



Document title :	<b>Minimum SHE Requirements for Construction Related RFQ projects</b>		
Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

**1. SCOPE OF WORK:**

Installation of ceiling and painting them thereafter

**2. PURPOSE**

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

**3. APPLICABILITY**

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

**4. APPOINTMENTS**

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

**5.INSURANCE**

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

**6.COSTING FOR SHE REQUIREMENTS**

The contractor is responsible for ensuring that SHE costing is taken into consideration for the entire project/contract as this will ensure they comply with the SHE legislative requirements

**7. INDUCTION**

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction



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### 8. SUBMISSION OF SAFETY FILE

- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

### 9. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task based risk assessments will be done daily with every task being done.

### 10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:

- Emergency plan, incident investigation procedure, vehicle procedure, hand tool procedure, waste management, fall protection plan, ladder procedure, etc...
- Method statement for the entire works

### 11. WORKING AT HEIGHTS

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be complied with by the contractor at all times.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.

### 12. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.



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- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
  - Audiograms.
  - A cardio-respiratory examination
  - Lung function tests.
  - Eye/ sight tests.
  - A general physical examination.
  - A review of previous medical history.
  - Blood pressure tests
  - Glucose tests
  - Vaccinations (Hepatitis A & Typhoid)

### 13. TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

### 14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE



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#### **15. WORKPLACE SIGNAGE**

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

#### **16. INCIDENT REPORTING AND INVESTIGATION**

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

#### **17. NOTIFICATION OF CONSTRUCTION WORK**

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

#### **18. COMPLIANCE MONITORING**

- Weekly inspections and monthly audits will be conducted on site.

#### **19. PROJECT COMPLETION**

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.



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Project details						
<b>Project Scope:</b> Installation of ceiling and painting them thereafter						
<b>Depot / Site / Department:</b> Zandfontein depots						
<b>Estimated duration:</b> TBC						
Documents required						
Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Items required before starting						
Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
APPOINTMENTS AND COMPETENCIES						
<u>Construction Supervisor</u>						
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<u>Safety Officer</u>						
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>NB* Other appointments will be based on the number of employees on site as required by law.</b>						



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**RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES**

CONTRACTOR:

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at ..... on this ..... Day of ..... 20.....

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE



## HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Zandfontein depot
PROJECT DESCR:	Ceiling installation and painting

### POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
Submission of Safety file	<ul style="list-style-type: none"> <li>✓ Unapproved safety file/ working without safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe work conducted in the clients premises</li> <li>✓ Non adherence to the clients safety requirements</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fatalities, injuries, damage to property</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Compile safety file and submit it to the OHS department for approval</li> <li>✓ Employees need to be inducted</li> <li>✓ Employees work and safety file will be audited and monitored while they are on site</li> </ul>
Transportation of material to site	<ul style="list-style-type: none"> <li>✓ Unsafe road conditions</li> <li>✓ Un-road worthy vehicles</li> <li>✓ Equipment and material not safely secured</li> <li>✓ Incompetent drivers</li> <li>✓ Driving under the influence of alcohol</li> <li>✓ Inclement weather</li> <li>✓ Speeding</li> </ul>	<ul style="list-style-type: none"> <li>✓ Accident</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal injuries</li> <li>✓ Property damage</li> </ul>	<b>Moderate</b>	<ul style="list-style-type: none"> <li>✓ Adherence to the speed limit</li> <li>✓ Only competent/ authorised drivers should operate the vehicle</li> <li>✓ Inspection of vehicles</li> <li>✓ Equipment and material to be properly secured</li> <li>✓ Alcohol testing to be done</li> </ul>
Offloading of material and loading	<ul style="list-style-type: none"> <li>✓ Faulty machinery</li> <li>✓ Poor ergonomics</li> <li>✓ Equipments (suspended load) falling on employees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hands can be caught in between materials</li> <li>✓ Obstructed walkways by materials</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Back sprain</li> </ul>	<b>Low</b>	<ul style="list-style-type: none"> <li>✓ The correct PPE must be worn</li> <li>✓ Designate the stacking areas and put signs</li> <li>✓ Stacking and storage inspector must be appointed and in charge</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Unsafe slings and guide ropes</li> <li>✓ uneven surface</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe stacking of materials</li> </ul>			
Working at heights	<ul style="list-style-type: none"> <li>✓ Use of a step ladder, scaffold.</li> <li>✓ Lack of the correct PPE and suitable or PPE not worn correctly, accessing facilities, coupled to unplanned work methods.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falling from height</li> <li>✓ Equipments falling from heights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Wear task specific PPE - lifelines, hard hats, safety shoes, overalls, harnesses.</li> <li>✓ Adhere to correct safe work procedure.</li> <li>✓ Provide proper training for employees working at heights</li> <li>✓ Only employees that are fit to work at heights are permitted to conduct this task.</li> <li>✓ Compile a fall protection plan and adhere to its requirements.</li> <li>✓ Place tools in the tool bag that can be fastened to the waist.</li> <li>✓ Appoint ladder inspector and Fall Protection Planner</li> </ul>
Access to roof	<ul style="list-style-type: none"> <li>✓ Unauthorised persons</li> <li>✓ Unbarricaded working site</li> <li>✓ Unstable roof</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falling from height</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Place construction signs</li> <li>✓ Barricade the area</li> <li>✓ Supervisor should always be at work</li> </ul>
Installation of ceiling and painting	<ul style="list-style-type: none"> <li>✓ The use of hand tools</li> <li>✓ Paint</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incorrect use of hand tools</li> <li>✓ Using the wrong tools for the task</li> <li>✓ Using damaged tools</li> <li>✓ Accidental ingestion of chemical</li> <li>✓ Chemical skin contact</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Skin irritation</li> <li>✓ Vomiting, nausea, stomach upsets</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Appoint hand Tool Inspector</li> <li>✓ Compile safe use procedure for hand tools</li> <li>✓ Enforce adherence to the procedure</li> <li>✓ Inspect hand tools</li> <li>✓ Keep the MSDS for bonding sealant</li> <li>✓ Ensure every employee is familiar with the contents of the MSDS</li> </ul>



		✓ Paint fumes inhalation			
Housekeeping	✓ Poor housekeeping	✓ Trip and fall	✓ Trip and fall injuries	<b>Low</b>	✓ Remove all equipments/ tools that will not be needed for the tasks ✓ Clean all the areas after each task

### RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g. Damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High