

Eskom Eastern Region

HEALTH AND SAFETY SPECIFICATION

**Contract/Project Manager
Eskom Distribution
Eastern Region**

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SECTION I

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SECTION 1

1. INTRODUCTION

This document was construed in order to comply with the provisions of the **OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993**.

Definitions of words are those described in the Act and the Construction Regulations of 2003.

This document formulates the Health and Safety Specification of Eskom Distribution Eastern Region in terms of the above act.

This document forms part of the agreement between the Eskom Distribution Eastern Region and all service providers who perform construction work as defined in the construction regulations .

No clause in this document shall be amended in any contract document construed by agents, designers or anyone else except so ordered or sanctioned by the Eskom Distribution Eastern Region in writing.

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ESKOM DISTRIBUTION EASTERN REGION
HEALTH AND SAFETY SPECIFICATION
THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993
CONSTRUCTION REGULATIONS 2003

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SECTION 3 : PRINCIPAL CONTRACTORS (P C)

1. The definitions of the regulations 2003 are applicable to this section. All work by the P C shall be done in compliance with the provisions of the H&S regulations.
2. The principal contractor recognises the right of each of his employees to work safely in a healthy environment under decent human conditions. Each employee has the right to return home safely and healthy to his home and family after each day's work.
3. Work shall not be done at the expense of human safety or health.
4. Work shall be executed under humane conditions, especially with reference to hours and H&S issues in mind.
5. The PC shall conduct monthly safety meetings on site. All foremen, gang leaders and other employees shall participate and all incidents with relation to unsafe practices shall be discussed. Minutes of such meetings shall be kept in the H&S file.
6. Construction Supervisors shall conduct meetings with all staff and people under their direct supervision on a frequent basis. Minutes of such meetings shall be kept in the H&S file.
7. New personnel (temporary or full time employees) shall attend safety induction courses before performing construction work..
8. An adequate first aid facility shall be placed and maintained on site and shall be adequately indicated by means of signs. All personnel shall be made aware of its existence and only trained first aid assistants shall be authorized to treat injuries.
9. The P C shall see that work is only executed by people trained for the particular task..

10. All safety equipment shall be SABS approved and under no circumstance shall any safety equipment be non-certified homemade equipment. Specifications and order details shall be kept in the H&S file.
11. Workers and personnel shall be attending safety courses on a regular basis and all information regarding such training shall be kept in the H&S file.
12. Principal contractor will ensure that all employees are trained in safe working procedures and shall be trained on safety consciousness in particular.
13. The contractor shall prepare and maintain a safety plan for the particular project and shall train his personnel to work according to such plan.
14. Personnel and workers will be made aware of any natural hazards existing on site. They will also be made aware of items defined by the designer in his risk assessment.
15. No horseplay between employees will be tolerated on site. Neither will aggressive or threatening behaviour by anybody be allowed.
16. Workers shall wear appropriate protective clothing for the applicable task which shall include special safety equipment like protective eyewear, gloves, boots, ear protection, etc. Workers shall be issued with these items and copy of such issuing shall be kept in the H&S file.
17. Workers shall not be allowed to wear loose clothes and footwear.
18. Workers shall have the opportunity and right to prescribed rest, eating and toilet breaks.
19. Workers on nightshift shall be protected against inclement weather and shall have access to adequate food and drinks.
20. Potable water shall be made available free of charge to all workers on site.
21. Adequate toilet and washing facilities shall be made available to workers.
22. In the event of chemicals being present or used on site, the P C will allow for adequate shower facilities on site. All chemicals shall be stored according to specification and shall be clearly identified and marked in prescribed containers.
23. Workers under instruction to execute inherently unsafe procedures shall report such incidences to the client immediately.
24. The P C shall stop his contractors if they work unsafely.
25. Workers shall not be required to lift equipment or material heavier than 25kg or carry a load of more than 50 kg for more than 10 metres.

26. Workers shall not be exposed to conditions of heat where the temperature is above 40° Celsius and the humidity more than 75%. Likewise will personnel not be exposed to temperatures lower than –5° Celsius.
27. All workers shall have access to a shaded eating and resting place on site.
28. Workers executing tasks in rivers, trenches and other natural or artificial water ways shall be made aware of the hazard of flash floods and special precautions shall be made by the P C to implement an effective flood warning system.
29. Personnel executing work during rainy weather or under other wet conditions shall be equipped with proper gumboots and proper rain suits.
30. No personnel will be allowed to work in water unless gumboots are worn. Should the water be deeper than 300mm watertight suits shall be worn.
31. All ladders shall be fixed against scaffolding or other permanent structures.
32. Welding on site shall only be done by trained personnel behind adequate eye protecting shields and all welders shall wear proper protective gear.
33. Personnel operating grinders, saws or any other hand tools of similar description, shall be equipped with the necessary eyewear and ear protection.
34. All personnel working under potentially dusty conditions shall wear nose and mouth filters.
35. Workers operating rock drilling equipment shall wear ear, nose and eye protection.
36. All scaffolding will comply with the H&S regulations.
37. Blasting will be done by specialists under the regulations of the Explosives Act.
38. Workers shall wear protective clothing when exposed to chemicals like cement, lime, detergents, tar, fumes, etc. Should work be executed in the presence of such material, adequate protective clothing and equipment shall be issued by the P C.
39. Workers and other personnel will be trained for fire procedures and will practise such fire drill on a regular basis.
40. Assembly areas for emergency evacuations will be indicated by adequate signage.
41. All transport supplied by the P C shall be on road worthy vehicles only and all transport shall be conducted in terms of the transport act.
42. Drivers of vehicles shall be responsible for the roadworthiness of vehicles and will report any dysfunctional vehicles to the P C.
43. All drivers will be responsible to handle vehicles in such a way to comply with the transport act.

44. Passengers of vehicles shall report any unsafe conduct to the P C immediately.
45. Only trained personnel shall be permitted and required to operate construction machinery. All such machinery shall be maintained in a safe working condition.
46. All vehicles operating on site shall have audible warning signals if driven backwards.
47. No vehicle shall be kept on site if it is leaking oil or other substances.
48. No vehicle or equipment shall be operated on site if it produces noise above 90 decibel measured within a distance of 10,0 m from the unit.
49. All excavations on site shall be adequately protected and not only indicated.
50. All refuse, unsafe material, potential hazardous material and rubbish shall be placed in designated areas to be removed on a regular basis.
51. Rainwater shall be contained in trenches or pipes in such a way that it will not cause contamination of material in this refuse areas.
52. All electrical sources or cables or overhead power lines should be regarded as live at all times and all workers on site shall be made aware of its existence during H&S meetings and as many times as necessary.
53. Adequate signage shall be used on site to indicate
- Non smoking areas on site
 - Safety exits / Emergency exits from buildings under construction
 - Stairs (temporary and permanent works)
 - Toilets
 - Fire fighting equipment
 - Workmen busy with equipment overhead
 - Fire assembly points
 - Fire escapes
 - Areas where members of the public are not allowed.
 - First aid room/facilities
54. All visitors to the site shall be granted permission to the site only upon application through a predetermined procedure and records of these visitors shall be kept in the H&S file. Visitors shall attend safety induction training before entering the site.
- Areas out of bounds to all visitors shall be indicated clearly by means of adequate signs.
55. Work performed in public servitudes like the construction of streets or roads shall be done according to the specifications of the local or national authority and adequate signage shall be implemented.

56. People complaining about their health or people displaying symptoms of illness or disease, shall be allowed to go to the first aid facility or to visit a doctor or a clinic. Permission shall not be withheld unreasonably. In remote areas the P C is required to have reasonable ways of transporting people to a doctor or clinic whether the person is ill or injured on site.
57. Personnel must be informed about the location of the nearest doctor or clinic for casualty purposes and the P C shall provide such transport for injured workers.

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SECTION II

HEALTH & SAFETY ACT 1993 GUIDELINES FOR CONTRACT ADMINISTRATION IN TERMS OF THE CONSTRUCTION REGULATIONS 2003

SECTION II

ESKOM DISTRIBUTION EASTERN REGION

**GUIDELINES FOR CONTRACT ADMINISTRATION
IN TERMS OF THE CONSTRUCTION REGULATIONS 2003
HEALTH & SAFETY ACT 1993**

SECTION 1 AND 2

1. PURPOSE OF THIS DOCUMENT

The document is in terms of the Construction Regulation 2003 of the Health and Safety Act 1993.

2. BACKGROUND

The Minister of Labour has on 18 July 2003 under section 43 of the Occupational Health and Safety Act 1993 (Act No. 85 of 1993) published new regulations in the Government Gazette 7721, Vol. 456. They have immediate effect and are applicable to the Construction Environment.

These regulations inter alia identify the different role players and their responsibilities, particularly the role of the client, the contractor and that of the designer.

The Construction Regulations endeavour to ensure that:

- i) Hazards or potential hazards to a healthy working environment are identified.
- ii) These hazards or potential hazards are removed or minimised.
- iii) Employers and Workers are made aware of the value of safe working procedures and train themselves to work safely in potential hazardous environments or under potentially unsafe conditions.

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ESKOM DISTRIBUTION EASTERN REGION

GUIDELINES FOR CONTRACT ADMINISTRATION
IN TERMS OF THE CONSTRUCTION REGULATIONS 2003
HEALTH & SAFETY ACT 1993

SECTION 5

5. THE PRINCIPAL CONTRACTOR (P C) AND CONTRACTOR

The responsibilities of these parties are comprehensively stipulated in the regulations.

5.1	In general it can be seen that the responsibilities of the PC (Principal Contractor) towards his contractors is Mutatis Mutandis to the responsibilities of the Client towards the PC.	
5.2	The PC is responsible for the collecting of these contractors' safety plans and to hold them to it.	Clause 5(1) and 5(2)
i)	He should also stop his contractors should they work unsafely.	Clause 5(3)(d)
ii)	He should appoint safety officers should the size of the work warrant it.	Clause 6(6)
iii)	He should cause a risk assessment to be executed by a competent person.	Clause 7(1)
iv)	Visitors to his site should undergo induction pertaining to H&S issues.	Clause 7(8)
v)	He shall see to his employees induction and H&S training.	Clause 7(7)
vi)	The employees of the PC and his contractors shall wear visible proof of their induction training.	Clause 7(9)(a)
5.3	The regulations also covers the detail of:	
	• Fall protection	Clause 8
	• Structures (under this heading the responsibilities of the designer of a structure is found)	Clause 9
	• Formwork and support work	Clause 10
	• Excavation work	Clause 11
	• Demolition work	Clause 12
	• Tunnelling	Clause 13
	• Scaffolding	Clause 14
	• Suspended platforms	Clause 15
	• Boatswain's chairs	Clause 16
		Clause 17

• Material hoists	Clause 18
• Batch plants	Clause 19
• Explosive powered tools	Clause 20
• Cranes	Clause 21
• Construction vehicles and mobile plant	
• Electrical installation and machinery on construction sites	Clause 22
• Use and storage of flammable liquids on construction sites	Clause 23
• Water environment	Clause 24
• Housekeeping on construction sites	Clause 25
• Stacking and storage on construction sites	Clause 26
• Fire precautions on construction sites	Clause 27
• Construction welfare facilities	Clause 28

8. THE ROLE OF THE PRINCIPAL CONTRACTOR

The principal contractor should execute the following duties:

.1 Provide a health and safety plan.	5(1)
.2 See that his contractors comply with the regulations.	5(2)
.3 He should discuss the particular H&S plan.	5(5)
.4 He should have his H&S plan available.	5(6)
.5 He should have an H&S file available on site and hand it over to the client upon completion.	5(7)
.6 He should not employ contractors who are not capable.	5(10)
.7 He should have full time supervision on site.	6(1) to 6(8)
.8 He should produce a risk assessment of the work.	7(1)
.9 He should train his employees.	7(4)
.10 He should introduce induction training on site.	7(7)/ 7(8)
.11 All physical aspects of the regulations as in terms of the regulations.	

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ESKOM DISTRIBUTION EASTERN REGION
GUIDELINES FOR CONTRACT ADMINISTRATION
IN TERMS OF THE CONSTRUCTION REGULATIONS 2003
HEALTH & SAFETY ACT 1993

SECTION 10

10. CONTRACT DOCUMENTATION

The contract documentation needs to emphasize the following points in order to comply with the Health and Safety Act 1993 and the Construction Regulations 2003.

A. In the Specification section

1. Health and Safety Specification

The Client shall issue the Principal Contractor with his Health and Safety specification and it shall be included as such in the document.

2. Risk Assessment

This can form part of the contract specifications.

It is necessary to identify to the contractor:

- i) The situation on site as it is with all the potential hazards and dangers involved.
- ii) The nature of the work and the situations that the average contractor would encounter during the execution of the work. The nature of the work and the expected risks should be described in particular as well as the method and the sequence of the work.
- iii) The basic safety precautions that he should take.
- iv) The Safety and Health specification of the client.
- v) To allow sufficient items in the bill of quantities for the tenderer to price for the specified H&S precautions.

3. Insurance

The contractor shall affect insurance indemnifying the client against penalties levied upon the client due to the acts or omissions of the contractor in failing to comply with the provisions of the H&S regulations 2003.

The contractor shall prove to the project manager/contract manager that such insurance has been affected and maintained during the construction.

B. The Tender Rules

The tender rules shall contain a clause requiring the contractor to submit a H&S plan based on the risk assessment given in the contract document. It should also state that the client is bound by law not to appoint a contractor should he be reasonably sure that the contractor would not be able to execute the work safely should he be appointed.

The following example is recommended.

Compliance with the Regulations of the H&S Act 2003

Tenderers are required to provide a Health and Safety Plan which will be specific to the site where work will be performed. Generic documents will be disregarded. Such H&S plan should give details regarding the tenderers intention of dealing with the risks.

Failure to submit such H&S plan will result in disqualification of the tender.

Tenderers are informed that the client is bound by law not to accept a tender should he be reasonably sure that the tenderer will not be able to execute the work safely.