring in terms of Section 24 of the OHS Act arising from the project / contract the Contractor shall report such an incident to an Inspector at the Department of Labour (and/or the Provincial Director as the Act / regulation prescribes). Thisnotification shall take place within 7 days in the prescribed form.

4.10.7 The Contractor shall in the event of an incident in which a person dies, or is injured to such an extent that he is likely to die, or suffered the loss of a limb or part of a limb:

a). Notify the Provincial Director of the Department of Labour of such incident by telephone, facsimile, or similar means of communication (i.e., The contractor shall notifythe Provincial Director of the Department of Labour of the death of any person which results from injuries sustained in an incident).

b). Ensure that no person disturbs the site at which the incident occurred or remove any article or substance involved in the incident therefrom, without the consent of aninspector, unless an action is necessary to prevent a further incident, to remove the injuredor dead, or to rescue persons from

danger, and.

c). Provide the Provincial Director of the Department of Labour with a report which includes the measures that the contractor or his subcontractor intend to implement to ensure a healthy and safe site and to prevent a re-occurrence of such an incident.

4.11 PERMITS: LOCKOUT / TAG OUT

4.11.1 Contractors must adhere to all work permit requirements including but not limited tolock-out / tag out permit to work systems.

4.12 FALL PROTECTION

4.12.1 Notwithstanding the provisions of their Fall Protection Plan, the Contractor shall ensurethat:

a) All unprotected openings in floors, edges, slabs, hatchways, and stairways areadequately guarded, fenced, or barricaded or that similar safe means are used to safeguard any person from falling through such openings;

b) No person works in an elevated position, unless such work is performed safely;

c) Notices are conspicuously placed at all openings where the possibility exists that a person might fall through such openings;

d) Fall prevention and fall arrest equipment is:

- 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; and
- Securely attached to a structure and the structure and the 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;

e) Fall arrest equipment is only used where it is not reasonably practicable to use fall prevention equipment; and

f) Suitable and sufficient steps are taken to ensure, as far as it is reasonably practicable, that in the event of a fall by any person, the fall arrest equipment or the surrounding environment does not cause injury to the person.

4.12.2 Where roof work is being performed on a construction site, the contractor shall ensure that it is indicated in the Fall Protection Plan that:

a) The roof work has been properly planned;

b) The roof erectors are competent to carry out the work;

c) No employees are permitted to work on roofs during inclement weather conditions or if weather conditions pose a hazard to the health and safety of the employees;

d) Prominent warning notices are to be placed where all covers to openings are not of sufficient strength to withstand any imposed loads and where fragile material exists;

e) The areas mentioned in paragraph (d) are to be suitably barricaded to prevent persons from entering;

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 acrossor working on or from fragile material is supported; and

g) There are suitable and sufficient guard-rails or barriers and toe-boards or other similarmeans of protection to prevent, so far as is reasonably practicable, the fall of any person, material, or equipment.

4.13 OHS&E PROCEDURES

4.13.1 A range of OHS&E procedures and guidelines are available at the OHS&E Directorate'soffices. These include but

are not limited to; Incident reporting and investigation, Emergencyprocedures, Injury on duty guideline, warning: not to tamper with emergency equipment.

4.14 SITE CLEAN-UP

4.14.1 After the work has been completed the Contractor is responsible for ensuring thatrubble is suitably removed / disposed of and clearing of the site is to be done to the satisfaction of the client.

4.15 WASTE DISPOSAL

4.15.1 The Contractor is responsible for making arrangements regarding the disposal of wasteemanating from the work that they perform.

4.16 MACHINERY / EQUIPMENT AND TOOLS

4.16.1 Contractors must ensure that all their machinery, equipment and tools used on Universitypremises are in a safe condition and that these comply with the relevant safety standards.

4.16.2 Contractors are furthermore responsible for ensuring that their employees are trained and competent to operate the machinery, equipment, and tools that they are expected to operate.

4.17 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE / C)

4.17.1 Contractors must adhere to the University's PPE / C requirements and must provide itsemployees with the necessary Personal Protective Equipment / Clothing (PPE / C) which must comply with University standards.

4.17.2 Contractors must ensure that they provide the necessary PPE / C to their employees based on the results of the risk assessment.

4.17.3 Contractors must further ensure that their employees are wearing / using such PPE / Cwhere it is necessary to do so.

4.17.4 Contractors must ensure that they take the necessary action against any employee that is not wearing the required PPE / C where it is required to do so.

4.17.5 The Contractor shall ensure that all workers are identifiable at all times by having the company name for which they work for printed on the back or front of their overalls;

4.17.6 The Contractor shall ensure that Clear procedures are in place for the replacement of lost, stolen, worn or damaged personal protective equipment / clothing (PPE / C).

4.17.7 A PPE / C procedure is to be provided in the Health and Safety Plan indicating what PPE / C will be issued, how many PPE / C items will be issued per person and how such PPE / C will be controlled in the workplace. Such PPE / C procedure should alsobe included in the Health and Safety File (See also **Annexures 4 and 5**).

4.18 UNDERGROUND PIPELINES, GAS LINES AND ELECTRIC CABLES

4.18.1 Contractors are required to be mindful that there may be underground pipelines, gas lines and electric cables in the vicinity of the area in which they are working. Information regarding the location of such lines and cables is available from the Planned Maintenance andInfrastructure Division (PIMD).

4.19 LETTER OF GOOD STANDING

4.19.1 The Contractor shall before commencing with any work on the site provide theUniversity's OHS&E Officer: Contractors with proof of good standing with the compensationfund or with a licensed compensation insurer.

4.19.2 The Contractor must place a copy of the current Letter of Good Standing with the compensation fund or a licensed compensation insurer on their OHS&E File.

4.20 COPY OF THE ACT

4.20.1 The Contractor shall ensure that a copy of the Act as well as the relevant regulations areavailable on site for inspection by any of its employees that are engaged in activities on the site.

4.21 HEALTH AND SAFETY COMMITTEE

4.21.1 The Contractor shall convene health and safety meetings and these meetings shall be attended by all health and safety representatives and persons nominated by the Contractor. Suchmeetings shall be held whenever

necessary but must at least take place once every month.The purpose of these meetings is to:

a) Make recommendations regarding any matter affecting the health or safety of personson the site and/or aspects that may negatively impact on the environment;

b) Discuss any incident on the site in which or in consequence of which any person wasinjured, became ill or died, and

c) Discuss and make recommendations regarding any other aspect that may impact onhealth and safety regarding the project / work.

4.21.2 The Contractor shall consult with the health and safety committee on the development,monitoring, and review of the risk assessment.

4.21.3 The Contractor shall ensure that minutes of the health and safety committee meetingsare kept.

4.21.4 The employer's health and safety agent shall be invited to attend such meetings as anobserver.

4.21.5 The minutes of meetings shall be kept on the Health and Safety File.

4.22 APPOINTMENTS

4.22.1 Additional information regarding certain legal appointments is provided hereunder:

4.22.1.1 Construction Manager

The Contractor shall appoint in writing a full-time competent person as the Construction Manager with the duty of managing the construction activities on a single site including that of ensuring occupational health and safety compliance. Where appropriate, the Contractor shall appoint in writing one or more Assistant Construction Managers.

4.22.1.2 Construction Health and Safety Officer

The Contractor shall consult with the employer and after considering the extent, magnitude, and complexity of the project / work to be conducted, the degree of danger likely tobe encountered and/or the accumulation of hazards or risks on the site, prior to commencing the work, appoint a full-time or a part-time suitably qualified Health and Safety Officer to assistin the control of all health and safety related aspects on the site.

4.22.1.3 Construction Supervisors

The Construction Manager shall, in writing, appoint Construction Supervisors responsible for supervising construction activities as well as for ensuring occupational health and safety compliance on the construction site.

A Contractor shall after considering the size, extent, and complexity of the project, appoint in writing one or more competent employees for different sections of the work to assist the Construction Supervisor.

4.22.1.4 Competent Persons

The Contractor shall furthermore appoint in writing competent persons to supervise or inspectany of the following (as relevant):

- Formwork and support work operations;
- Excavation work;
- Demolition work;
- Scaffolding work operations;
- Suspended platform work operations;
- Material hoists;
- Bulk mixing plants;
- Temporary electrical installations;
- The stacking and storage of articles on the site; and

- Fire equipment.

4.22.1.5 Health and Safety Representatives

- The Contractor shall appoint in writing Health and Safety Representatives as prescribedin Section 17 of the OHS Act to fulfil the functions as stipulated in Section 18 ofthe OHS Act.
- The Contractor shall provide the Health and Safety Representatives with the necessaryassistance, facilities, and training to carry out the functions as stipulated in Section 18(3)of the OHS Act.

4.22.1.6 The Contractor shall further appoint in writing competent persons to:

- Induct employees in health and safety matters; and
- Prepare and update as necessary a Fall Protection Plan and provide the ConstructionManager, Project Manager and OHS&E Officer: Contractors with a copy of the latest version of such a plan.

NB: The above is not an exhaustive list of appointments for construction projects but addressescertain of the significant OHS&E appointments that should be made for such projects / work (other appointments that may be necessary are as mentioned in **Annexures 4 and 5**).

4.23 GENERAL REQUIREMENTS FOR CONTRACTORS

4.23.1 A Construction Work Permit shall be obtained before construction work commences and the contractor shall retain proof of such a permit in the Health and Safety File. In particular,such permits must be available where the work includes:

a) Excavation work;

b) Working at height where there is a risk of falling;

c) The demolition of a structure;

d) The use of explosives to perform construction work;

e) Working in confined spaces,

f). Risk of falling into, falling from, or being struck by.

4.23.2 The Contractor shall on sites where no construction work permit has been issued by theProvincial Director of the Department of Labour notify such Director in writing of the intentionto carry out construction work using form as prescribed in the OHS Act's, Construction Regulations.

4.23.3 The Contractor shall ensure that no work commences on an electrical installation whichrequires a new supply or an increase in electricity supply before the person who supplies or contracts or agrees to supply electricity to that electrical installation has been notified of such work.

4.23.4 Furthermore, no work must commence on an electrical installation unless;

a). The person(s) conducting such work has the necessary legally prescribed registrations / competency requirements,

b). The person(s) conducting such work have the necessary work permits and have adhered to the permit requirements,

c). The necessary supervision has been provided;

d). The necessary OHS&E induction training has been attended and,

e). The person conducting such work must ensure that a risk assessment has been performed for such electrical installation work and that the necessary risk mitigation measures have been implemented prior to continuing with such work and/or while suchwork is being performed (as relevant).

4.23.5 The Contractor shall ensure that no asbestos work is carried out before the Provincial Director of the Department of Labour has been notified in writing and only after receiving written permission for such asbestos work to be carried out.



4.23.6 The Contractor shall furthermore ensure that:

a) All reasonably practicable steps are taken to prevent the uncontrolled collapse of anynew or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work;

b) No structure or part of a structure is loaded in a manner which would render it unsafe;and

c) Information provided by the designer of the structure is taken into account in the risk assessment;

4.23.7 The information provided by the designer should describe any known or anticipated dangers or hazards relating to the work and make available relevant information required for the safe execution of the work. This could include geotechnical information (or make reference to reports provided in the site information), the loading the structure is designed to withstand, and the methods and sequence of construction.

4.23.8 The Contractor shall carry out regular inspections and audits to ensure that the work is being performed in accordance with the requirements of this specification / OHS Act (and regulations) and to ensure regulatory compliance at all times.

4.23.9 The Contractor shall furthermore:

a) Create and maintain a safe, healthy, and environmentally acceptable work environment and maintain such conditions at all times.

b) Execute work in a manner that complies with all the requirements of the OHS Act and its relevant regulations, as well as with the University's OHS&E standards and procedures and, in so doing, minimise the potential for injuries / incidents occurring;

c) Conspicuously display any site-specific signage / number assigned to the constructionsite in terms of the Construction Regulations.

d) Respond to the notices issued by the Employer's Health and Safety Agent as follows:

- **Improvement Notice**: Improve Health, Safety, and Environmentalperformance over time so that repeated notices are not issued;
- **Contravention Notice**: Rectify contravention as soon as possible;
- **Prohibition Notice**: Terminate affected activities with immediate effect and only re-commence activities when it is safe to do so.

Note: Financial penalties and costs can be applied should Contravention andProhibition Notices be issued.

e). Provide immediate feedback to the OHS&E Officer: Contractors and the University's Project Manager whenever it receives any feedback / communicationfrom an Inspector from the Department of Labour regarding the Contractors activities while busy with the project.

f). Report to the University's OHS&E Officer: Contractors as well as to the University's Project Manager any incident that may occur during the duration of the project.

g). Furthermore, the Contractor is expected to investigate any contravention, incident/accident and provide feedback to the Employers Health and Safety Agent / OHS&E Officer: Contractors as well as University Project Manager on the findingsarising from such investigation as well as promptly implement any corrective / preventative measure deemed necessary to prevent such incident from occurring again.

4.24 RESPONSIBILITIES TOWARDS EMPLOYEES AND VISITORS

4.24.1 The Contractor shall as far as is reasonably practicable, cause every employee to be made aware of the risks / hazards to their health and safety attached to any work which they have to perform, any article or substance which they have to produce, process, use, handle, store or transport and any plant or machinery which they are required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards or safe work procedures.

4.24.2 The Contractor shall not allow or permit any employee to enter the site unless such person has undergone

health and safety induction training.

4.24.3 The Contractor shall ensure that each visitor to the construction site, save where such visitor only visits the site office and is not in direct contact with the construction work activities:

a) Undergoes health and safety instruction pertaining to the hazards prevalent on the site;and

b) Is provided with the necessary personal protective equipment.

4.24.4 The Contractor shall provide suitable on-site signage to alert workers and visitors to health and safety requirements. Such signage shall include but not be limited to:

a) Unauthorized entrance prohibited;

b) Signage to indicate what personal protective equipment / clothing is to be worn; and

c) Activity related signs.

4.24.5 The Contractor shall not permit any person who is or who appears to be under theinfluence of intoxicating liquor or drugs, to enter or remain at the site / workplace.

4.25 SUB-CONTRACTORS

4.25.1 The Contractor may only sub-contract work in terms of a written sub-contract and shallonly appoint a sub-contractor should he / she be reasonably satisfied that such a sub-contractorhas the necessary competencies and resources to safely perform the work falling within the scope of the contract. Such a sub-contract shall require that the sub-contractor:

a) Co-operate with the Contractor as far as is necessary to enable both the Contractor andsub-contractor to comply with the provisions of the OHS Act; and

b) Provide the Contractor with any information which might justify a review of the Healthand Safety Plan.

4.25.2 The Contractor shall provide any sub-contractor who is submitting a tender or appointedto perform a sub-contract falling within the scope of the contract, with this Health and Safety Specification as well as with a copy of their risk assessment / risk mitigation plan.

4.25.3 The Contractor shall discuss and negotiate with each sub-contractor performing construction work the subcontractor's Health and Safety Plan and approve that plan for implementation.

4.25.4 The Contractor shall ensure that their sub-contractors comply with the relevant health and safety requirements / standards in terms of the OHS Act and its regulations including but are not limited to ensuring that:

a) Each sub-contractor performing construction work compiles, submits for approval and keeps updated a Health and Safety File (as per **Annexure 4**) which shall be submitted to the University's OHS&E Officer: Contractors for approval / vetting;

b) Each sub-contractor performing construction work must compile, submit for approval, and keep updated as well as implement a Health and Safety Plan (as per **Annexure 5**) and which shall be included in the Health and Safety File;

c) Each sub-contractor shall conduct a risk assessment and therefrom compile a risk mitigation plan which shall be included in their Health and Safety File.

d) Sub-contractors submitting tenders have made sufficient provision for theimplementation of effective health and safety measures during the construction process;

e) Each sub-contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to their performance of work on site (and that such letter of good standing is included in their Health and Safety File);

f) All the sub-contractor's employees must have a valid medical certificate of fitness specific to the construction work which is to be performed and which is issued by aregistered Occupational Health and Safety Medical Practitioner (and that suchmedical certificates are included in their Health and Safety

File);

g) All subcontractors must co-operate with each other to enable each of those sub- contractors to comply with the requirements of the OHS Act and associated regulations;

4.25.5 The Contractor shall conduct periodic document verifications and audits for compliancewith the approved Health and Safety Plan belonging to each and every sub-contractor workingon the site at intervals agreed upon with such sub-contractors, but this should take place at leastonce per month.

4.25.6 The Contractor shall stop any sub-contractor from executing construction work which is not in accordance with the contractor's or sub-contractor's Health and Safety Plan for the site or which poses a threat to the health and safety of persons.

4.25.7 The Contractor shall ensure that where changes to the works occur including design changes, that sufficient health and safety information and appropriate resources are made available to the sub-contractor(s) to execute the work safely.

4.25.8 The Contractor shall furthermore ensure that:

a) Every sub-contractor is registered and in good standing with the compensation fund orwith a licensed compensation insurer prior to work commencing on site;

b) Potential sub-contractors submitting tenders must have made provision for the cost ofhealth and safety measures during the construction process; and

c) Every sub-contractor has in place a documented Health and Safety Plan prior tocommencing any work on site which falls within the scope of the contract.

4.25.9 The Contractor shall check the Health and Safety Plans submitted by sub-contractors and provide advice to ensure that they accurately address the relevant health and safety aspectsthat will require attention while the work is being performed.

4.25.10 The Contractor shall reasonably satisfy himself that all employees of sub-contractors are informed, instructed, and trained by a competent person regarding any hazard as stipulatedin the risk assessment and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.

4.25.11 The Contractor shall satisfy himself and ensure that all sub-contractor employees deployed on the site have attended the Health and Safety Induction training for contractors andhave proof of having attended such induction when working on site.

4.25.12 The Contractor shall undertake a risk assessment together with sub-contractors whenever sub-contractors are working in close proximity to other sub-contractors, particularlyactivities involve excavations, the moving of earth, the movement of heavy machinery and working at heights.

4.26 FACILITIES FOR WORKERS

4.26.1 Where applicable, the Contractor shall provide and keep clean and fit for use at or withinreasonable access of the site:

a) At least one shower facility for every 15 workers;

b) At least one sanitary facility for every 30 workers;

c) Changing facilities for each gender; and

d) Sheltered eating areas.

4.27 DESIGN OF TEMPORARY WORK

4.27.1 The Contractor shall:

a) Provide the Employers Health and Safety Agent with the names and contractparticulars of the designers involved in the design of temporary works;

b) Take reasonable steps including periodic audits to ensure that the Contractorimplements and maintains

his or her Health and Safety Plan;

c) Stop where necessary any work which is not in accordance with the Health and SafetyPlan;

4.27.2 The designer of a structure is required to provide the employer with all relevant information about the structure which can affect the pricing of the structure, inform the contractor in writing of any known or anticipated dangers or hazards relating to the constructionwork and make available to the Contractor all relevant information required for the safe execution of the work, geotechnical information, structural design loads and methods and sequence of construction.

4.27.3 Procurement documents need to be compiled in accordance with the provisions of "SANS 10845-2, Construction procurement – Part 2: Formatting and compilation of procurement documents". This standard requires that procurement documents comprise a number of component documents including the:

a) Scope of work i.e., the document that specifies and describes the goods, services, or construction works which are to be provided and any other requirements and constraints relating to the manner in which the contract work is to be performed;

b) Site information i.e., the document that describes the site as at the time of tender, to enable the tenderer to price his tender and to decide upon his method of working andprogramming.

4.27.4 The scope of work needs to identify the high-level package specific hazards identified by the employer and communicate to the Contractor any information which can affect the health and safety of anyone carrying out the construction work and can influence the pricing of the contract. It should also contain information provided by the designer of structures relating to any known or anticipated dangers or hazards relating to the construction work and all relevant information required for the safe execution of the work, geotechnical information, structural design loads and methods and sequence of construction if not shown on the construction drawings. It also needs to provide reference this Health and Safety Specification.

4.28 SIGNING OFF / APPROVALS AFTER THE COMPLETION OF THE WORK

All work, prior to being 'signed off' must be physically checked by the relevant Witsemployees / entities that are deemed competent to do so in order to ensure that the work has been conducted according to the desired standard/quality/legal requirements and, only if all parties are satisfied with the quality of work may the necessary authorisations be processed forsign-off / approval and Contractor payment. Under no circumstances should the Contractor bepermitted to inspect and sign off his/her own work on behalf of the University. And, under nocircumstances may the Contractor management pressurise or manipulate any Wits employee to sign off work in order for them to receive payment. In all circumstances, work should not besigned off and payment should not be proposed (or made) if the work has not been properly carried out as per the original request / scope of work. Where Certificates of Compliance and Occupancy Certificates are required by the University then these should have been obtained before the signing off / approval of the work.

4.29 OHS&E MANAGEMENT OF CONSTRUCTION WORK / PROJECTS

A simple flow diagram indicating the basic OHS&E aspects that should be attended to inmanaging health and safety at construction projects is provided as per Annexure 6.

Annexure 1 – Wits OHS&E Policy

THE UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG,OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL (OHS&E) POLICY

The University of the Witwatersrand undertakes to comply, as far as is reasonably practicable, with the provisions and requirements of the Occupational Health and Safety Act (Act 85 of 1993 as amended) and its regulations. In this regard, the University will make provisions for the health and safety of its staff, students, contractors, service providers and visitors by:

- Providing and maintaining as far as is reasonably practicable, a working and learning environmentthat is healthy, safe and without risk to the environment;
- Implementing / establishing occupational health, safety and environmental (OHS&E) systems, structures, appointments, and committees and ensuring that OHS&E committee meetings take place;
- Conducting OHS&E risk assessments, audits, and inspections to identify, minimise / mitigate andmanage OHS&E risks;
- Providing and arranging OHS&E training and disseminating OHS&E information to enhance OHS&E awareness / responsiveness as well as to enable OHS&E legal appointees to fulfil their roles;
- Ensuring that the users of machinery and equipment are competent and able to operate these in a safe manner as well as providing instruction to enable persons expected to use machinery and equipment to do so in a safe manner;
- Inspecting, servicing, and maintaining the University's infrastructure, equipment, and machinery to ensure that it is kept in a safe working condition;
- Providing competent supervision to employees and students to enable them to conduct their activities in a healthy, safe, and environmentally acceptable manner;
- Providing personal protective equipment / clothing (PPE) to employees and students where risksrequire such items to be issued, as well as ensuring that such PPE is used as and when required;
- Implementing OHS&E procedures and work practices to enable University activities to be carriedout in a safe, healthy, and environmentally acceptable manner;
- Complying with OHS&E legislation, standards, and other OHS&E requirements to which the University subscribes;
- Monitoring and conducting periodic reviews of the University's OHS&E performance as well as OHS&E policies, procedures, practices, standards and structures and enhancing effectiveness where considered necessary;
- Implementing systems to safely acquire, store, handle, use, label, transport and dispose of hazardous articles, substances, and materials in accordance with statutory requirements;
- Establishing an emergency response capability to effectively manage emergency situations;
- Providing and maintaining access and egress routes that are safe and without risk;
- Encouraging staff, students, contractors, and service providers to implement high standards of OHS&E practices as well as to comply with OHS&E regulations, procedures, and standards;
- Implementing methods to monitor contractor / service provider OHS&E compliance;
- Implementing measures aimed at eliminating work-related injuries, illnesses and environmentaldegradation including promoting injury / illness prevention and adherence to safe work practices;
- Ensuring that employees and students working at satellite sites as well as on field trips complywith the University's safe working procedures and OHS&E related legislation; and
- Providing adequate resources to fulfil the responsibilities, commitments and objectives asexplicated in the University's OHS&E policy.

Persons entering Wits premises are expected to take individual and collective responsibility to prevent accidents, injuries, and illnesses and to comply with the provisions of the OHS Act (and its regulations) as well as the University's OHS&E standards and work practices.



Annexure 2 - University obligations: OHS&E Compliance Checklist

Regulation	Compliance Criteria	Compliance check / responsibility
Construction Regulations - Section 3 (1) (a) (b)(c)	**Work permit application**: A client who intends to have construction work carriedout must at least 30 days before that workis carried out apply to the provincial director for a construction work permit to perform construction work if the intended construction work is: • Exceeds 180 days **and/or** if; • It will involve 1800 person days of construction work, **and/or** if; • The works contract is of value equal to or exceeding thirteen million rand.	• The Project Manager checks if it is necessary for the University to submit an application for a construction work permit to the Provincial Director. • The Project Manager checks if thework will exceed 180 days and/orinvolve 1800 person days on workand/or the contract is of value equal to R 13 000 000. • The Project Manager (through the OHS&E Consultant) is responsible for submitting a work permit application at least 30 days beforework is to be carried out.
Construction Regulations - Section 3 (2)	**Work permit application form**: The application must be done on the prescribed form (and must be accompanied with a baseline risk assessment and a site-specific health and safety specification).	• The Project Manager is ultimately responsible for using the prescribed form to apply for a work permit. • The Project Manager completesthis permit application (withassistance from the OHS&E Consultant / Service Provider). • If it is necessary to submit a work permit application, then the Project Manager submits the application form (with assistance from OHS&E).
Construction Regulations - Section 3 (3)	**Work permit issue and site number**: The provincial director must issue a construction work permit and assign a site-specific number for the construction site.	If it is necessary to submit an application for a work permit, then the Project Manager checks that theProvincial Director issues such awork permit and that a construction site number is assigned.
Construction Regulations - Section 3 (4)	**Display of the construction site number**: The University must display the construction site number at the main entrance to the construction site.	The Project Manager must ensure that the construction site number is displayed at the site main entrance as required.
Construction Regulations - Sections 3 (5) (a) and 5 (1) (a)	**Baseline risk assessment and hazardidentification**: The University must prepare a baseline risk assessment for thisspecific job as well as the risk mitigation plan and measures to reduce or control the identified hazards. In terms of Regulation 3 (5) (b) (iii) assurance must beprovided to the Provincial Director that this has been done and which such assurance should accompany the	• The Project Manager and design team with the assistance of OHS&E conduct the baseline riskassessment as well as develop the risk mitigation plan (the overall accountability to ensure that this is done rests with theProject Manager). • The Project Manager must ensure that a copy of the baseline risk

Regulation	Compliance Criteria	Compliance check / responsibility
	application made for a construction workpermit)	assessment for each specific job as well as the risk mitigation plan with measures to reduce or control the identified hazards must be prepared prior to the work being carried out. • The Project Manager is responsible for providing assurance to the Provincial Director that a baseline risk assessment (specific for each job) as well as a risk mitigation plan (with measures to reduce or control the identified hazards) has been prepared.
Construction Regulations - Section 3 (5) (b) and **5 (1) (b)**	**Health and Safety Specification**: The University must prepare a site-specific health and safety specification for the intended construction project based on the baseline risk assessment (and in terms of Regulation 3 (5) (b) (iii) provide assurance to the Provincial Director that this has been done and which such assurance should accompany the application made for a construction work permit).	• A Health and Safety Specification for each specific job must be prepared by the Project Managerprior to the work being carriedout; • The Project Manager is overall responsible for providing assurance to the Provincial Director that this has been done (i.e., such assurance should accompany the construction permit application).
Construction Regulations - Regulation 5 (5)	**Appoint competent person in writing**: The University is to formally appoint a competent person in writing as an agent to act as the University's representative (and in terms of Regulation 3 (5) (b) (iii) provide assurance to the Provincial Director that this has been done and which such assurance should accompany the application made for a construction work permit)	• The Project Manager has appointed a competent person in writing toact as the University'srepresentative. • The Project Manager providesassurance to the Provincial Director that this has been done (i.e., such assurance shouldaccompany the construction permit application). • The Project Manager checks that the person being appointed is competent. • Who at the University is responsible for providing assurance to the Provincial Director that has been done?
Construction Regulations - Regulation 3 (5) (b) **(ii) and Regulation 5** **(1) (j)**	**Letter of good standing**: The University must obtain a Letter of Good Standingfrom the Compensation Commissioner or with a Compensation Insurer in terms of COID Act (and in terms of Regulation 3 (5) (b) (iii) provide assurance to the ProvincialDirector that this has been done and which such assurance should accompany	• The Project Manager ensures thata copy of a valid letter of good standing is received from thePrincipal Contractor? (This shouldbe part of the tender eligibilitycriteria). • The Project Manager ensures thata copy of the letter of good
	the application made for a constructionwork permit).	standing is provided to the provincial director. • The Project Manager is overall responsible for providing such assurance to the ProvincialDirector that this has been done (i.e., such assurance should accompany the construction permit application).

Regulation	Compliance Criteria	Compliance check / responsibility
Construction Regulations - Regulation 3 (5) (b) **(iii) and Regulation 5** **(1) (b) & (c)**	**Providing designer with health and safety specification**: The University must provide the designer with a health & safetyspecification (and in terms of Regulation 3 (5) (b) (iii) provide such assurance to the Provincial Director that this has been done and which such assurance should accompany the application made for a construction work permit).	• The Project Manager must provide the designer with a Health & Safety Specification. • The Project Manager is overall responsible for providing assurance to the Provincial Director that this has been done. (i.e., such assurance should accompany the construction permit application).
Construction Regulations - Regulation 3 (5) (b) **(iii) and Regulation 5** **(1) (d)**	**Checks that designers have taken the health and safety specifications into consideration**: Ensure that the designer has taken the health and safety specification into consideration duringdesign stage (and in terms of Regulation 3 (5) (b) (iii) provide such assurance to the Provincial Director that this has been done and which such assurance should accompany the application made for a construction work permit).	• The Project Manager must ensure that designers have taken the Health and Safety Specification into consideration during the design stage. • The Project Manager must provide assurance to the Provincial Director that designershave taken the Health and Safety Specification into consideration during the design stage. (i.e., such assurance should accompany the construction permit application).
Construction Regulations - Regulation 3 (5) (b) **(iii) and Regulation 5** **(1) (e)**	**Responsibilities in terms of CR Regulation6**: Ensure that designer carries out all responsibilities as per Regulation 6 of the Construction Regulations (and in terms of Regulation 3 (5) (b) (iii) provide such assurance to the Provincial Director that this has been done and which such assurance should accompany theapplication made for a construction work permit).	• The Project Manager must ensurethat designers have carried out allresponsibilities as per Regulation 6 of the Construction Regulations. • The Project Manager is overall responsible for providing assurance to the Provincial Director that designers havecarried out all responsibilities as per Regulation 6 of the Construction Regulations (i.e., such assurance should accompany construction permit application).
Construction Regulations - Regulation 3 (5) (b) **(iii) and Regulation 5** **(1) (f)**	**Health and safety specifications includedin tender documents**: Ensure that the Health and Safety specifications have been included in the tender documents (and in terms of Regulation 3 (5) (b) (iii) provide such assurance to the Provincial	• The Project Manager must ensurethat the Health and Safety Specifications are included in the tender documents. • The Project Manager is overall responsible for providing
	Director that this has been done and which such assurance should accompany the application made for a construction work permit).	assurance to the Provincial Director that this has been done(i.e., such assurance should accompany the construction permit application).
Construction Regulations - Regulation 3 (5) (b) **(iii) and Regulation 5** **(1) (g)**	**Principal contractors must make provision for the cost of health and safety measures in tenders**: Ensure that potential Principal Contractors submitting tenders have made adequate provision forthe cost of health and safety measures(and in terms of Regulation 3 (5) (b) (iii) provide such assurance to the Provincial Director that this has been done and which such proof should accompany the application made for a construction work permit).	• The Project Manager checks that potential Principal Contractors submitting tenders make adequate provision for the cost of health and safety measures in theirtenders. • The Project Manager is overall responsible for providing assurance to the Provincial Director that this has been done (i.e., such assurance should accompany the construction permit application).

Regulation	Compliance Criteria	Compliance check / responsibility
Construction Regulations - Regulation 3 (5) (b) (iii) and Regulation 5 (1) (h)	**Principal Contractors to have the necessary competencies and resources to carry out the construction work safely**: Ensure that potential Principal Contractors has the necessary competencies and resources to carry out the construction work safely (and in termsof Regulation 3 (5) (b) (iii) provide such assurance to the Provincial Director that this has been done and which such proof should accompany the application made for a construction work permit).	• The Project Manager ensures thatpotential Principal Contractors have the necessary competenciesand resources to carry out the construction work safely, • The Project Manager is overall responsible for providing such assurance to the ProvincialDirector that this has been done (i.e. such assurance should accompany the construction permit application).
Construction Regulations - Regulation 5 (1) (i)	**Cooperation between contractors:** The University must take reasonable steps to ensure cooperation between allcontractors appointed by the client to enable the contractors to comply with the regulations	The Project Manager is overall responsible for ensuring that this is done.
Construction Regulations - Regulation 5 (1) (j)	**Registration and good standing with Compensation fund**: Ensure before any work commences that every principal contractor is registered and in good standing with the Compensation fund orwith a licensed compensation insurer as per COID Act	• The Project Manager is overall responsible for ensuring that this is done. • This should be kept in the Contractor's OHS&E File.
Construction Regulations - Regulation 5 (1) (k)	**Contractor appointments:** Appoint everyprincipal contractor in writing	• The Contractor ensures that this isdone. • The Project Manager checks thatthis has been done. • This should be kept in theContractor's OHS&E File.
Construction Regulations - Regulation 5 (1) (l)	**Contents of the Principal Contractors Health and Safety Plan and approval of the plan**: Discuss and negotiate with the	• The Project Manager is overall responsible for ensuring that this is discussed / negotiated.
	principal contractor the contents of the Principal Contractor's Health and Safety Plan and thereafter approve the plan	• The Project Manager approves the Principal Contractor's Health and Safety Plan. The OHS&E officeassists with this process when theHealth and Safety File is submitted for approval (the Health and Safety Plan is assessed, and feedback provided to the Contractor).
Construction Regulations - Regulation 5 (1) (m)	**Availability of Principal Contractor's Health and Safety Plan**: Ensure that a copy of the Principal Contractor's Health and Safety Plan is available on request	• The Project Manager and Contract Manager is overallresponsible for ensuring that thisis done. • The Principal Contractor makes sure that such plan is available when requested.
Construction Regulations - Regulation 5 (1) (n)	**Implementation and maintenance of the Health and Safety Plan**: Ensure that each contractor's Health and Safety Plan is implemented and maintained	• Contractors are responsible for ensuring that their Health and Safety Plans are implemented and updated. • The Project Manager is responsible for checking that each plan is implemented and

Regulation	Compliance Criteria	Compliance check / responsibility
		maintained.
Construction Regulations - Regulation 5 (1) (o)	**Health and Safety Audits**: Ensure that periodic health and safety audits and document verification checks areconducted at least once every 30 days.	• The Project Manager is responsible for ensuring that health and safety audits and document verification checkstake place at least once every 30days. • The OHS&E Officer: Contractors and/or the Employers Health & Safety Agent conducts such audits.
Construction Regulations - Regulation 5 (1) (p)	**Audit report**: Ensure that a copy of the above-mentioned audit report is providedto the principal contractor within 7 days after the audit	• The Project Manager ensures thata copy of the audit report is provided to the principal contractor within 7 days after theaudit. • A copy of this report must be kept in the Contractor's Health and Safety File.
Construction Regulations - Regulation 5 (1) (q)	**Preventing unsafe activities:** Stop any contractor from carrying out an activity which poses a threat to the health and safety of persons and/or which is contrary to the principal contractors Health and Safety Plan and/or the clients Health and Safety Specifications	The Project Manager as well as the Principal Contractor is responsible for ensuring that this is done.
Construction Regulations - Regulation 5 (1) (r)	**Changes in design**: Where changes are brought about to the design or construction work then sufficient health	• The Project Manager is overall responsible for ensuring that this is done.
	and safety information must be provided, and appropriate resources are to be made available by the client to the principal contractor to execute the work safely	
Construction Regulations - Regulation 5 (1) (s)	**Health and Safety Files**: Ensure that a Health and Safety File is kept and maintained by the principal contractor	• The Project Manager is overall responsible for ensuring that this is done. • All contractors must submit a Health and Safety File to the Directorate: OHS&E Managementfor vetting / approval prior to engaging in any work. • The OHS&E Directorate will vet / check / approve contractor'sHealth and Safety Files. • Contractors must provide the OHS&E Directorate with the final files after they have completedthe project. • The final Health and Safety Files for each contractor will then be kept at the OHS&E Directorate's office for future reference (i.e., all files that are provided to them).
Construction Regulations - Regulation 5 (2)	**Additional work due to design change**: Where additional work is required as a result of a design change then the client must ensure that sufficient safety information and resources are made available to execute the work safely	The Project Manager is overall responsible for ensuring that this is done.

Regulation	Compliance Criteria	Compliance check / responsibility
Construction Regulations - Regulation 5 (3)	**Fatalities / disabling injuries**: If a fatality /disabling injury occurs then the event must be reported in terms of Section 24 ofthe OHS Act and regulations 8 & 9 of the GAR	• The Project Manager is overall responsible for ensuring that this reporting is done. • If the Section 24 / 25 incident involves a contractor while they are working on university premises, then the contractor will ensure that they fulfil the reporting requirements as contained in Sections 24 and 25 of the OHS Act as well as GAR regulations sections 8 and 9. • It is the responsibility of the relevant contractor to bring such Section 24 and 25 incidents to theattention of the University's OHS&E Officer: Contractors. • Notwithstanding the responsibility of the Contractor to report such an incident to the DoL, however, on behalf of the University, the OHS&E Officer:
		Contractors will also complete anAnnexure 1 form and facilitate anincident investigation as well as compile an incident investigationreport (i.e., an investigation docket). • The OHS&E Officer: Contractors will hand over the signed Annexure 1 form to the Inspectorfrom the Department of Labour on behalf of the University. • Copies of the Annexure 1 form aswell as the incident investigation report will be kept at the OHS&E Directorate's offices.
Construction Regulations - Regulation 5 (4)	**More than one principal contractor:** Where more than 1 principal contractor isappointed the client must ensure cooperation between all principal contractors and their contractor tocomply with the provisions of the regulations.	The Project Manager is overall responsible for ensuring that this is done.
Construction Regulations - Regulation 5 (5)	**Appointment of a competent person**: Where a construction work permit is required in terms of regulation 4(1) then the client must appoint a competent person in writing as an agent to act as his / her representative (an agent referred toin section 5 & 6 must manage health &safety on a construction site for the clientand be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions)	The Project Manager / CPD appoints such a competent person in writing, • The Project Manager / CPD checksthat the competent person iscompetent. • The Project Manager / CPD checksthat the competent person is registered with a statutory body. • The records are kept at CPD.

Regulation	Compliance Criteria	Compliance check / responsibility
Construction Regulations - Regulation 5 (6)	**Agents acting as a representative**: Where notification of construction work is required in terms of regulation 3(1) then the client may appoint a competent person in writing as an agent to act as his / her representative (an agent referred toin section 5 & 6 must manage health &safety on a construction site for the clientand be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions)	• The Project Manager / CPDappoints such a person in writing. • The Project Manager / CPD checksthat the agent is competent. • The Project Manager / CPD checksthat the agent is registered with astatutory body. • The records are kept at CPD.
Designation of person responsible for the application for thenotification of construction work for projects that do not require a construction work permit.		Project Manager

Annexure 3 - Principal Contractor Duties

CONSTRUCTION REGULATION - Section 7	
The Principal Contractor duties:	**Requirement**
To provide a health and safety plan basedon clients health and safety specifications	• The Principal Contractor is responsible for ensuring that ahealth and safety plan is developed based on the client's health and safety specifications and this plan must be submitted to the University's OHS&E Directorate.
Must be registered and in good standingwith the Compensation fund or with a licensed compensation insurer as per COID Act	• The Principal Contractor is responsible for ensuring that this is done. • A further check is done when contractors submit theirOHS&E files which are checked / vetted / approved by the OHS&E Officer: Contractors.
To appoint each contractor in writing	The Project Manager is responsible for checking that this is done. The Principal Contractor is responsible for ensuring that written / signed contracts exist with all its sub-contractors.
To audit site and documents at least onceevery 30 days	• The Principal Contractor is responsible for ensuring thatsuch audits are being carried out. • The Project Manager and Health and Safety Agent checksthat such audits are being conducted as required.
To ensure a health and safety file is available	• The Principal Contractor is responsible for ensuring thatthis is done and that such files are updated. • Contractors to ensure that they formally submit their OHS&E files which are then checked / vetted / approvedby the OHS&E Officer: Contractors.
To hand over the consolidated Healthand Safety File to the client on completion of the project	• The Principal Contractor is responsible for ensuring thatthis is done. • This file is to be handed in by the contractor on completionof the project / work to the OHS&E Officer: Contractors. • The file is to be kept at the OHS&E Directorate office.
To have a list of all contractors on site accountable to the principal contractor, the agreements between the parties andthe type of work being done	• The Principal Contractor is responsible for ensuring thatthis is done. • The Project Manager and Health and Safety Agent are responsible for checking compliance.
Not permitting anyone to enter any site unless such a person has attended Health and Safety Induction Training and has therequired PPE	• The Principal Contractor is ultimately responsible forensuring that this is adhered to. • The Project Manager and Health and Safety Agent are responsible for checking compliance. • The OHS&E Officer: Contractors employed at the Directorate: OHS&E Management provides the contractors employees with health & safety inductiontraining. • The Contractor makes arrangements with the relevantperson at the OHS&E Directorate to ensure that the contractor employees attend such training.
Must keep on site the H&S Induction Training records and make them available when requested	The Principal Contractor is responsible for ensuring that thisis done.

CONSTRUCTION REGULATION - Section 7	
The Principal Contractor duties:	**Requirement**
Contractors must ensure that all his / her employees have a valid medical certificate of fitness applicable to the	The Principal Contractor is responsible for ensuring that thisis done.
work to be performed issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.	
CONSTRUCTION REGULATION Section 8	
Must appoint in writing a full-time manager and a health and safety officer as well as construction supervisors	The Principal Contractor is responsible for ensuring that thisis done.
CONSTRUCTION REGULATION Section 9	
The contractor must carry out a risk assessment in writing before and during the work and these must form part of thehealth and safety plan	• The Principal Contractor is responsible for ensuring that a risk assessment has been done and that it forms part ofthe health and safety plan and that such a risk assessment is provided in the Health and Safety File. • The Principal Contractor is responsible for ensuring thata risk mitigation plan is developed and properly implemented to address the risks that were identified inthe risk assessment.
The Principal Contractor must inform contractors of all risks identified duringthe risk assessment before any work commences	The Principal Contractor is responsible for ensuring that thisis done.
The contractor must consult with the Health and Safety Committee regardingthe monitoring and review of the risk assessments	The Principal Contractor is responsible for ensuring that thisis done.
Must make copies of the risk assessmentavailable for inspection by the client	The Principal Contractor is responsible for ensuring that thisis done.
All employees under his/her control must receive training / instruction by a competent person regarding any hazardand the related work procedures and control measures before the work is executed	The Principal Contractor is responsible for ensuring that thisis done.
CONSTRUCTION REGULATION Section 10	
Fall protection regulation to be adheredto	The Principal Contractor is responsible for ensuring that a fall protection plan is available and that the fall protectionregulations / standards are being complied with. A copy of this plan must be included in the Health and Safety File.
CONSTRUCTION REGULATION Section 11	
Prevention of uncontrolled collapse of structures regulations to be adhered to	The Principal Contractor is responsible for ensuring that this is done.
Inspections of structures and the keepingof inspection records to be adhered to	The Principal Contractor is responsible for ensuring thatstructures are inspected, and that keeping inspection records are adhered to.
CONSTRUCTION REGULATION Section 12	
Control of temporary works regulationsto be adhered to	The Principal Contractor is responsible for ensuring thattemporary works regulations are being adhered to

The Principal Contractor duties:	**Requirement**
CONSTRUCTION REGULATION Section 13	
Ensure that all excavation work is carried out under the Supervision of a competentperson and excavation regulations to be adhered to	The Principal Contractor is responsible for ensuring that excavation work is carried out under the supervision of a competent supervisor and that the excavation regulationsare being adhered to
CONSTRUCTION REGULATION Section 14	
Demolition-work regulations to be adhered to	The Principal Contractor is responsible for ensuring that demolition work is carried out according to the regulations
Appoint a competent person in writing tosupervise / control demolition work	The Principal Contractor is responsible for ensuring that a competent person has been appointed to supervisedemolition work
CONSTRUCTION REGULATION Section 16	
Appoint in writing a competent person toensure that all scaffolding work operations are carried out under his / hersupervision and that all scaffold erectors,team leaders and inspectors are competent to carry out their work	- The Principal Contractor is responsible for ensuring that acompetent person has been appointed to supervise scaffolding work operations; - The Principal Contractor is responsible for ensuring that allscaffold erectors, team leaders and inspectors are competent
CONSTRUCTION REGULATION Section 17	
Appoint in writing a competent person toensure that all suspended platform work operations are carried out under his/hersupervision and that all suspended platform work erectors, team leaders andinspectors are competent to carry out their work	- The Principal Contractor is responsible for ensuring that acompetent person has been appointed to supervise suspended platform work operations; - The Principal Contractor is responsible for ensuring that allsuspended platform erectors, team leaders and inspectorsare competent
CONSTRUCTION REGULATION Section 18	
Appointing a competent person in writing asa rope access supervisor to supervise all rope access work on site	The Principal Contractor is responsible for ensuring that a competent person has been appointed in writing as a rope access supervisor
CONSTRUCTION REGULATION Section 19	
Ensure that every material hoist and its tower have been constructed in accordance with generally accepted technical standards and are strong enough with no defects	The Principal Contractor is responsible for ensuring that material hoists and towers have been constructed in accordance with generally accepted technical standard andare strong enough with no defects
CONSTRUCTION REGULATION Sections 21 to 29	
Comply with regulations / responsibilitieswith regard to explosive actuated fastening devices, cranes, construction vehicles, mobile plant, electrical installations, machinery, temporary storage of flammable liquids, water environments, housekeeping, and generalsafeguarding, stacking and storage, fire precautions as well as the provision of shower facilities, sanitary facilities, changing facilities, sheltered eating areas.	The Principal Contractor is responsible for ensuring that theregulations / responsibilities pertaining to the following aspects are being complied with: - explosive actuated fastening devices, - cranes, - construction vehicles, - mobile plant, - electrical installations, - machinery, - temporary storage of flammable liquids, - water environments, - housekeeping and general safeguarding,

The Principal Contractor duties:	**Requirement**
	- stacking and storage, - fire precautions, - the provision of shower facilities, sanitary facilities, changing facilities and sheltered eating areas

Annexure 4 - OHS&E Documentation to Be Included in Contractor'sOHS&E File

(as applicable for each / every project)

Name of Contractor:_____

Date OHS&E File was submitted:_____

Name of person that submitted the OHS&E File:_____

Name of person assessing the file:_____

Date OHS&E File was assessed:_____

No	Compliance Criteria	Response		
1.	**Notification of construction work**	**Yes**	**No**	**N/A**
	1.1 Will construction work be carried out? *Definition of construction work: **A).** Construction, erection, alteration, renovation, repair, demolition, dismantling of or addition to a building or similar structure, or **B).** Any work in connection with; the construction, erection,maintenance, demolition or dismantling of any road, sewer, or water reticulationsystem, or the moving of earth, clearing of sand, the making of an excavation, piling or any similar civil engineering structure or type of work.			
	1.2 If construction work is to be carried out then does the work require a notification to be submitted to the Chief Inspector and/or the Provincial Director(See Provincial Notice Requirement **Annexure 2**, i.e., excavation work, working atheight, demolition of a structure, use of explosives to perform construction work, risk of falling into, falling from, or being struck by)?			
	1.3 If the work requires a notification to be submitted to the Provincial Director,(i.e., for excavation work, working at height, demolition of a structure, use of explosives to perform construction work, risk of falling into, falling from, or being struck by) then is a copy of such notification provided in the OHS&E file?			
	1.4 If the work requires a notification to be submitted to the Provincial Director,(i.e., for excavation work, working at height, demolition of a structure, use of explosives to perform construction work, risk of falling into, falling from, or beingstruck by) then has an authorised representative from the University **co-signed** such notification?			
2.	**Application for construction work permit**	**Yes**	**No**	**N/A**
	2.1 Is a construction work permit required (i.e., Is it necessary for the contractor / service provider to apply for a construction work permit on an **Annexure 1)**?			
	2.2 If it is necessary for the contractor to apply for a construction work permiton an **Annexure 1** then has this application been submitted to the Provincial Director (DoL) and is a copy of this application on the OHS&E file?			
	2.3 If a construction work permit is required then has such permit been issued by the Provincial Director (Department of Labour) in terms of the Construction Regulations and is a copy of the permit available on the OHS&E file?			
	2.4 Site specific number: If it is necessary for the contractor / service provider toapply for a construction work permit on an **Annexure 1** then has a **site-specific number** been issued that will be displayed on site?			
	2.5 Site specific number: If a **site-specific number** has been issued that will be displayed on site, then please provide the number in the space provided alongside			

No	Compliance Criteria	Response		
3.	**Letters to and from the Department of Labour**	**Yes**	**No**	**N/A**
	Has any other correspondence between the contractor and the Department of Labour and/or the Chief Inspector and/or the Provincial Director applicable to this project / contract / agreement been provided on the OHS&E file (and in accordance with the Construction Regulations) – **if applicable**.			
4.	**Electrical notifications, registrations & documentation**	**Yes**	**No**	**N/A**
	i). If electrical work will be carried out, has notification been made to the Provincial Director, and if so, is a copy of this notification been placed on the OHS&E file? (i.e., the notification by the person who supplies or contracts or agrees to supply electricity to that electrical installation)?			
	ii). If electrical work will be carried out, then has proof of registration of the electrical contractor who undertakes the electrical installation in terms of the Electrical Installations Regulations been provided on the OHS&E file? (i.e., In terms of the Electrical Installations Regulations, if electrical work will be carried out, has a certificate of registration been obtained by the registered person(s) responsible for carrying out the electrical installation and have copies of these registration certificates been provided on the OHS&E file)?			
	iii). If electrical work will be carried out, then has the design of the part of theelectrical installation which has a voltage in excess of 1 kV been approved by a person deemed competent in terms of the Electrical Installations Regulationsand has a copy of this approved design been placed in the OHS&E file?			
5.	**OHS&E Plan**	**Yes**	**No**	**N/A**
	5.1 Has the contractor provided a documented OHS&E plan that addresses hazards associated with the scope of service and activities. The plan must consistof the company's philosophy and approach with regard to ensuring that the work is carried out in a safe, healthy, and environmentally acceptable manner, and/or that their product(s) are OHS&E compliant. Also, each and every subcontractor'sapproved health and safety plan must also be placed in the OHS&E File. Amongst others, the plan must consist of the company's philosophy and approach with regard to ensuring that the work is carried out in a safe, healthy, and environmentally acceptable manner, or that their product(s) are OHS&E compliant.			
	5.2 Does the Contractor's OHS&E plan incorporate the University's OHS&E specifications?			
	5.3 If applicable, if demolition work will be carried out then has the contractor indicated in the OHS&E plan that such demolition work will be supervised by a competent person appointed in writing, that they will keep the necessary records, that a structural survey has been done, that the structural integrity willbe checked at regular intervals, and that they will take the necessary measures to prevent a collapse, etc.?			
	5.4 If applicable, if slings/hoists will be carried out then has the contractor indicated in the OHS&E plan that such slings/hoist equipment will be managed by a competent person appointed in writing, and that the necessary regulatory checks will be carried out and that they will keep the necessary records?			
	5.5. If applicable, if tunnelling will be carried out then has the contractor indicated in the OHS&E plan that such tunnelling will be managed by a competent person appointed in writing, and that the necessary regulatory checks will be carried out and that they will keep the necessary records?			
	5.6 If applicable, if cranes will be used then has the contractor indicated in the OHS&E plan that such cranes will be operated by a competent person (operatorcompetency certificates), that they have been appointed in writing and ensuredthat the crane operator(s) are in possession of a valid / recent medical certificate?			

No	Compliance Criteria	Response		
	5.7 If applicable, has the contractor indicated in the OHS&E plan that their construction vehicles will be provided with a safe and suitable means of access, that they are designed to protect the operator, that they will be suitably demarcated, that they will be fitted with acoustic warning devices / hooter and a reversing alarm, that they will be inspected daily before use with inspection registers, that they will be equipped with lights, that they will be used by competent persons and that all mobile equipment/plant will be fitted with two or more head and tail lights?			
	5.8 If applicable, has the contractor provided copies on the OHS&E plan of all driver's licenses with the list of all vehicles to be used?			
	5.9 If applicable, has the contractor indicated in the OHS&E plan that: underground electrical / piping facilities are known, taken steps to establish thesafety of people working on electrical installations are under the control of a competent person, that such competent person has been appointed in writing, that such installations will be inspected at least weekly and that the findings of such inspections will be recorded in a register?			
6.	**University OHS&E specifications**	**Yes**	**No**	**N/A**
	Has the contractor been provided with a copy of the University OHS&Especifications and is this on the OHS&E file?			
7.	**Proof of registrations with relevant statutory bodies**	**Yes**	**No**	**N/A**
	7.1 Is it necessary for any of the Contractor / Service Provider's employees to beregistered with a statutory body?			
	7.2 If point 7.1 above is applicable, then has the contractor provided proof onthe OHS&E file that it and/or its employees are registered with relevant bodies (i.e., SACPCMP, Electrical Contracting Board of SA, DoL, etc.)			
8.	**Scope of Work**	**Yes**	**No**	**N/A**
	Is a scope of work pertaining to this particular job available on the OHS&E Fileand does it contain relevant detail from an OHS&E perspective?			
9.	**Agreements**	**Yes**	**No**	**N/A**
	9.1 Is the agreement between the contractor and the University provided on theOHS&E file?			
	9.2 Section 37.2 Agreement: Is a Section 37.2 Agreement in place (as a stand- alone document and/or contained in an SLA and or contained in any other document) and is a copy of such SLA / Section 37.2 Agreement available in the OHS&E file? (Please provide a copy of such agreement that the contractor has with the University in terms of Section 37(2) of the OHS Act)			
	9.3 Are agreements between the contractor and the all-subcontractor agreements provided on the OHS&E file?			
10.	**Risk assessment (hazard identification) & Risk Mitigation Plan**	**Yes**	**No**	**N/A**
	10.1 University baseline risk assessment: If the University (entity arranging thework) has carried out a baseline risk assessment then has it been made available to the contractor and is a copy hereof available on the OHS&E File?			
	10.2 Is a copy of the contractor / service provider's risk assessment done by a competent person for this specific job available on the OHS&E file?			

No	Compliance Criteria	Response		
	10.3 Is a risk mitigation plan (i.e., the plan / measures to reduce or control the identified hazards) available on the OHS&E file?			
11.	**Medical Surveillance / Labour suitability** In terms of the risk assessment conducted by the Contractor / Service Provider, the contractor / service provider must provide on the OHS&E file a written verification that an internal process has been followed by the contractor or service provider to ensure that the staff that they have made available toconduct work at the University are healthy and medically fit to perform the work for which they have been employed.	**Yes**	**No**	**N/A**
	Have medical certificates of fitness been provided on the OHS&E file for the contractor's and subcontractors' employees (specific to the work to be performed) and were these issued by a registered occupational health and safety practitioner?			
12.	**Legal Appointments** The contractor is to provide on the OHS&E file copies of all written and signedlegal appointments required by the OHS Act (and Regulations) of the responsible persons appointed in terms of the OHS Act. These include but are not limited to:	**Yes**	**No**	**N/A**
	12.1 The Construction / Project Manager (and any assistant construction managers)?			
	12.2 The Construction / Project Health and Safety Manager / Officer?			
	12.3 The Construction / Project Health and Safety Officer?			
	12.4 The Construction / Project Risk Assessor who is tasked to perform the risk assessments?			
	12.5 The registered person responsible for the electrical installation covered by the Electrical Installations Regulations (A copy of the registration certificate as well as copies of qualifications meeting the requirements are to be made available on file)?			
	12.6 The authorised persons responsible for gas appliances, gas system gas reticulation system covered by the Pressure Equipment Regulations?			
	12.7 The Site Supervisor?			
	12.8 Occupational Health & Safety Representative(s)?			
	12.9 First Aider(s)?			
	12.10 Fire Marshall(s)/Evacuation Coordinator(s)?			
	12.11 OH&S Committee Chairperson?			
	12.12 The appointment made in terms of General Machinery Regulation 2(1)?			
	12.13 Scaffolding Inspector?			
	12.14 Excavation Supervisor?			
	12.15 Competent Person (Scaffolding)?			
	12.16 Any other competent persons to supervise the activities which law requires to be so supervised; persons who are required to assist the constructionsupervisor; construction supervisor for the site in respect of construction work covered by the Construction Regulations; competent persons; assistants of construction supervisor; and designers of temporary works; as well as others as deemed necessary in terms of the Construction Regulations?			

No	Compliance Criteria	Response		
13.	**Contractor Organogram & List of Contractor Employees**	**Yes**	**No**	**N/A**
	13.1 Organogram of contractor's organization on site: Has the contractor provided an organogram of its on-site organization?			
	13.2 Organogram showing relationship with other sub-contractors: If the contractor has appointed sub-contractors, then have, they provided an organogram on the OHS&E file of its relationship with such other sub-contractors / contractors?			
	13.3 List of all contractors on site accountable to the Principal Contractor withcontact details and roles that they will be fulfilling: Has the contractor provideda list on the OHS&E file with the names of all contractors on site that are accountable to the Principal Contractor with their contact details and the roles that they will be fulfilling?			
	13.4 List of all sub-contractors on site accountable to the Principal Contractor with contact details and roles that they will be fulfilling: If the main contractorwill be making use of sub-contractors then has a separate list been madeavailable on the OHS&E file of all the sub-contractors on site that are accountable to the Principal Contractor with their contact details (i.e. A comprehensive and updated list of all the sub-contractor's employed on site, indicating the type of work being performed by such sub-contractors)?			
	13.5 Construction / Project Manager and/or On-site Supervisor credentials: Hasthe contractor provided on the OHS&E file the name, contact details and CV of the Construction / Project Manager and/or on-site Supervisor (i.e., name, contact details (a copy of the persons CV indicating qualifications and experience)?			
	13.6 Assistant Construction / Project Manager and/or On-site Assistant Supervisor credentials: Has the contractor provided on the OHS&E file the nameand contact details of the Assistant Construction / Project Manager and/or Assistant on-site Supervisor (i.e., name, contact details, a copy of the persons CV indicating qualifications and experience)?			
14.	**Competency to perform the work / labour suitability**	**Yes**	**No**	**N/A**
	In terms of the risk assessment conducted, has the contractor provided on the OHS&E file a written verification / evidence that the staff recruited to conduct the work at the University on this specific project are competent to perform the work for which they have been employed?			
15.	**COID Act & Compensation Commissioner**	**Yes**	**No**	**N/A**
	15.1 Has the Contractor provided proof on the OHS&E file of current registrationwith the Compensation Commissioner or with a licensed compensation insurer, including a letter of good standing?			
	15.2 Has the Contractor provided proof on the OHS&E file of current registration with the Compensation Commissioner or with a licensed compensation insurer,including a letter of good standing for any subcontractor that they will be using on this project?			
16.	**OHS&E Policy**	**Yes**	**No**	**N/A**
	16.1 Has the contractor provided on the OHS&E file a copy of their Company's OHS&E Policy signed by the chief executive officer, which outlines the contractor's objectives and how they will be achieved and implemented by the contractor?			
	16.2 Has the contractor provided on the OHS&E file copies of each of the sub-contractors' health and safety policy, signed by their chief executive officers, which outlines the sub-contractor's OHS&E objectives and how they will beachieved and implemented by the sub-contractors?			

No	Compliance Criteria	Response		
17.	**Training certificates/records**	**Yes**	**No**	**N/A**
	17.1 Has the contractors employees attended the Wits OHS&E Induction TrainingSession and is record of this provided in the OHS&E file?			
	17.2 Has the contractor provided on the OHS&E file the records/copies ofcertificates of relevant training received by their staff members including evidence that employees operating cranes, forklifts, operating certain equipment, etc. have received training to operate such vehicles, equipment, etc.Also, including but not limited to First Aid training, fire-fighting training, risk Assessment training, etc. (as applicable)?			
18.	**First aid**	**Yes**	**No**	**N/A**
	18.1 First Aiders: Is a list available on the OHS&E file indicating the names of thefirst aiders that will be on site and are copies of the first aid certificates of competency also provided (i.e., The names of the persons who are in possession of valid certificates of competency in first aid and copies of such certificates)?			
	18.2 First aid boxes: Has the contractor provided on the OHS&E file an indicationof the first aid boxes / facilities that will be made available during the work?			
19.	**Fire equipment**	**Yes**	**No**	**N/A**
	Has the contractor provided information on the OHS&E file indicating the fireequipment to be provided during the project and is this equipment deemed to be sufficient for the risk?			
20.	**OHS&E Procedures/Permits**	**Yes**	**No**	**N/A**
	OHS&E Operating Procedures: Has the contractor provided on the OHS&E file copies of its OHS&E procedures applicable to the work to be conducted, including but not limited to; fall protection plan, lock-out procedures, work in confined spaces, the use of scaffolding, excavations, method statements and permit requirements (i.e. such as, will the work require electrical / mechanical isolation/isolation permit system, PPE issue and replacement, etc.)?			
21.	**Emergency plan and contact details**	**Yes**	**No**	**N/A**
	Emergency plan and contact details: Has the contractor provided on the OHS&Efile a copy of its emergency plan applicable to the work being conducted, or to be conducted, as well as important emergency contact numbers. This should include a rescue plan to rescue people that are working at heights, working in confined spaces, working in excavations, etc.?			
22.	**Vehicle plan**	**Yes**	**No**	**N/A**
	Has the contractor provided on the OHS&E file a traffic plan indicating safe trafficroutes and ensuring that such routes are suitable/sufficient and safe for the purpose for which they are intended?			
23.	**OH&S Committee Structure**	**Yes**	**No**	**N/A**
	Has the contractor provided on the OHS&E file a copy of its OHS&E CommitteeStructure applicable to this contract/project?			

No	Compliance Criteria	Response		
24.	**PPE**	**Yes**	**No**	**N/A**
	Has the contractor provided on the OHS&E file an indication of what PPE is required for the work to be conducted in terms of the risk assessment (and its commitment to provide such PPE to its employees)?			
25.	**Site establishment checklist**	**Yes**	**No**	**N/A**
	If the contractor will have a site established on the University's premises from which his activities will be conducted, then has the contractor provided on the OHS&E file a checklist of the facilities & amenities for such contractors site (i.e. Those aspects that should be checked as part of a site establishment)?			
26.	**Drawings / Design from Architect/Designer/Engineer and Local authority approvals of building plans** Has a qualified designer approved and checked the design, and have they applied OHS&E standards into the design? This may include but is not limited to; a geo- science report, structural integrity calculations proving the structures load bearing capability, ergonomic hazards, ensuring hazardous substances were not used in the design, i.e. such as asbestos, etc. ensuring that maintenance can be done on the structure when it is completed, an indication of who will conduct the final inspections, an indication that all loads and / or imposed loads have been taken into consideration, drawings and calculations available, etc.	**Yes**	**No**	**N/A**
	Has the contractor provided on the OHS&E file copies of **approved** drawings /building plans / designs pertaining to the work to be carried out?			
27.	**Confined spaces**	**Yes**	**No**	**N/A**
	27.1 Will the project require the contractor's staff to work in confined spaces?			
	27.2 If staff will be required to work in confined spaces then have they indicatedin the OHS&E Plan that they have taken steps to establish the safety of people working in such confined spaces?			
	27.3 Will the staff working in confined spaces be doing so under the control of acompetent person that has been appointed in writing?			
	27.4 Will the work being conducted in confined spaces be inspected constantly while persons are inside such confined spaces?			
	27.5 Is a rescue plan available in the OHS&E file for the persons that will beworking in a confined space?			
28.	**Test certificates**	**Yes**	**No**	**N/A**
	Has the contractor provided records of any test certificates pertaining to the work to be conducted or products to be supplied, i.e., performance tests of liftingmachinery, lifting tackle, fire extinguishers, etc.			
29.	**Scaffolding Operations**	**Yes**	**No**	**N/A**
	29.1 Will the contractor be using scaffolding on the University's sites?			
	29.2 If the contractor will be using scaffolding, then has the contractor indicated in the OHS&E file that they will comply with SANS 10085?			

No	Compliance Criteria	Response		
	29.3 If the contractor will be using scaffolding, then has the contractor indicated in the OHS&E file that scaffolding will be erected by a competent personappointed in writing and have, they provided a copy of the appointment letter?			
	29.4 If the contractor will be using scaffolding, then has the contractor indicatedin the OHS&E file the name and contact details of the competent person appointed in writing?			
No	**Compliance Criteria**	**Response**		
	29.5 If the contractor will be using scaffolding, then has the contractor provided in the OHS&E file the copies of training certificates of the competent person thatwas appointed in writing?			
	29.6 If the contractor will be using scaffolding, then has the contractor providedin the OHS&E file the proof of competency of its scaffolding erectors and inspectors?			
30.	**Suspended platforms** Is proof available in the OHS&E file of the following where suspended platforms will be used:	**Yes**	**No**	**N/A**
	30.1 A certificate of system design issued by a professional engineer,professional certificated engineer or a professional engineering technologist?			
	30.2 Proof of competency of erectors, operators and inspectors?			
	30.3 Proof of compliance of operational design calculations withrequirements of the system design certificate?			
	30.4 Proof of performance test results?			
	30.5 Sketches indicating the completed system with the operational loadingcapacity of the platform?			
	30.6 Procedures / checklists for inspections to be carried out?			
	30.7 Procedures / checklists for maintenance work to be carried out?			
	30.8 Proof that the prescribed documentation has been forwarded to theProvincial Director.			
31.	**Fall protection plan for working at heights**	**Yes**	**No**	**N/A**
	If work is to be conducted at heights with a risk of people falling, then is a fall riskprotection plan available and in the OHS&E file?			
32.	**Cranes**	**Yes**	**No**	**N/A**
	32.1 If cranes will be used then has the contractor provided copies of the crane licenses as well as well as operator licences?			
	32.2 If cranes will be used then has the contractor provided a list of all cranes?			
33.	**Air monitoring**	**Yes**	**No**	**N/A**
	Has the contractor provided a plan on the OHS&E file indicating how they willensure adequate air monitoring during the duration of their contract?			
34.	**Excavations**	**Yes**	**No**	**N/A**
	34.1 Will excavations be carried out by the contractor?			

No	Compliance Criteria	Response		
	34.2 If excavations will be made then will the construction and use of such excavations be done under supervision of a competent person appointed in writing and is such appointment certificate in the OHS&E file?			
	34.3 If excavations will be carried out by the contractor, then is the name and contact details of the person that will supervise the construction and use of suchexcavations available on the OHS&E file?			
	34.4 If excavations will be carried out by the contractor, then have, they indicatedin the OHS&E plan that they will ensure the stability of the ground, that they willensure adequate means of access, that it will be barricaded/not accessible to public/others, that it will be inspected by a competent person appointed in writing, keep records, etc.?			
35.	**Placement of concrete and formwork**	**Yes**	**No**	**N/A**
	35.1 Will concrete / formwork be done during the project?			
	35.2 Is a copy of the register available in the file that will be used for inspectionsmade by a competent person immediately before and during the placement of concrete or any other load on formwork?			
36.	**Waste management / disposal plan**	**Yes**	**No**	**N/A**
	36.1 Will waste be generated while carrying out the project?			
	36.2 If waste is to be generated then has contractor provided a wastemanagement / disposal plan on the OHS&E file indicating how this waste will be managed?			
37.	**Environment rehabilitation plan**	**Yes**	**No**	**N/A**
	Has the contractor provided an environment rehabilitation plan in the file?			
38.	**Flammable liquids**	**Yes**	**No**	**N/A**
	38.1 Will the contractor make use of flammable liquids / other chemicals,solvents, substances that are flammable, noxious, poisonous, corrosive and/or explosive while working on the University's premises?			
	38.2 If the contractor is to use the above-mentioned substances, then has thecontractor provided a list in the OHS&E File indicating the types and quantities of such substances?			
	38.3 If the contractor is to use the above-mentioned substances, then has thecontractor provided the relevant Material Safety Data Sheets in the OHS&E File for all such substances?			
	38.4 If the contractor is to make use of the above-mentioned substances while working on the University's premises then have, they indicated in the OHS&E planhow they will ensure that the storage thereof is done in accordance with regulatory requirements?			
	38.5 If the contractor is to make use of the above-mentioned substances whileworking on the University's premises then have, they indicated in the OHS&E plan what fire / other protection in accordance with regulatory requirements?			
39.	**Barricading of areas and warning signage**	**Yes**	**No**	**N/A**
	Has the contractor provided a plan on the OHS&E file indicating how the work areas will be barricaded and what warning signage will be provided, i.e., especially where scaffolding will be used and/or if cranes will be used and the cordoning off of adjacent areas to protect persons especially during work being carried out overhead?			

No	Compliance Criteria	Response		
40.	**Equipment and compliance of tools / machinery / equipment** The contractor is to ensure that tools, equipment, and machinery comply with safety standards and thus should provide copies of checklists for such tools / equipment / machinery.	**Yes**	**No**	**N/A**
	40.1 Has the contractor provided on the OHS&E file a list of all tools, equipment,machinery, and products that they will use on the University's site(s)?			
	40.2 If the contractor uses equipment, tools and equipment on the University'ssites then do these equipment / tools / machinery items each have an inspection register and are copies of these inspection registers available on the OHS&E file?			
	40.3 If the contractor uses equipment on the University's sites, then does any ofthis equipment / tools / machinery require statutory testing and, if so, are the results of these tests available in the OHS&E file?			
No	**Compliance Criteria**	**Response**		
	40.4 If the contractor uses equipment / tolls / machinery on the University's sitesand if any of these equipment require statutory testing then are such testing results available on the OHS&E File? (i.e., Test certificates pertaining to the workto be conducted or products to be supplied, such as performance tests of lifting machinery, lifting tackle, etc.).			
NB: Status of OHS&E file assessment: Based on the submitted documentation thepresumed capability of the contractor to conduct its work at the University in a safe manner.		**Yes**		**No**
In terms of the response provided in the above assessment checklist are there any documents missing from the OHS&E file which the contractor will have to provide before the OHS&E file can be approved? If the response to this question is **YES,** then please notify the contractor in writing **immediately** stating what is still required.				
Is it reasonably assumed that the extent and competency of the contractor / service provider's structure and systems will be able to conduct the work in a healthy, safe, and environmentally acceptable manner? If the response to this question is **NO,** then please notify the contractor in writing **immediately** stating the specific concerns.				
41.	**NB: Other** **a.** If required, the OHS&E Office, will help the contractor to determine the applicability of the aspects to be included in each OHS&E file. **b.** Where the contractor makes use of sub-contractors it is important that the contractor updatestheir OHS&E files by inputting copies of all documentation that the contractor would have beenexpected to provide (i.e. OHS&E plans, training records, letters of good standing, risk assessments, permits, DoL notifications, copies of subcontractor's Health and Safety meetings, etc. etc.). **c. Please note that the contractor's OHS&E file must be kept up to date for the duration of theproject and that the complete updated OHS&E file must be given to the OHS&E Directorate for their safekeeping at the completion of the contract / project.**			

OHS&E aspects to be attended to while the project is underway and after completion of the project	
No	**Compliance Criteria**
42.	**Ongoing checks**
	Ongoing checks should take place during the course of the project on activities such as work done in confined spaces, excavations, working at heights, working on scaffolds, etc.
43.	**Placement of concrete and formwork**
	Records of the register of inspections made by a competent person immediately before and during the placement of concrete or any other load on formwork must be placed on the OHS&E file.
44.	**Site OH&S inspection/audit reports**
	44.1 The contractor must stipulate in its OHS&E plan the method by which they will be conductingaudits / inspections to ensure that their OHS&E systems are compliant?
	44.2 The contractor must provide copies of all OH&S inspection / audit reports on the OHS&E File.
	44.3 The contractor must provide in the OHS&E file the results / findings of all monthly OHS&Ecompliance audits to check whether its own OHS&E plan adheres to OHS&E regulations standards as well as for each and every sub-contractor working on the site.
	44.4 The record of inspections carried out by the designers of structures to ensure compliance withdesigns must also be placed on file by the contractor.
	44.5 All monthly inspection checklists / registers for vehicles, tools, equipment, machinery,scaffolds, excavations, must be kept by the contractor on the OHS&E file.
No	**Compliance Criteria**
45.	**Minutes of OH&S Committee Meetings and Designer Meetings**
	45.1 The contractor must provide on the OHS&E file copies of the minutes of all OH&S Committee meeting that have taken place during the duration of the project.
	45.2 The contractor must provide a record of the minutes of site meetings attended by the designer.
46.	**Incident investigation reports**
	The contractor must provide on the OHS&E file a register of all incidents involving their staff, vehicles, equipment, machinery, tools, substances, etc. as well as copies of all incident/accident investigation reports (that occurred on Wits property/or where their activities may have caused an incident involving Wits staff, students, vehicles/machinery/equipment) clearly indicating what thecauses were and what corrective actions were implemented to prevent the incident occurring again.
47.	**Records of disciplinary action taken**
	The contractor must provide on the OHS&E file any disciplinary action taken against their staff / sub-contractors for infringing Wits OHS&E rules and regulations.
48.	**Team talks / 5-minute toolbox talks**
	The contractor must provide copies of relevant OHS&E related toolbox talk topics for their staff / sub-contractors as well as a register indicating which staff members attended such talks.

OHS&E aspects to be attended to while the project is underway and after completion of the project	
No	**Compliance Criteria**
49.	**Certificates of compliance for electrical and other installations**
	The contractor in conjunction with the relevant University entity (i.e. CPD / PIMD) must arrange forprovide the applicable certificates of compliance for electrical, plumbing, mechanical, fire equipment, etc. on the OHS&E file. Where applicable, the contractor must provide the applicable certificates of compliance for electrical installations on the OHS&E file.
50.	**Completion certificates for project**
	On completion of the work, the contractor is to provide the necessary completion certificatesindicating that the work has been conducted to the satisfaction of the requestor/client (Certificates of completion to be included in the OHS&E file).
51.	**Occupancy Certificates**
	An occupancy certificate is to be provided before the building / structure can be occupied. This certificate must also be placed on the OHS&E file after completion of the project.
52.	**Change management**
	Any changes that may take place to; the work scope, design changes, organogram, staff changes, roles and responsibilities, equipment, etc. must immediately be brought to the attention of the Project Manager and the OHS&E Officer: Contractors. This will require a risk assessment to be conducted by the Contractor. Arising from the results of the risk assessment the necessary risk mitigation measures must be implemented. And where necessary, the necessary changes should be made to the Health and Safety Plan as well as the Health and Safety File for further checking / assessment and approval by the OHS&E Officer: Contractors.

Signed: _____

OHS&E Officer: Contractors

Date: _____

Annexure 5 – Content of The Contractor's Health and Safety Plan

	Health & Safety Plan: The Contractor must provide a comprehensive Health and Safety plan that addresses the below aspects. Amongst others, the plan must consist of the company's philosophy and approach with regard to ensuring that the work is carried out in a safe, healthy, and environmentally acceptable manner, or that their product(s) are Health and Safety compliant.
1	**Risk assessment and hazard identification 1:** A copy of the Contractor's risk assessment for this specific job to be in their Health and Safety plan
2	**Risk assessment and hazard identification 2**: The name and contact details of the person that conducted the risk assessment to be in their Health andSafety plan
3	**Risk assessment and hazard identification 3**: Verification that the person that conducted the risk assessment is deemed to be competent to do so
4	**Risk assessment and hazard identification 4**: A copy of the risk mitigation plan (i.e., the plan to reduce or control the identified hazards)
5	**Risk assessment and hazard identification 5**: On behalf of the Contractor, the names of the persons that will ensure that the specified risk mitigation measures will be implemented? (Name and contact details)
6	**Incorporation of University's OHS&E specifications into the Health and Safety Plan:** The Contractor's Health and Safety plan must incorporate theUniversity's Health and Safety specifications
7	**Architect/designer/engineer & drawings/designs**: If applicable, copies of approved drawings/building plans/designs pertaining to the work to be carried out (this to indicate that a qualified designer has approved and checked the design and have applied Health and Safety standards into the design. This may include but is not limited to; a geo-science report, structural integrity calculations proving the structures load bearing capability, ergonomic hazards, ensuring hazardous substances were not used in the design, i.e., such as asbestos, etc. ensuring that maintenance can be done on the structure when it is completed, an indication of who will conduct the final inspections, an indication that all loads and / or imposed loads have been taken into consideration, drawings, and calculations available, etc.
8	**Local authority approvals, i.e., building plans, etc.:** If applicable, an indication of whether local authority approvals have been obtained for buildingplans.
9	**Communication of risks:** An indication of how the Contractor will communicate the risks of its activities, as well as the University's activities to which its employees may be exposed to their employees (i.e., as identified in the risk assessment) and the risk mitigation measures it will implement
10	**Organogram of contractor's organization on site:** The contractor must provide an organogram of its on-site organization
11	**List of own employees provided and roles that they will be fulfilling:** The contractor provides a list of its own employees which also indicates the roles that they will be fulfilling
12	**Competency to perform the work & labour suitability:** In terms of the risk assessment conducted, the Contractor must provide written verification /evidence that the staff made available to conduct the work at the University are competent to perform the work for which they have been employed
13	**Training certificates**: The Contractor to provide copies of certificates of relevant training received by all staff members (including health and safety training).



14	**Proof of registrations with relevant statutory bodies 1**: If it is necessary for any of the Contractor employees to be registered with a statutory body then this must be declared in the Health and Safety Plan.
15	**Proof of registrations with relevant statutory bodies 2**: If point 14 above is applicable, then the Contractor must provide proof in the Health and Safety plan that it and/or its employees are registered with such relevant bodies (i.e., Department of Labour, SACPCMP, Electrical Contracting Board of SA, etc.)
16	**Medical fitness:** In terms of the risk assessment conducted by the Contractor the contractor must provide in the Health and Safety plan written verification that an internal process has been followed by the contractor to ensure that the staff that they have made available to conduct work at the University are healthy and medically fit to perform the work for which they have been employed
17	**Legal Appointments**: The Contractor must provide copies of all legal appointments required by the OHS Act and its Regulations.
18	**Construction Manager and/or On-site Supervisor credentials:** The Contractor is to provide name and contact details of the Construction Manager and/or on-site Supervisor (i.e., name, contact details and a copy of the persons CV indicating qualifications and experience is also to be included in the Health and Safety Plan)
19	**Assistant Construction Manager and/or On-site Assistant Supervisor credentials:** The Contractor is to provide the name in the Health and Safety plan and contact details of the Assistant Construction Manager and/or Assistant on-site Supervisor (i.e., name, contact details and a copy of the persons CV indicating qualifications and experience is also to be included in the Health and Safety Plan)
20	**Organogram showing relationship with sub-contractors / other contractors:** If applicable, (i.e., if the Contractor has appointed sub-contractors) then such agreements in writing should be provided in the Health and Safety plan and an organogram should be provided indicating its relationship with such other sub-contractors / contractors
21	**OHSE Policy:** The Contractor must provide a copy of its company's Health and Safety Policy in the Health and Safety plan
22	**OHS&E Operating Procedures**: In the Health and Safety plan, the Contractor must provide copies of its Health and Safety procedures applicable to the work to be conducted (including but not limited to fall protection plan, lock-out procedures, work in confined spaces, the use of scaffolding, method statements and permit requirements, electrical/mechanical isolation/isolation permit system, etc. as applicable)
23	**Emergency plan and contact details:** If applicable, the Contractor must provide a copy of its emergency plan applicable to the work being conducted, or to be conducted, as well as important emergency contact numbers.
24	**OH&S Committee Structure:** The Contractor must provide a copy of its Health and Safety Committee Structure applicable to this contract/agreement
25	**PPE:** The Contractor must provide an indication of what PPE is required for the work to be conducted in terms of the risk assessment (and its commitment to provide such PPE to its employees)
26	**First aid boxes:** The Contractor must provide an indication of the first aid facilities that will be made available during the work
27	**Fire-fighting equipment:** The Contractor must provide an indication of the fire equipment to be provided which is deemed to be sufficient for the risk
28	**List of all contractors on site accountable to the Principal Contractor with contact details:** The Contractor must provide the names of all contractors/sub-contractors on site accountable to the Principal Contractor with their contact details



29	**Equipment 1:** The Contractor must provide a list of all equipment that they will use on the University's site(s)
31	**Equipment 2:** If the Contractor will use equipment on the University's sites, then the Contractor must confirm in the Health and Safety plan that theseequipment items each have an inspection register / checklist and provide copies of such inspection registers / checklists (as considered necessary)
32	**Equipment 3:** If the Contractor will use equipment on the University's sites, then the Contractor must indicate whether any of this equipment requires statutory testing
33	**Equipment 4:** If the Contractor uses equipment on the University's sites and if any of this equipment requires statutory testing then the Contractor must indicate that such testing results will be made available in their OHS&E File (i.e., Test certificates pertaining to the work to be conducted or products to be supplied, such as performance tests of lifting machinery, lifting tackle, etc.).
34	**Air monitoring:** If applicable, the Contractor must provide a plan indicating how they will ensure adequate air monitoring during the duration of their contract
35	**Waste management / disposal plan:** If applicable, **if** waste is to be generated then the Contractor must provide a waste management plan indicating how this waste will be managed
36	**Environment rehabilitation plan:** If applicable, the Contractor must provide an environment rehabilitation plan
37	**Notices previously served on the contractor by an Inspector from the Department of Labour:** If applicable, the Contractor must provide information in the Health and Safety plan regarding all notices previously served on them by an inspector from the Department of Labour
38	**Carrying out Health and Safety audits / inspections:** The Contractor must provide the method by which they will be conducting audits / inspections to ensure that their Health and Safety systems are compliant
39	**Rescue plan:** If applicable, the Contractor must provide a rescue plan (especially insofar as a plan to rescue people working at heights, working inconfined spaces, working in excavations, etc.)
40	**Barricading of areas and warning signage**: If applicable, the Contractor must indicate how the work areas will be barricaded and what warning signagewill be provided, i.e., especially where scaffolding will be used or if cranes will be used and the cordoning off of adjacent areas to protect persons especially during work overhead
41	**Compliance of products/substances:** If applicable, the Contractor must specify whether items/products provided to the University comply with Section10 of the OHS Act, and if so, whether such substances are packaged, labelled in terms of regulatory requirements and MSDS's provided, as applicable
42	**Certificates of compliance for electrical installations:** If applicable, the Contractor must specify in the Health and Safety plan all the applicable certificates of compliance for electrical installations related to the work to be performed
43	**Site establishment checklist:** If applicable, the Contractor must provide a checklist of the facilities & amenities for the contractors site (i.e., those aspects that should be checked as part of a site establishment)

44	**Team talks / 5-minute toolbox talks:** If applicable, the Contractor must provide copies of relevant Health and Safety related toolbox talk topics as well as a register indicating which staff members attend such talks
45	**Site Health and Safety inspection/audit reports**: If applicable, the Contractor must provide copies of its Health and Safety inspection checklists
46	**Scaffolding Operations 1:** The Contractor must indicate whether it will use scaffolding on the University's sites
47	**Scaffolding Operations 2:** If the Contractor will use scaffolding, then the contractor must indicate that they will comply with SANS 10085
48	**Scaffolding Operations 3**: If the contractor uses scaffolding, then the contractor must indicate that it will be erected by a competent person appointed in writing and provide a copy of the appointment letter
49	**Scaffolding Operations 4**: If the Contractor will use scaffolding, then the Contractor must indicate the name and contact details of the competent person appointed in writing
50	**Scaffolding Operations 5**: If the Contractor will use scaffolding, then the Contractor must provide copies of training certificates of the competent personthat was appointed in writing
51	**Scaffolding Operation 6**: If the Contractor will use scaffolding, then the Contractor must provide proof of competency of its scaffolding erectors and inspectors
52	**Excavations 1:** If applicable, the Contractor must indicate whether excavations will be carried out by the Contractor
53	**Excavations 2:** If excavations are made then the Contractor must indicate whether the construction and use of such excavations will be under supervision of a competent person appointed in writing
54	**Excavations 3:** If excavations are carried out by the Contractor, then the Contractor must provide the name and contact details of the person that will supervise the construction and use of such excavations (Name and contact number).
55	**Excavations 4:** If applicable, if excavations are carried out by the Contractor, then they must indicate in the Health and Safety plan that they will ensure the stability of the ground, that they will ensure adequate means of access, that it will be barricaded/not accessible to public/others, that it willbe inspected by a competent person appointed in writing, keep records, etc.
56	**Demolition work:** If applicable, if demolition work is carried out then the Contractor must indicate in the Health and Safety plan that such demolition work will be supervised by a competent person appointed in writing, that they will keep the necessary records that a structural survey has been done, that structural integrity will be checked at regular intervals, and that they will take the necessary measures to prevent a collapse, etc.
57	**Slings/hoists:** If applicable, if slings/hoists will be used then the Contractor must indicate in the Health and Safety plan that such slings/hoist equipment will be managed by a competent person appointed in writing, and that the necessary regulatory checks will be carried out and that they will keep the necessary records
58	**Tunnelling:** If applicable, if tunnelling will be carried out then the Contractor must indicate in the Health and Safety plan that such tunnelling will be managed by a competent person appointed in writing, and that the necessary regulatory checks will be carried out and that they will keep the necessary records
59	**Cranes 1**: If applicable, if cranes are used then the Contractor must indicate in the Health and Safety plan that such cranes will be operated by a competent person (operator competency certificates), that they have been appointed in writing and ensured that the crane operator(s) are in possession of a valid/recent medical certificate
60	**Cranes 2**: If applicable, if cranes will be used then the contractor must provide copies of the crane licenses as well as a list of all cranes to be used

61	**Cranes 3**: If applicable, if cranes will be used then the Contractor must provide an indication that: such cranes are of acceptable design & construction,that they will be maintained, that the necessary regulatory checks will be carried out and that they will keep the necessary records
62	**Construction vehicles 1**: If applicable, the Contractor must indicate in the Health and Safety plan that their construction vehicles will be provided with a safe and suitable means of access, that they are designed to protect the operator, that they will be suitably demarcated, that they will be fitted with acoustic warning devices/hooter and a reversing alarm, that they will be inspected daily before use with inspection registers, that they will be equipped with lights, that will be used by competent persons and that all mobile equipment/plant will be fitted with two or more head and taillights
63	**Construction vehicles 2**: If applicable, the Contractor must provide copies of all drivers licenses with the list of all vehicles to be used
64	**Pedestrian/vehicle plan**: If applicable, the Contractor must provide a pedestrian/traffic plan indicating safe traffic routes and what measures will be taken to ensure that such routes are suitable/sufficient and safe for the purpose for which they are intended
65	**Electrical installations/machinery and electrical/mechanical isolation:** If applicable, the Contractor must indicate in the Health and Safety Plan that: underground electrical / piping facilities are known, steps taken to establish the safety of people working on electrical installations are under the control of a competent person, that such competent person has been appointed in writing, that such installations will be inspected at least weekly and that the findings of such inspections will be recorded in a register
66	**Confined spaces 1**: The Contractor must indicate in the Health and Safety plan whether their staff will be required to work in confined spaces
67	**Confined spaces 2**: If the Contractor requires their staff to work in confined spaces then they must indicated in the Health and Safety Plan that they have taken steps to establish the safety of people working in confined spaces, that persons working in confined spaces are under the control of a competent person, that such competent person has been appointed in writing, that such work will be inspected constantly while persons are inside such confined spaces, that a rescue plan is available and that the requirement for people working in a confined space will be adhered to at all times
68	**Flammable liquids 1**: The Contractor must indicate whether it will make use of flammable liquids / other chemicals, solvents, substances that are flammable, noxious, poisonous, corrosive and/or explosive while working on the University's premises
69	**Flammable liquids 2**: If the Contractor will make use of substances as indicated in point 68 above then they must provide a list in the Health and Safetyplan indicating the types and quantities of such substances
70	**Flammable liquids 3**: If the Contractor will make use of substances as indicated in point 68 above then the contractor must indicate in the Health and Safety plan that they will provide the relevant Material Safety Data Sheets
71	**Flammable liquids 4**: If the Contractor will make use of substances as indicated in point 68 above while working on the University's premises then they must indicate in the Health and Safety plan how they will ensure that the storage thereof is done in accordance with regulatory requirements
72	**Flammable liquids 5**: If the Contractor will make use of substances as indicated in point 68 above while working on the University's premises then theymust stipulate what fire/other protection they will provide to mitigate the associated risks in accordance with regulatory requirements



ANNEXURE 6 - OHS&E MANAGEMENT - PROJECTS

