



## V & A WATERFRONT HOLDINGS (PTY) LTD

<b>Section:</b>	SHE Management System	<b>Procedure No:</b>	E2.10
<b>Subject:</b>	Health and Safety Specifications	<b>Revision:</b>	08
<b>Applicable to:</b>	All Employees & Contractors	<b>Date Revised:</b>	<b>October 2018</b>
<b>Approved by:</b>	Executive Manager: Operations	<b>Next revision:</b>	<b>October 2019</b>

### FOREWORD

This health & safety specification has been compiled under the guidelines of the Occupational Health & Safety Act no, 85 of 1993 as amended (the Act).

It must be clear that this document is a management tool and should be used at work in order to comply with the aforementioned Act.

Should there be any contradiction between this document and the Act; the Act must take preference except where explicitly stated.

Similarly, where this document is silent on a specific health & safety requirement, the Act must be used as the minimum requirement.

Should you be unclear about anything set out in this document, please contact the V&A WATERFRONT HOLDINGS (PTY) LTD Head Office.<sup>i</sup>

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## **1. Introduction and background**

### **1.1 Background to the Health and Safety Specifications (also termed these Specifications)**

The V&A Waterfront Holdings (PTY) LTD need to control its activities or the activities of contractors working at the V&A Waterfront Holdings (PTY) Ltd in such a way that the continual improvement process toward safety, health and the environment is sustained.

### **1.2 Purpose of the Health and Safety Specifications**

To assist in achieving compliance with the Occupational Health & Safety Act 85/1993 (OHS Act) and the now promulgated Construction Regulations, 2014 in order to prevent or as far as possible, reduce incidents and injuries. These specifications shall act as the basis for the drafting of the Principal Contractor's and Contractors' construction phase health & safety plans.

The health & safety specifications set out the requirements to be followed by the Principal Contractor and other Contractors so that the health & safety of all persons (including the public) potentially at risk may receive the same priority as other facets of the project e.g. cost, programme, environment, etc.

### **1.3 Implementation of the Health and Safety Specifications**

The Project Managers / Head of Departments of V & A Waterfront Holdings (Pty) Ltd (Client) shall, for the contractors with whom a contract was entered into, ensure that a copy of this procedure is issued to the responsible person of the contracting company. This health & safety specification forms an integral part of the contract, and the Principal Contractor is required to use it when drawing up its project-specific Construction phase health & safety plan. The Principal Contractor must forward a copy of these specifications to all Contractors at their bidding stage so that they can in turn prepare health & safety plans relating to their operations.

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## 2. HEALTH AND SAFETY SPECIFICATIONS

### 2.1 Scope

These Specifications covers the requirements for eliminating and mitigating incidents and injuries on contract. The scope also addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture amongst those working on the project. These health & safety specifications also make provision for the protection of those persons other than employees.

These Specifications aims to address the duties laid upon the Client in terms of the Construction Regulations. The initial risk assessment attached to this document is just the known pre-construction hazards identified and should be used as a starting point for the Principal Contractor and all other contractors to elaborate on their own risk assessments.

### 2.2 Interpretations

#### 2.2.1 Application

This specification document is drawn up in terms of the Occupational Health & Safety Act no 85 of 1993 (OHSA) and is therefore binding. It must be read in conjunction with all other relevant legislation as applicable.

#### 2.2.2 Definitions

The definitions as listed in the Occupational Health & Safety Act 85/1993 and Construction Regulations, 2014 shall apply.

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## 2.3 Minimum Administrative Requirements

### 2.3.1 **Notification of Intention to Commence Construction Work**

The Principal Contractor shall notify the Provincial Director of the Department of Labour in writing 7 days prior to commencement of construction work. A copy of this notification must be held in the Principal Contractor's health & safety file on site.

### 2.3.2 **Assignment of the Principal Contractor's / Contractor's Responsible Persons to Supervise Health and Safety on Site**

The Principal Contractor and all Contractors shall make supervisory appointments as well as other relevant appointments in writing as stipulated by the OHS Act and Construction Regulations, 2014 prior to commencement of work.

### 2.3.3 **Competence of the Principal Contractor's / Contractor's appointed Competent Persons**

The Principal Contractor's and all Contractors competent persons for the various risk management portfolios must fulfil the criteria as stipulated under the definition of 'Competent' in accordance with the Construction Regulations, 2014. (Proof of competence must be attached to their appointment letters)

### 2.3.4 **Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)**

The Principal Contractor shall have in its possession a letter of good standing with its Compensation assessor as proof of registration. Contractors shall hold proof of workman's compensation assurance registration in the form of a letter of good standing and forward a copy to the Principal Contractor before they begin work on site.

### 2.3.5 **Safety, Health & Environment (SHE) policy**

The Principal Contractor and all Contractors shall submit a SHE Policy signed by its Chief Executive Officer. The Policy should outline the Employer's objectives as well as how they will be achieved and implemented by the Employer.

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## 2.3.6 Health and Safety Organogram

The Principal Contractor and all Contractors shall prepare an organogram, outlining the site management health & safety structure including the relevant appointments /competent persons. The organogram shall reflect the intended positions. The organogram must be updated when there are any changes in the Site Management Structure.

## 2.3.7 Preliminary hazard identification and risk assessment and progress hazard identification and risk assessment

The Principal Contractor shall cause a hazard identification to be performed by a competent person before commencement of construction work. The assessed risks shall form part of the construction phase health and safety plan submitted for approval by the Client. The risk assessment must include:

- a) A list of hazards identified as well as potentially hazardous tasks;
- b) A documented risk assessment based on the list of hazards and tasks;
- c) A set of safe work procedures (method statements) to eliminate, reduce and / or control the risks assessed;
- d) A monitoring and review procedure of the risk assessments as the risks change.

The Principal Contractor shall ensure that all Contractors inform, instruct and train their workers regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop. This training should be carried out in the form of toolbox health & safety talks. Contractors must conduct their own toolbox talks and submit proof of these talks to the Principal Contractor at least weekly.

The Principal Contractor shall be responsible for ensuring that all persons who could be negatively affected by its operations are informed and trained according to the hazards and risks and are conversant with the safe work procedures, control measures and other related rules (tool box talk strategy to be implemented).

All Contractors must conduct risk assessments specific to their operations and forward a copy to the Principal Contractor. The Principal Contractor when required must report on the status of these risk assessments.

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## 2.3.8 Health and Safety Representative(s)

The Principal Contractor and all Contractors shall ensure that Health and Safety Representative(s) are appointed under consultation with the employees and trained to carry out their functions. The appointments must be in writing. The Health and Safety Representatives shall carry out regular inspections (at least once per month), keep records and report all findings to the Responsible Person forthwith and at health & safety meetings. Health & safety representatives are required as soon as an Employer has 20 employees on site in accordance with Section 17 of OHS Act 85/1993.

## 2.3.9 Health and Safety Committees

The Principal Contractor shall ensure that project health and safety committee meetings are held monthly and minutes are kept on record. Meetings must be organised and chaired by the Principal Contractor's Responsible Person and that person must be appointed in writing as the SHE committee's chairperson. All Contractors' Responsible Persons and Health & Safety Representatives shall attend the Principal Contractor's monthly health & safety meetings. Contractors shall also have their own internal health & safety committees and meetings in accordance with the OHS Act 85/1993 and minutes of their meetings shall be forwarded to the Principal Contractor on a monthly basis as soon as an Employer has more than 20 employees on site, internal health & safety meetings are mandatory

## 2.3.10 Health and Safety Training

### 2.3.10.1 Induction

The Principal Contractor shall ensure that all site personnel undergo a site-specific health & safety induction training session before any worker starts work. A record of attendance shall be kept in the health & safety file. A suitable venue must be available to house this training.

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## 2.3.10.2 Awareness

The Principal Contractor shall ensure that, on site, periodic toolbox health & safety talks take place at least once every week. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the health & safety file. All Contractors have to comply with this minimum requirement and submit proof to the Principal Contractor.

## 2.3.10.3 Competence

All competent persons must have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out. This will have to be assessed on a regular basis e.g. training, evaluation and periodic audits by the Client, progress meetings, etc. The Principal Contractor is responsible to ensure that competent Contractors are appointed to carry out construction work.

## 2.3.11 General Record Keeping

The Principal Contractor and all Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993, and with the Construction Regulations, 2014. The Principal Contractor shall ensure that all records of incidents/accidents, emergency procedures training, inspections, audits, etc. are kept in a health & safety file held in the site office. The Principal Contractor must ensure that every Contractor keeps its own health & safety file, maintains the file and makes it available on request.

## 2.3.12 Health & Safety Audits, Monitoring and Reporting

The Client shall conduct monthly health & safety audits of the work operations including a full audit of physical site activities as well as an audit of the administration of health & safety. The Principal Contractor is obligated to conduct similar audits at least monthly on all Contractors appointed by it and keep audit reports in its health & safety file. Contractors have to audit their sub-contractors and keep records of these audits in their health & safety files, made available on request.

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## 2.3.13 Emergency Procedures

The Principal Contractor must prepare a detailed Emergency Procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies;
- Information on any hazardous material/situations.

Emergency procedure(s) shall include, but shall not be limited to: fire; chemical spills; injury to employees; damage to material/equipment/plant; use of hazardous substances; bomb threats; major incidents/accidents; etc. The Principal Contractor shall advise the Client in writing forthwith, of any emergencies, together with a record of action taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

All media and other interested parties must be directed to the Client's media liaison officer. No person may comment on any incident on site without prior approval from the Client.

## 2.3.14 First Aid Boxes and First Aid Equipment

The Principal Contractor and all Contractors shall appoint First Aider(s) in writing. The appointed First Aider(s) must be certificated. Copies of valid certificates are to be kept on site. The Principal Contractor must provide an on-site First Aid Station with first aid facilities, including at least 1 (one) first aid box adequately stocked at all times in accordance with the annexure to the General Safety Regulations (OHS Act 85/1993) — minimum contents of a first aid box. All Contractors with more than 5 employees shall supply their own first aid box. Contractors with more than 10 employees shall have their own trained, certified first aider on site at all times.

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## 2.3.15 Incident / Injury Reporting and Investigation

Injuries are to be categorised into first aid; medical; disabling; and fatal. The Principal Contractor must stipulate in its health & safety plan how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. The Principal Contractor must investigate all injuries, with a report being forwarded to the Client forthwith.

All Contractors have to report on injuries to the Principal Contractor at least monthly. Contractors must investigate injuries and accidents involving their employees and forward a copy of the investigation report to the Principal Contractor forthwith. Contractors must also report on the injury categories to the Principal Contractor at least monthly in the form of a spreadsheet. The Principal Contractor must report all injuries to the Client in the form of a detailed injury report at least monthly including man-hours worked for the month as well as a cumulative total. All incidents reportable in terms of the provisions of Section 24 of the OHS Act, 1993 must be reported to the local Dept. of Labour in the prescribed manner — Annexure 1, Regulation 9 of the General Administrative Regulations.

## 2.3.16 Hazards and Potentially Hazardous Situations

The Principal Contractor shall immediately notify other Contractors as well as the Client, in writing, of any hazardous or potentially hazardous situations that may arise during the performance of construction activities.

## 2.3.17 Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall provide its employees with task specific PPE and enforce the use thereof. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times according to the risk assessments.

The above procedure applies to Contractors and their Sub-contractors, as they are all Employers in their own right and must therefore provide their own PPE.

Every Contractor is responsible for supplying the necessary PPE to its own employees. Labour Only Contractors appointed by the Principal Contractor become the responsibility of the Principal Contractor.

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## 2.3.18 Occupational Health and Safety (OHS) Signage

The Principal Contractor must provide adequate on-site OHS signage. Including but not limited to: 'no unauthorised entry', 'report to site office', 'site office', 'beware "overhead work"', 'hard hat area'. Signage must be posted up at all entrances to site as well as on site at strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations.

The necessary pavement / road signage must also be strategically placed where necessary as indicated in the Principal Contractor's health & safety plan. Health & Safety signage must be well maintained including weekly inspections, cleaning, replacement and repair.

## 2.3.19 Permits

Permits required for the tasks performed by the Principle Contractor be the responsibility of him / her to obtain and ensure compliance.

## 2.3.20 Contractors and Sub-contractors

The Principal Contractor shall ensure that all Contractors appointed by it comply with this Specification, the OHS Act 85/1993 and all other relevant legislation that may relate to the activities directly or indirectly. The Contractor, when appointing other Contractors as 'Sub-contractors', shall mutatis mutandis ensure compliance as if it was the Principal Contractor. The Principal Contractor may only appoint a contractor after approving the contractor's health & safety plan. The Principal Contractor must audit each of its contractors on a monthly basis, with audit reports filed in the health & safety file on site.

The audit must include an administrative assessment as well as a physical inspection of the contractor's health & safety system. The Principal contractor must stop any Contractor from carrying out construction work that is not in accordance with the Principal Contractor's or Contractor's health& safety plan or if there is an immediate threat to the health and safety of persons.

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The principal contractor shall take all reasonable steps necessary to ensure cooperation between all contractors to enable each of those contractors to comply with the provisions of these regulations;

The Principal Contractor shall take all reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site: Provided that the steps taken shall include periodic audits at intervals mutually agreed upon between the Principal Contractor and Contractors, but at least once every month.

The Principal contractor must ensure that where changes are brought about to the design and construction, that sufficient health and safety information and appropriate resources are made available to Contractors so as to allow them to execute the work safely.

The Principal Contractor must ensure that every contractor is registered and in good standing with a recognised compensation fund or with a licensed compensation insurer prior to work commencing on site;

The Principal Contractor must ensure that potential Contractors submitting tenders have made provision for the cost of health and safety measures during the construction process;

The Principal Contractor shall discuss and negotiate with the Contractor the contents of the health and safety plan and shall finally approve that plan for implementation; The Principal Contractor shall hand over a consolidated health and safety file to the client upon completion of the construction work and shall include a record of all drawings, designs, materials used and other similar information concerning the completed structure;

The Principal Contractor shall only appoint a Contractor to perform construction work unless the Principal Contractor is reasonably satisfied that the Contractor he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely.

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## 2.3.21 Public and Site Visitor Health & Safety

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers. Appropriate health and safety notices and signs shall be posted up, but shall not be the only health & safety measures taken

Both the Client and the Principal Contractor have a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

The site must be suitably hoarded at all times with a limited number of access points which must be controlled to ensure safe access and egress. The access points must be kept closed and must have the adequate notices displayed (see item 2.3.18). Hoarding of height 1.8m, constructed of 'ready fence' panels with adequate supports to withstand strong wind conditions and covered with shade cloth, will be deemed adequate.

Hoarding should be inspected on a daily basis and must be secured (closed and locked) before the end of every work shift. Other public protection measures are dealt with under the section on scaffolding.

Site visitors must be briefed on the hazards they may be exposed to as well as what measures are in place or should be taken to control these hazards. As per the Construction Regulations, a record of these 'inductions' must be kept on site (attendance register or visitors book with site rules leaflet).

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## 2.3.22 Night Work (Before and After Hours)

The Principal Contractor must ensure that adequate lighting is provided to allow for work to be carried out safely.

## 2.3.23 Construction Health & Safety Officer

A **part-time** construction health & safety officer will be required to conduct the following duties:

- a) Health & safety audits and inspections including administrative and physical audits of all Contractors' health & safety plans, files and activities, and record findings in the form of audit reports to be kept in the health & safety file;
- b) Maintain the Principal Contractor's health & safety plan and file;
- c) Investigate near misses, incidents and injuries;
- d) Co-ordinate the function of reviewing the hazard identifications and risk assessments;
- e) Assisting with method statements (safe work procedures) and checking whether the responsible persons follow these procedures. The construction health & safety officer should visit site on a regular basis (at least once per week).

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## 2.3.24 Penalties

Penalties may be imposed for ongoing non-compliance with the provisions of the Client's health & safety specification and the Principal Contractor's health & safety plan. The penalty procedure shall consist of a written warning with a compliance time frame.

**Failure to comply within the time frame stipulated would result in a R1040 penalty per non-compliance item per day that the noncompliance persists.**

## 2.4 Physical Requirements

### 2.4.1 Demolition Work

Prior to any demolition work being carried out, the Principal Contractor / Contractor shall prepare a set of safe work procedures (included as part of the health & safety plan) and a detailed engineering survey where applicable.

The Contractor shall appoint a competent person in writing to supervise and control all demolition work on site. The Contractor must ensure that any partly demolished structure does not pose safety risk to workers.

Should the Contractor be in doubt about the safety of a partly standing structure, the structure must be demarcated at a reasonable distance and sign posted, warning persons of the risk.

The Contractor must ensure that no persons work, move or stand under any partly demolished overhanging material, which has not been adequately shored, braced or supported. Any support work must be designed to withstand the load being imposed on it, the design must be held on site.

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Where the stability of an adjoining structure, building or road may be negatively impacted, the Contractor must take all necessary steps to ensure the stability thereof. The Contractor must ascertain the location and nature of electricity, water, gas or other similar services, which may be affected by the work being performed. A safe method of removal or work around these services must be drawn up.

Safe and convenient access must be provided to all work areas. While demolition is taking place, all persons must be kept well away from the operation.

Method statements must include what applicable personal protective equipment and clothing is required. The minimum being leather gloves; steel toecap boots; hard hats where overhead work is being carried out; eye protection where the risk of eye injury exists i.e. cutting, grinding, hot work, impact work; hearing protection for operators and other workers exposed to noise over 85dB(A).

## 2.4.2 Existing Structures

Any existing structures that may be affected by construction work must be deemed safe by means of a structural inspection and report compiled by a competent person and forwarded to the Client and Principal Contractor before any persons are exposed to the risk.

Inspections of these existing structures must be conducted in compliance with the recommendations of the same competent person. All relevant health & safety information must be brought to the attention of the Principal Contractor and contractors forthwith.

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## 2.4.3 Edge Protection and Penetrations

The Principal Contractor must ensure that all exposed edges and openings are guarded and demarcated at all times until permanent protection has been erected. These guards must be constructed of scaffold tubing or a material offering similar protection. Guard rails should be painted yellow to minimise the chance of them being used for purposes other than edge protection.

The Principal Contractor's risk assessment must include the following areas: Protection of decking edges; finished floor slab edges; stairways; floor penetrations; lift shafts; and all other openings and areas from where a person may fall. The Principal Contractor and contractors' fall protection plans must include the management of edge protection and penetrations.

## 2.4.4 Stacking of Materials

The Principal Contractor and other relevant Contractors shall ensure that there is an appointed stacking supervisor. All materials, formwork and all equipment must be stacked and stored safely, on level, compacted ground, out of access ways and no more than three times the minimum base width in height. Pallets of bricks may not be stacked more than two pallets above each other.

## 2.4.5 Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant Contractors must provide the necessary training and information as far as the use, transport, and storage of HCS.

The Principal Contractor shall ensure that the use, transport, and storage of HCS are carried out as prescribed in the HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have Material Safety Data Sheets (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.

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Flammable substances must be stored in a separate area, away from other materials. A competent person should be appointed to be in control of this portfolio.

## 2.4.6 Asbestos and asbestos related work

The removal and maintenance of asbestos containing products must be conducted under controlled conditions as specified in the Asbestos Regulations. An asbestos inventory and assessment was conducted, the results of which are available from the Client. The extent of the asbestos containing products is limited to the roof area, gutters and down pipes. Should any confusion exist as to the presence of any asbestos present, the Principle contractor shall take the necessary precautions as if asbestos is present.

The onus is on the principle contractor to obtain a copy of such inventory from the Client.

## 2.4.7 Archaeological sites

Sites and areas of Archaeological and Cultural significance should be identified on sites and demarcated prior to commencing work. Any new or possible findings of archaeological and Cultural significance shall be reported to the Client and not be tampered with until an Archaeologist has assessed and advised the Client on actions to take.

Graves are not to be interfered with in any way. Retain a respectful distance from these sites when working or driving past. Supervisors / Managers shall ensure that the locations of these sites are communicated to their employees.

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## 2.4.8 Effluent Water

No effluent water or water contaminated with oil or any other chemical is to be washed down the storm water drains.

## 2.4.9 Water Restrictions

All contractors and sub-contractors must adhere to the water restrictions implemented by City of Cape Town, for more information on water restrictions contractors visit the City of Cape Town's website.

## 2.4.10 Water Environment

A contractor shall ensure that where construction work is done over or in close proximity to water, provision is made for-

1. Preventing workers from falling into water; and
2. The rescuing of workers in danger of drowning.

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## 2.5 Plant and Machinery

### 2.5.1 Construction Plant

“Construction Plant” includes all types of plant including but not limited to, cranes, piling rigs, excavators, road vehicles, and all lifting equipment. The Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act 85/1993 and the relevant regulations.

The Principal Contractor and all relevant Contractors shall inspect and keep records of inspections and load tests of the construction plant used on site. Only authorised / competent persons may use machinery and the proper supervision must be provided.

Appropriate PPE and clothing must be provided and maintained in good condition at all times.

### 2.5.2 Vessels under Pressure (VuP) and Gas Bottles

The Principal Contractor and all relevant Contractors shall comply with the Vessels under Pressure Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate firefighting equipment (Fire Extinguishers) on hand;
- Oxygen and acetylene bottles must be secured in an upright position and must not show signs of corrosion or damage.

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## 2.5.3 Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor and relevant Contractors shall provide adequate, regularly service firefighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required.

A **minimum of four 9kg dry chemical powder or CO2 fire extinguishers** must be available in and around the site office establishment and stores.

Wherever hot work is taking place, additional fire extinguishers must be on hand. Contractors are responsible for ensuring compliance with hot work procedures and must be in possession of method statements detailing the safe working procedures.

No hot work may be undertaken unless authorised by the Principal Contractor's Construction Work Supervisor (CR 8(7) appointed person). Hot work will be seen to include: arc welding and cutting; gas welding and cutting; grinding / cutting where sparks may result; use of handy gas; any other operation resulting in an open flame or sparking.

## 2.5.4 Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use and complies with the minimum legislated requirements. The necessary requirements as stipulated by the OHS Act 85/1993 and Construction Regulations, 2014 shall apply.

The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health & safety file. Any load test requirements and inspections in terms of legislation must be complied with and copies of load test certificates and inspections must be kept in the health & safety file. All relevant Contractors must ensure the same.

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## 2.5.5 Fall Protection / Scaffolding / Working in elevated positions

Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall protection plan in accordance with Construction Regulations 10 before this work is undertaken.

All scaffolding must comply with the requirements of the relevant SABS standards. Scaffolding must be declared safe for use by a competent scaffold inspector who must complete the scaffold register. Inspections must then be carried out weekly, after bad weather, after any alterations, after an incident, and before dismantling. The Principal Contractor must keep all scaffold inspection registers on site.

Where scaffolding or work from scaffolding may negatively affect the public, the necessary protective measures must be implemented. Shade cloth must be used to enclose the entire scaffolding framework from top to bottom. Should the scaffolding be adjacent to an existing pavement of similar public walkway, a pavement gantry will be required (overhead protective structure).

Working in elevated positions requires the preparation of a fall protection plan. The plan must include a risk assessment and method statements / safe work procedures. All persons working in elevated positions must be evaluated for physical and psychological fitness. All persons working in elevated positions must be trained and records of this training must be kept on site. All openings, edges, and the like must be adequately guarded.

Work from elevated positions may only be conducted as if it were being conducted from a safe ladder or safe scaffold. Where fall prevention or fall arrest devices are being used, the correct devices must be used for the purpose and they must be properly maintained. Workers must be trained into the use and maintenance of the fall prevention and arrest equipment/devices.

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All scaffolding platforms above 2m from the ground must be complete with guardrails and toe boards and must be fully boarded as per the requirements of general-purpose scaffold platforms (5-board platforms).

Mobile scaffolds may not exceed 3 X their minimum base width in height and must be adequately boarded as per their loading requirement (no less than 3-board wide).  
Mobile scaffolds and static frame towers must be erected as per the manufacturers requirements (copies of these erection specifications/data sheets must be available on site).

## 2.5.6 Roof work

All roof work must be conducted in accordance with construction regulation 10. An initial fall protection plan must be prepared by a competent person who should evaluate, revise and amend the plan when necessary. The plan must include the following:

- How the roof work was planned;
- That the roof workers are competent (trained, experienced, knowledgeable);
- That no work is carried during inclement weather or where conditions are hazardous to workers;
- That fragile material/areas are demarcated and sign posted;
- That suitable platforms are provided where fragile materials exist;
- That there are suitable and sufficient guardrails or barriers and toe boards or other similar means of protection to prevent the fall of any person, material or equipment.

## 2.5.7 Temporary Work

The Principal Contractor shall ensure that the provisions of Construction Regulations 12 are adhered to. These provisions must include but not be limited to ensuring that all formwork and support work equipment used is examined for suitability before use; that all formwork and support work is inspected by a competent person immediately before, during and after placement of concrete or any other imposed load and thereafter on a daily basis until the formwork and support work has been removed.

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Records of all inspections must be kept in a register on site held by the Principal Contractor. Where formwork and support work operations may negatively affect the public and where there is the potential of falling objects and equipment, a fan/apron must be erected below the potentially problematic area.

The public must be protected from any and all risk and alternative pedestrian and vehicle movement will be required when this risk prevails. Signs and notices posted up, advising of danger and use of opposite pavement is not sufficient and must be used together with other safety measures. A pavement gantry with a suitably strong overhead covering is the accepted option.

## 2.5.8 Lifting Machines and Tackle (Cranes)

The Principal Contractor and all Contractors shall ensure that lifting machinery and tackle is inspected before use and thereafter in accordance with the Driven Machinery Regulations and Construction Regulations 22. There must be a competent lifting machinery and tackle inspector who must inspect the equipment daily or before use, taking into account that:

- All lifting machinery and tackle has a safe working load clearly indicated;
- Regular inspection and servicing is carried out;
- Records are kept of inspections and of service certificates;
- There is proper supervision in terms of guiding the loads that includes a trained banksman to direct lifting operations and check lifting tackle;
- Tower crane bases have been approved by an engineer;
- Load test certificates are kept in the health & safety file;

The operators are competent as well as physically and psychologically fit to work and in possession of a medical certificate of fitness to be available on site.

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## 2.5.9 Ladders and Ladder Work

The Principal Contractor shall ensure that all ladders are visually inspected on a daily basis and undergo a full monthly inspection, with a record kept in a register.

Ladders must be in good safe working order, be the correct height for the task, extend at least 1m above the landing, fastened and secured, and at a safe angle. Stepladders must be safe for use, must be the correct height for the task and the top two rungs may not be used. Contractors using their own ladders must ensure the same. Ladders users' must be competent (trained, experienced, knowledgeable);

## 2.5.10 General Machinery

The Principal Contractor and relevant Contractors must ensure compliance with the Driven Machinery Regulations, which includes inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE and relevant clothing, and training those who use machinery.

## 2.5.11 Electrical Installations and Machinery on construction sites

The Client must ensure that the Principal Contractor is made aware of the positions of all electrical power lines. In working areas where the exact location of underground electrical power lines is unknown, employees using jackhammers, shovels or any other hand tools which may make contact with a power line, are provided with insulated protective gloves or otherwise the handle of the tool being used is insulated.

The Principal Contractor must comply with Construction Regulations 24. Electrical Installations and Machinery on construction sites. The Principal Contractor shall carry a copy of the Certificate of Compliance for its electrical power supply.

All temporary electrical installations must be inspected at least weekly. Portable electrical tools and equipment must be visually inspected daily with inspection records kept monthly. Records of these inspections must be kept on site.

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## 2.5.12 Explosive Powered Tools

The following shall apply:

- A competent person undertakes routine daily inspections and records are kept;
- Only authorised trained persons use the explosive powered tools;
- The safe work procedures apply;
- Awareness training is carried out and compliance is enforced at all times;
- The necessary PPE is used and maintained (hearing protection and eye protection).
- A register indicating the issue and return of all explosive rounds is kept;
- Signs are posted up in the areas where Explosive actuated fastening device are being used.

## 2.5.13 Cantilever Loading Platforms

Should these platforms be used, they must carry a design certificate issued by a competent person indicating the maximum safe workload and the erection and maintenance procedures.

The platform must be complete with guardrails and toe boards and must carry a notice indicating the maximum safe workload. Access routes under the loading platforms must be diverted and persons must be protected from the potential material and objects falling.

## 2.5.14 Materials Hoists

Every materials hoist must comply with the requirements of Construction Regulations 19 including the following:

The materials hoist structure must be secured from displacement and handed over 'Safe for use', a hand over certificate must be issued by the erector and kept in the health & safety file; The hoist must be enclosed at ground level with fences that are at least 2.1 m high;

Every landing must be provided with a gate at least 2.1 m high which must be closed at all times except when the hoist platform is at rest at such platform;

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The hoist platform must include side panels to contain the loads being transported;  
The maximum safe working load must be indicated on the platform and may not be exceeded at any time;

Only a designated, competent operator may control the hoist operations and this person must be present at all times during hoist operations.

A lock out system must be incorporated to ensure that no unauthorised persons operate the hoist;

- Daily inspections must take place and must be carried out by a competent person appointed in writing for the purpose;
- Inspection results must be recorded in a register kept in the health & safety file on site;
- No persons may ride on the hoist platform. A notice indicating this must be posted up on the hoist platform;
- All maintenance records must be recorded in the hoist register and kept on site.

## 2.6 Occupational Health

### 2.6.1 Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. The Principle contractor shall ensure that all Occupational Hygiene Stressors have been identified and the employees are aware of the dangers thereof.

### 2.6.2 Welfare Facilities

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers); changing facilities, hand washing facilities, soap, toilet paper, and hand drying material must be provided

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Waste bins must be strategically placed and emptied regularly.

Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment. Workers should not be exposed to hazardous materials / substances while eating and must be provided with adequate, sheltered eating areas.

### 2.6.3 Alcohol and other Drugs

No alcohol, smoking and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith.

Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry.

A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

### 2.6.4 Herbicide use

The application of herbicides shall be in accordance with the Fertilisers, Farm Feeds, Agricultural Remedies and Stock Remedies Act no 36 of 1947. Only mutually acceptable herbicides with a low safety, health and Environmental risk will be used. Herbicide application shall be done under the direct supervision of a registered Pest Control Operator (PCO).

An Herbicide register for usage shall be compiled and maintained and a copy handed to the Client on completion of the project. Should herbicides be continuously on site, the contractor shall ensure that the register has been compiled, maintained and available should on clients' request. All staff applying herbicides to be trained in the application of herbicides.

## HEALTH AND SAFETY SPECIFICATION (HSS)

Project: \_\_\_\_\_

<b>ANNEXURE A</b>
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The Principal Contractor and Contractors must submit compliance with Annexure A within **two weeks (10 working days)** of receiving this Health & Safety Specification.

HSS Item No.	Requirement	Legal Reference	Compliance Date
2.3.1	Health & Safety Plan	Constructions Regs.	Within two weeks
2.3.2	Notification of Intention to Commence Construction/ Building work	Complete Schedule I (Construction regs.)	Before Commencement on site
2.3.3	Assignment of responsible persons to supervise Construction work	OHS Act ( Section 16.2) & Construction Reg 8	Before commencement on site
2.3.4	Competence of Responsible people	OHS Act ( Section 16.2) & Construction Reg 8	Together with H&S Plan
2.3.5	Compensation for Occupational Injuries & Diseases- proof of registration	COIDA	Together with H&S Plan
2.3.6	Occupational Health and Safety Policy	OHS Act	Together with H&S Plan
2.3.7	Health & Safety Organogram	Client requirement	Together with H&S Plan
2.3.8	Initial Hazard Identification and Risk Assessment based on the Client's assessment	Constructions Regs.	Together with H&S plan

## ASSIGNMENT OF PRINCIPAL CONTRACTOR'S AND CONTRACTORS'

### RESPONSIBLE PERSONS

Project: \_\_\_\_\_

#### ANNEXURE B

The Principal Contractor and Contractors shall make the following appointments:

**(Further appointments could become necessary as the project progresses).**

Item	Appointment	Legal reference	Requirement
<b>B1</b>	CEO Assignee	Section 16(2)	Competent person to assist with the on-site H&S overall responsibility – Contractor's Responsible person
<b>B2</b>	Construction Work Supervisor	CR 8.7	A Competent person to supervise and the responsible H&S related issues on site. The person is appointed to assist the CEO with his/her overall duties
<b>B3</b>	Subordinate Construction work Supervisors	CR 8.8	A Competent person to assist with daily supervision of construction/building work. The person assists the Construction Work Supervisor
<b>B4</b>	Health & Safety representatives	Section 17	A Competent person to inspect H&S in reference to plant, machinery and Health & Safety of persons in the workplace.
<b>B5</b>	Health & Safety Committee members	Section 18	A Competent persons representing the employer to assist with the on-site Health & Safety matters
<b>B6</b>	Incident investigator	GAR 8	A Competent person to investigate incidents/ accidents on site and could be; <ul style="list-style-type: none"> <li>• The Employer</li> <li>• H&amp;S Representative designated person</li> </ul> Member of the H&S committee
<b>B7</b>	Risk Assessment Co-ordinator	CR 9	A Competent person to co-ordinate all risk assessments on behalf of the Principal Contractor. The same apply to contractors
<b>B8</b>	Fall protection plan co-ordinator	CR 10	A Competent person to prepare and amend the fall protection plan.
<b>B9</b>	Emergency plan Co-ordinator	CR 29	A Competent person to co-ordinate all emergency procedures and situations

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<b>B10</b>	First aiders	GSR 3	A qualified person to address all on site first aid cases
<b>B11</b>	Lifting machine & equipment inspector	DMR 18	A Competent person to inspect lifting machines, equipment & tackle
<b>B12</b>	Scaffolding Inspector/ supervisor	SABS 085	A Competent person to inspect scaffolding before use and every time after bad weather, etc.
<b>B13</b>	Scaffolding erector	GSR 13D	A Competent person to erect scaffolding
<b>B14</b>	Temporary Works	CR 12	A Competent person to inspect formwork & support work
<b>B15</b>	Ladder Inspector	GSR 13 A	A Competent person to inspect ladders daily and ensure they are safe for use, keeping monthly record
<b>B16</b>	Stacking supervisor	CR 28	A Competent person to supervise all stacking and storing operations
<b>B17</b>	Explosive actuated fastening device inspector/ supervisor	CR 21	A Competent person to inspect & clean the tool daily and controlling all operations thereof
<b>B18</b>	Electrical installations and machinery on construction sites	CR 24	A Competent person to control all temporary electrical installations
<b>B19</b>	Fire-fighting equipment inspector	CR 29	A Competent person to inspect fire-fighting equipment
<b>B20</b>	Construction Safety Officer	CR 8 (5)	A Competent person to fulfil the functions of a safety officer.

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## GENERAL COMPLIANCE REQUIREMENTS

Project: \_\_\_\_\_

### ANNEXURE C

The Principal Contractor and Contractors shall comply with but not be limited to the Requirements tabled below:

Report in writing on these requirements to the Client and Principal Contractor Respectively at least monthly.

<b>Item</b>	<b>What</b>	<b>When</b>	<b>Output</b>	<b>Accepted by Client &amp; date</b>
<b>C1</b>	Construction phase Health & Safety plan	Monthly review	Principal Contractor to report on status of Contractors health & safety plans	
<b>C2</b>	Health & Safety File	Open file when construction begins and maintain throughout	Have file on hand at meetings. Contractors to report on their file at monthly health & safety meetings with the Principal Contractor	
<b>C3</b>	OHS Act and relevant Regulations	Monthly review	To be kept in the health & safety file on site.	
<b>C4</b>	Induction training	Every worker before he/she starts work	Attendance registers to be kept	
<b>C5</b>	Awareness training ( Tool box talks)	At least weekly	Attendance register to be kept	
<b>C6</b>	Health & Safety meetings	Monthly	Meeting minutes to be kept	
<b>C7</b>	Health & Safety reports	Monthly	Report covering: Incident/ injuries and investigations Non- conformances by employees & contractors Internal H&S audit report	
<b>C8</b>	Audits on contractors	Monthly	Report covering: H&S plan FEM status Appointment letters Sections 37 (2) agreements Risk assessment and method statement Inspection registers Physical site inspection Any other contractor specific requirements	
<b>C9</b>	Emergency procedures	Monthly evaluations of procedures	Table procedure in writing as well as telephone. Numbers	

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<b>C10</b>	Risk assessments	Updated and signed of a least monthly	Documented risk assessments	
<b>C11</b>	Method statements ( safe working procedures)	Drawn up and distributed before workers are exposed to the risks	Documented set of safe work procedures (method statements) reviewed and signed off and distributed to role players	
<b>C12</b>	General Inspections	Daily and weekly	Report OHS Act Compliance: Scaffolding Portable electrical tools Formwork & support work Explosive powered tools Temporary electrical installations Material hoists Lifting tackle	
<b>C13</b>	General Inspections	Monthly	Firefighting equipment Ladders	
<b>C14</b>	General Inspections	3 monthly	Lifting tackle Oxy-acetylene cutting & welding sets Fall prevention and arrest equipment	
<b>C15</b>	General Inspections	6 monthly	Lifting machines	
<b>C16</b>	Load test/ performance tests	Annually/ once erected , before use	Lifting machines	
<b>C17</b>	List of Contractors	List to be updated weekly	Table list, numbers of workers and company tel. numbers	
<b>C18</b>	Workman's compensations	On-going	Table a list of contractors workman's compensation proof of good standing	
<b>C19</b>	Construction site rules & sections 37.2 Mandatory agreements	On-going	Table a report of all signed up mandatories. Proof of agreement documents to be kept in H&S file	

# V & A WATERFRONT HOLDINGS (PTY) LTD

<b>Section:</b>	SHE Management System	<b>Procedure No:</b>	E2.10
<b>Subject:</b>	Health and Safety Specifications	<b>Revision:</b>	08
<b>Applicable to:</b>	All Employees & Contractors	<b>Date Revised:</b>	<b>October 2018</b>
<b>Approved by:</b>	Executive Manager: Operations	<b>Next revision:</b>	<b>October 2019</b>

## ANNEXURE D: RISK ASSESSMENT

Project: \_\_\_\_\_

Task	PPE	Risk to Safety	Risk to Health	Preventative action	Risk to Environment
Concrete work (staircases & decks)	Overalls, hard hats, safety shoes, aprons, goggles	Personnel & equipment falling in	Chemical reaction in wet cement causes Dermatitis	Barrier creams should be made available to personnel	Spillages on to ground water
Formwork	Overalls, hard hats, safety shoes, aprons	Falls, injuries, fractures, death	-	Training, safety belts, method statements	-
Stripping of form work	Overall, hard hats, safety shoes	Falling shutter boards Timber on the ground Falls from stripping edge work	Dermatitis from coming into contact with degreasers	Training Housekeeping principles and use of harnesses	-
General brick work	Overalls, hard hats, safety shoes, gloves	Twisting and straining of back muscles while lifting blocks	-	Training in manual handling Use of lifting equipment	-
Gable brick work	Overalls, hard hats, safety shoes, gloves	Gables collapsing on windy days Fractures, death	-	Suspend all work on gables on windy days and clear all personnel	-
Plastering	Overalls, hard hats, safety shoes, gloves	-	Chemical reaction in wet cement causes Dermatitis	Barrier creams prevent this	-
<b>Roof work</b>	Overalls, hard hats, safety shoes, gloves, harnesses and lifelines	Falls from roof height Materials falling from heights	-	Training fall arrest equipment Lower waste materials from roof	-
<b>Roof sheeting at Heights</b>	Overalls, hard hats, safety shoes, gloves, harnesses and lifelines.	Falling off Wet weather work Windy conditions	-	Training, safety belts, life lines Pre-inspection, guard in place Barricade areas below	-

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		Angle grinder use Cuts/lacerations Objects falling Electrical shocks			
<b>Scaffolding Erection and dismantling</b>	Overalls, hard hats, safety shoes, gloves, harnesses and lifelines	Falls-death, fractures Falling objects Collapsing of scaffold	-	Training qualified erectors only, level & plum, tie scaffolding, scaffold material in good order	-
<b>Work in elevated positions (scaffold)</b>	Overalls, hard hats, safety shoes, gloves, harnesses and lifelines	Falls from heights	-	Training, safety belts, life lines	-
<b>Work in elevated positions (Decks, staircases, etc.)</b>	Overalls, hard hats, safety shoes, gloves, harnesses and lifelines	Falls from heights Materials falling from heights	-	Training, safety belts, life lines Barricade all sides adequately	
Ladder usage	Hard hats, safety shoes	Falls	-	Training, pre-use checks, monthly inspections, correct length for task Secure at top and bottom, ski pads on ladder, use both hands to climb	-
<b>Falls (on the ground)</b>	Hard hats, safety shoes	Injuries and bruises	-	Training, good house keeping	-
<b>Electrical installations (temporary)</b>	Overalls, hard hats, safety shoes, gloves etc.	Exposed switches and wires Cables lying in pools of water Un-insulated cables and wires	-	Tidy-up all wires and cover Suspend all cable above ground Regular inspections and maintenance	-
<b>Load &amp; Unload by hand</b>	gloves	Back and hand injuries	-	Training clear task communication	-

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## EQUIPMENT RISKS

Activity	PPE	Risk to Safety	Risk to Health	Preventative action	Risk to Environment
Electric drill	Overalls, hard hats, safety shoes	Eye injuries, general injuries, electrical shocks	Chemical reaction in wet cement causes Dermatitis	Training only competent user, pre-use check, monthly inspections, work place secure	-
Angle grinder	Overalls, hard hats, safety shoes, goggles	Electrical shocks, severe injuries	-	Training , only competent user, pre-use check, monthly inspections , work place secure	-
Skill saw	Overall, hard hats, safety shoes, goggles	Electrical shocks, severe injuries, guard malfunctioning	Dermatitis from coming into contact with degreasers	Training, competent user, pre-use check, monthly inspections, work place secure	-
Extension lead	Hard hats, safety shoes, goggles	Electrical shocks, trips and falls	-	Training, pre-use inspection, maintain	-
Hand tools	Overalls, hard hats, safety shoes, goggles, aprons	Cuts bruises		Training, use correct tool for the task, sharpen tools, inspections	
Compressed air tools	Overalls, hard hats, safety shoes, goggles	Injuries, ruptured eardrums, eye injuries	-	Training pre-use inspections	-

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## PHYSICAL RISKS

Situation	PPE	Risk to safety			
Public protection	N/A	Falling hazards Falling materials Tripping hazards Construction Vehicles & plant	Chemical reaction in wet cement causes Dermatitis	Health & Safety plan to address the public interface; safe work procedures to spell out safe procedures; shade clothed scaffolding perimeter fencing and access control	Waste/debris Asbestos cement products
<b>Noise (general machinery)</b>	Ear plugs, ear muffs	-	-	Training of personnel Desirable noise areas	Noise pollution
<b>Vibration (general machinery)</b>	Ear plugs, ear muffs, gloves	-	-	Training, rest breaks	-
<b>Bad lighting</b>	-	Injuries, falls and death	-	Adequate lighting Emergency lighting	-
<b>Fire prevention</b>	Overalls, hard hats, safety shoes, aprons	Combustible refuse: paper & plastics Flammable liquids: petrol, diesel, etc. Electrical equipment	-	Training, housekeeping, segregated storage of materials	-

**V & A WATERFRONT HOLDINGS (PTY) LTD**

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**ANNEXURE E**

Project name: \_\_\_\_\_

Acknowledgement of receipt:

I, \_\_\_\_\_ representing

\_\_\_\_\_ (Principal Contractor /

Contractor / Employer) have received the Health and Safety Specification in good order and shall ensure that the Principal Contractor / Contractor / Employer and its personnel comply with all obligations / requirements / specifications in respect thereof.

This document is legally binding in terms of Regulation 5(1)(c) of the Construction Regulations (2014).

\_\_\_\_\_  
Signature of Principal Contractor / Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Client / Client's Agent

\_\_\_\_\_  
Date

Comments:

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