



**CAIRNMEAD**

**Industrial Consultants (Pty) Ltd**

**Health & Safety Specification  
for  
Refurbishment of the drop off  
Canopy & Related Roof Support  
at KSIA**

4 Fountain Square Office Park  
 78 Kalkoen Street  
 Monument Park  
 Pretoria  
 0181



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<b>Health and Safety Specifications in terms of Construction Regulation 5 (1)(a) &amp; (b)</b>	REV	06 August 2019
	Register Number	CIC 4129

The Principal Contractor will have to prove that they comply with the Occupational Health & Safety Act – Act 85 of 1993 and Regulations as well as all the incorporated safety standards, when appointed, by proving to the appointed Health and Safety Agent that they have a documentation management system to deal with all the aspects of the requirements of the Act, Regulations and Safety Standards. The Cairnmead representative will take photos of all the documents during documentation audits, personal records of all employees will only be taken one as example and all the detail will be expected that the Principal Contractor keep record, these photo records will serve as a consolidation which can be submitted to the client at the end of the project. These photo records of the documents will be summarized by the Agent on a one-page document “Contractors Matrix” which will indicate the compliance status of the responsibilities of the Principal Contractor and their appointed Contractors (Sub-Contractors) audited at the time of the site visit once a month. Any non-compliance can result that a specific activity of the Contractor being stopped, and that stoppage will be for the account of the Principal Contractor or the appointed Contractor. The Health and Safety Agent will do audits on site at agreed intervals to determine whether the Principal Contractor and the appointed Contractors do comply with the Act, Regulations and Safety Standards. It is expected from the Principal Contractor and appointed Contractors to supply to their employees all the required personal protective equipment and clothing which is required for the applicable task. This specification is copyrighted by Cairnmead Industrial Consultants (Pty) Ltd and should not be copied, in full or partially, and used for any other purpose than the original intended purpose for the specific project.

***This specification along with the Baseline Risk Assessment is issued for the tender stage of the project and is for information purposes only. Should Cairnmead be appointed for the construction project we will fulfil the duties as stipulated within the documentation as mandated by the legal requirements.***

**1. Project Information**

1.1. **Project Name:** Refurbishment of the drop off Canopy & Related Roof Support at KSIA

1.2. **Client Name:** Airports Company South Africa

1.3. **Project Address:** King Shaka Drive,  
 La Mercy, 4407

1.4. **Principal Contractor:** \_\_\_\_\_

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## 2. List special conditions on site:

(The special conditions on site are items that need special attention or items that are agreed upon between the Client and Principal Contractor or principal contractor and Contractor before the start of the construction activities, for example, underground services, overhead power lines, site access control (fencing), etc

## 3. Construction Work Permit – N/A

- 3.1. The Principal Contractor must take note that a Construction Work Permit Application for this Project will be submitted by the Health and Safety Agent (Cairnmead Industrial Consultants).
- 3.2. The Principal Contractor must ensure that the Construction Work Permit Number is displayed at all time at all entrances/access point to the Construction site.
- 3.3. The Principal Contractor on receipt of the Construction Work Permit ensure that it is place on their Health and Safety File on site and made available upon request.
- 3.4. The Principal contractor however does not need to submit a Notification of Construction mentioned in below bullet when the project falls under a Construction Work Permit project.

## 4. Notification of Construction

- 4.1. The Principal Contractor must submit a Notification of Construction to the Department of Labour in the form of Annexure 2.
- 4.2. The Principal Contractor must upon receipt of the stamped Notification of Construction ensure that it is placed in their Health and Safety file and made available upon request.

## 5. Client Documentation

- 5.1. The Principal Contractor must on receipt of the Clients baseline risk assessment ensure that is signed off by the Construction Manager and placed in their Health and Safety File and made available upon request.
- 5.2. The Principal Contractor must ensure that the Client Health and Safety Specification is included in the tender documentation sent out to all protentional sub-contractors in the tender phase of the project.
- 5.3. The Principal Contractor must ensure that the Baseline Risk assessment is included in the tender documentation from their side.
- 5.4. The Principal Contractor will be appointed under CR5(1)(k) in writing, the Principal contractor will ensure that this appointment is placed in their Health and Safety File and made available upon request.
- 5.5. The Principal Contractor must ensure that a close out report is issued to Cairnmead within three working days after a Cairnmead report was issued to site.
- 5.6. Cairnmead will keep record of the Health & Safety documentation on the Contractor matrix to report on the legal requirements of site. The Contractor matrix has got an assessment with it and these assessments will be done on a monthly basis **(See Annexure 1 attached to this document for guidelines on the legal compliance audit).**
- 5.7. The Principal Contractor and their appointed Contractors must take note that if it is found that an employee committed an unsafe act or caused an unsafe condition on site Cairnmead will take action against the foreman/management/legal appointee responsible for this activity. The most likely action will be that Cairnmead will instruct the foreman/management/legal appointee in question to stop that activity with immediate effect. It will not be tolerated that management allow unsafe conditions and acts on site.

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## 6. Duties of the Designer

- 6.1. All Appointed Designers will take into consideration the requirements of the OHS Act, applicable Regulation, By laws and Health and Safety Specification in their designs.
- 6.2. All Appointed Designers must prior to the tender phase ensure that a report is issued to the client outlining the health and safety information applicable to the structure that may have an effect on the costing, the Load that the structure is design to with stand and where appropriate the geotechnical science aspects of the project.
- 6.3. All Appointed Designers will in writing inform the Client of any Hazards or damages in the Building prior and during the project should it arise on a later stage of the project and supply the client and the contractor intended for the task with the relevant information to ensure that work is safely executed.
- 6.4. Any Temporary Work Designer must ensure that all structures designed is done in the manner that such structure is capable of supporting all anticipated lateral and vertical loads that may be applied and clearly identified in such design.
- 6.5. Any Temporary Work Designer must ensure that such design is done in close reference to the structural design.
- 6.6. Any Temporary Work Designer must ensure that a record is kept of all drawings and calculations pertaining to such design and made available upon request.
- 6.7. All Appointed Designers will be required to sign a design declaration for the intended designs in the event that the project will be working under a construction permit.

## 7. Principal Contractor and Contractors

- 7.1. The Principal Contractor to ensure that every employee on site has a valid, certified copy of their South African ID or a valid work permit and contact information of next of kin, and proof of a medical fitness certificate, in the form of an Annexure 3 issued by a registered Occupational Practitioner. Any employee found on site without the correct documentation will be asked to leave the premises immediately.
- 7.2. The Principal Contractor is responsible for the access / security control to the construction site and only persons with a unique identification, which they have received during the induction for the site, must be allowed into the site and this include the Client representative and the professional team. This induction must include as a minimum emergency procedures and what construction activities are currently on site, and how a person must identify and behave in order to not be exposed to this hazard. The Principal Contractor must however ensure that every person on site can be identified by means of a tag / access card or the construction company name on their overalls.
- 7.3. The Principal Contractor along with their appointed Contractors will ensure that Next of Kin details for all employees on site is available in the Health and Safety File.
- 7.4. Before any commencement of work, the Principal Contractor must submit proof that they are in Good Standing with the Compensation Fund, such documentation must be kept in their Health and Safety file and made available upon requested
- 7.5. The Principal Contractor must ensure that prior to commencement of any contractors that they are in Good Standing with the Compensation fund, such documentation must be kept in their Health and Safety file and made available upon request.
- 7.6. The Principal Contractor will appoint all Contractors under CR7(1)(c)(v) in writing and ensure that this is placed on their Health and Safety file and made available upon request.
- 7.7. The Principal Contractor will ensure that a signed Sect 37(2) Mandatary agreement is available between the Principal Contractor and their appointed contractors and a copy of such agreement placed in their Health and Safety file and made available upon request.
- 7.8. The Principal Contractor will ensure that an approved copy of their Health and Safety Plan which has been communicated to all employees is available in their Health and Safety File.

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- 7.9. The Principal Contractor will ensure that their contractors Health and Safety Plans has been approved and a copy of such Health and Safety Plan which has been communicated to all employees is available in their Health and Safety File of each contractor.
- 7.10. The Principal Contractor along with their appointed Contractors will ensure that a Health and Safety Policy which has been signed off and communicated is placed in their Health and Safety File and made available upon request.
- 7.11. The Principal Contractors will conduct health and safety audits and document verification with their Contractors, this will be placed in their Health and Safety file and made available upon request.
- 7.12. The Principal contractor will in a case of found unsafe activity stop such activity which is not in accordance with the Safety Regulations and by laws, Clients specification and the Principal Contractors Health and Safety Plan.
- 7.13. The Principal Contractor must ensure that all Health & Safety files are updated for the month during the first week of the month.

## **8. Management and Supervision on site**

- 8.1. The Principal Contractor must appoint in writing a full time Construction Manager in terms of CR8(1) who will be responsible for managing all construction work on a site.
- 8.2. The Principal Contractor and their appointed Contractors must appoint in writing a Construction Supervisor in terms of CR8(7) who will be responsible for supervising all construction work on site
- 8.3. The Principal Contractor must at all times have supervision on site for all construction activities at that point in time, which include work after hours and weekends.
- 8.4. The Principal Contractor must in writing appoint a full time Health & Safety Officer (registered with SACPCMP) to monitor the Health and Safety compliance on site.

## **9. Risk Assessments**

- 9.1. The Principal Contractor and his appointed Contractor must in writing appoint a Risk Assessor in terms of CR9(1) who's competency is in line with the required unit standard.
- 9.2. The Principal Contractor and his appointed contractor must have a Risk Assessment which is compiled based on their methodology and processes, for each of the items as listed in the Clients Baseline Risk Assessment, in order to reduce the high rating of the activity which will be placed in their Health and safety file and made available upon request.
- 9.3. The Principal Contractor and his appointed contractor must ensure that all their activities are addressed in a site and task specific risk assessments and must be available in their Health and Safety File.
- 9.4. The Principal Contractor and his appointed contractor must ensure that all method statements, risk assessments and safe work procedures are signed off by the risk assessor, construction manager and the construction supervisor and proof of this must be available in their Health and Safety File.
- 9.5. The Risk Review and Monitor Plan must also be available in the Health and Safety File.
- 9.6. The Principal Contractor and their appointed Contractor must ensure that all Method Statements, Risk Assessment and Safe Work Procedures have been communicated to all employees and proof of such communication is placed in their Health and Safety file and made available upon request

## **10. Fall Protection**

- 10.1. The Principal Contractor must in writing appoint a Fall Protection Plan Developer in terms with CR10(1)(a) whose competency is in line with the required unit standard to develop a Site-Specific Fall Protection plan in line with CR10(2).
- 10.2. The Principal Contractor and their appointed Contractors must ensure that the Construction Manager CR8(1) is in possession of a copy of such Fall Protection Plan.

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- 10.3. The Principal Contractor and their appointed contractors must ensure that all employees at a fall risk position, have in place a valid working at heights training certificate which has been done in line with the required SAQA unit standard.
- 10.4. The Principal and their appointed Contractors will ensure that all fall arrest equipment is inspected by a competent person prior to use and recorded on a register which will be kept in the Health and Safety file and made available upon request.
- 10.5. The Principal Contractor and their appointed contractors will ensure that all fall arrest equipment will be hooked at all times on a structure or similar secured anchorage point that has been approved as suitable with the necessary stability and sufficient strength for the purpose of safely supporting the equipment and any person who could fall.
- 10.6. Fall risk positions must be barricaded/fenced with a solid material (for example scaffold tubing, not just plastic barricading) at the height of 1 m.
- 10.7. The Principal Contractor must have a daily inspection record on site for the barricading of all fall dangers.
- 10.8. All edge barricading used on site must be of solid material, if scaffold tubing or similar method is being used, it must be installed that a knee, and guard rails is fitted, scaffold tubing or similar material must also be securely fixed to the posts being used
- 10.9. The Principal Contractor will ensure that all work at heights which is exposed to the elements will be stopped at the immediate sign of inclement weather conditions or any hazardous health and safety conditions.

## 11. Structures

- 11.1. A Contractor must take all reasonable steps to prevent an uncontrolled collapse of an existing or new structure.
- 11.2. Ensure that a structure is not bearing any additional weight over the limit which has been indicated by the Designer or Engineer.
- 11.3. All designs issued for construction intended for such structure is kept on site and made available upon request.
- 11.4. The Client must ensure that the structure is inspected periodically by a competent person to ensure the safety of such structure for further use.
- 11.5. The Client must ensure that any new structure for the first 2 years inspected at least every 6 months by a competent person and at least once a year after the first 2 years.
- 11.6. The Client must ensure that record is kept of the maintenance and inspections of such structure and made available upon request.

## 12. Temporary Works

- 12.1. The Principal Contractor or their appointed Sub Contractor must appoint in writing a Temporary works designer in line with Construction Regulation 6 and Construction Regulation 12 with the required technical qualifications the Temporary work designer to design and sign off on all temporary works intended for the project, all designs must meet the requirements as stipulated in Construction Regulation 6 and Construction Regulation 12 and record must be kept of calculations made to ensure the load being carried will be supported fully
- 12.2. The Principal Contractor or their appointed Sub Contractor must appoint in writing a Temporary Works Supervisor in line with construction regulation 12 whom will be responsible to ensure that all temporary works on site is done as per the Temporary Works Design and Method Statement as well as ensure compliance in line with the OHS Act 85 of 1993 and any applicable regulations, by-laws and Standards

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- 12.3. The Principal Contractor or their appointed contractor will in writing appoint a Temporary Works Inspector whom will be responsible for performing daily inspection of the temporary works structure in line with the temporary works design as well as the OHS Act 85 of 1993 and any applicable regulations, by-laws and Standards which will be recorded on a register that will be kept on site and ensure that it is available upon request.
- 12.4. No Concrete work or other intended work with commence on such structure unless it has been signed off as safe by the appointed competent person and such record kept on site and made available upon request.
- 12.5. The Principal Contractor must submit to Cairnmead the detail of the type of temporary work they intend to use, and proof of the competency of the temporary work supervisor, prior to any temporary work activities starting on site. All temporary work must be inspected on a daily basis and must be recorded in a register which will be placed in the safety file and made available upon request, until the temporary work and support work has been removed.
- 12.6. No steel fixing or similar activities can take place on the temporary works decking areas until the installation is signed off by the appointed Temporary Works Designer / Temporary Works Inspector appointed as the competent person.
- 12.7. The Temporary Works Erectors must be trained on the specific Temporary Works System used on site.

### **13. Excavations – N/A**

- 13.1. All excavations must be barricaded / fenced with a solid material (for example scaffold tubing, not just plastic barricading) with the minimum height of 1 meter. if scaffold tubing or similar method is being used, it must be installed that a knee and guard rail / handrail is installed at the open edges. The scaffold tubing or similar material must also be securely fixed to the posts being used.
- 13.2. The Principal Contractor will in writing appoint a competent person as per Regulation to supervise all excavation work on site whom will evaluate as far as reasonably practical the stability of the ground before the excavation work begins.
- 13.3. The Principal Contractor will have a daily inspection record of excavations showing the integrity of the soil and requirements are followed and checked as per all applicable regulations on site.
- 13.4. The Principal Contractor will not allow any person to work or enter any unsafe excavation which has not complied to all requirements as per Construction Regulation 13.
- 13.5. Where a Deep Excavation is taking place, the Principal Contractor must ensure that there is safe and secured pedestrian access created to ensure that safety of pedestrians is not affected, separation of pedestrians and construction vehicles must be implemented as far as is reasonably practicable especially at the access areas to site.
- 13.6. Access on the ramp must also be controlled by means of stop / go operations, the employees selected for this purpose must be appointed and trained. No pedestrians can be allowed on the ramp if there is a vehicle driving on the ramp at the same time.
- 13.7. If the walkway as described above is not practical, then access scaffold stairs must be provided.

### **14. Demolition Works – N/A**

- 14.1. The Principal Contractor must also ensure that dust control measures are implemented during the demolition stages, as far as reasonably practical.
- 14.2. The Principal Contractor will in writing appoint a Demolition Supervisor in line with the Construction Regulation 14(1) whom will supervise all demolition work on site and ensure that it carried out as per applicable regulations.
- 14.3. Before any demolition work will commence the Principal Contractor will ensure that there is a method statement in place provided from the structural engineer indicating the process which is to be followed by the Principal Contractor

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- 14.4. The Principal Contractor will ensure that during demolition work the appointed demolition supervisor will inspect the structural integrity of the building as often as stipulated in the method statement provided by the structural engineer.
- 14.5. The Principal Contractor will in writing inform the relevant parties e.g. Client, Engineer and Cairnmead of any changes that need to be made in the method statement prior to commencing with any task or if the structural integrity is affected in any way.
- 14.6. The Principal Contractor and the Demolitions Supervisor must also ensure that all rubble on site is removed from the building at regular intervals, and not accumulated and stacked in an unsafe manner, to prevent any part of the structure from being overloaded with debris and rubble.

#### **15. Tunnelling and Confined space – N/A**

- 15.1. The Principal Contractor will ensure that no lone work will take place in any confined space.
- 15.2. The Principal Contractor will ensure where applicable a rescue team and rescue kit is available for confined space rescues.
- 15.3. The Principal Contractor will ensure that a communication procedure is implemented between the persons working in confined space and the sentry for the area.
- 15.4. The Principal Contractor will as far as reasonably possible ensure that prior to confined space entry the area is clear of any fumes that could pose a risk to the health and safety of such person.
- 15.5. If and where applicable confined space entry permits are to be obtained.
- 15.6. No Contractor will allow a person to enter a tunnel which has that height dimension of under 800mm.

#### **16. Scaffolding**

- 16.1. The Principal Contractor will ensure that all work on scaffolding which is exposed to the elements will be stopped at the immediate sign of inclement weather conditions.
- 16.2. All scaffolding on site to be erected in accordance with SANS 10085/1:2004 an inspected daily prior to use and after inclement weather irrespective of the height of the scaffolding.
- 16.3. All scaffolding erected on site may only be erected by trained and appointed scaffolding erectors and must be supervised and signed off by trained and appointed scaffolding inspector and supervisor.
- 16.4. Any scaffolding structures that will be erected adjacent to a public way or area must be fitted with pavement gantries or fans as per the scaffolding requirements to prevent any material from falling into or onto the public area.
- 16.5. The Principal Contractor is to ensure that where other forms of screening / aprons or fans are used on the scaffolding structure for the protection and prevention of falling material that such screens / aprons or fans are designed by a competent person appointed in writing.
- 16.6. All special scaffolding must be as per the scaffolding requirements and temporary work requirements have a design done by the competent person appointed in writing with the relevant qualifications. The installation of special scaffolding must then also be signed off after installation to confirm that the installation is as per design.

#### **17. Suspended Platforms – N/A**

- 17.1. The Principal Contractor will ensure that there is an appointment in writing in terms of CR17(1) a competent person to supervise all suspended platform work.
- 17.2. The appointed supervisor will ensure that the suspended platform is inspected by a professional engineer or technologist and signed off as safe for use prior to work commencing on such platform.
- 17.3. Prior to commencement of such platform submit a copy of certificate, design and test result to the Provincial Director.
- 17.4. The Principal Contractor will ensure that there is an appointment in writing in terms of CR17(8)(c) a competent person to inspect all suspended platform work.

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- 17.5. The appointed inspector will inspect the suspended platform daily where is will be recorded on a register placed in the Health and Safety file and made available upon request.

### **18. Rope Access Works**

- 18.1. The Principal Contractor will ensure that there is an appointment in writing in terms of CR17(1)(a) a competent person to supervise all rope access work.
- 18.2. The Principal Contractor will ensure that equipment is inspected daily on a register placed on the Health and Safety file and made available upon request.
- 18.3. The Principal Contractor will ensure that all operators are trained and found competent in line with the requirements and training criteria for such operators.
- 18.4. All anchorage points are to be designed and signed off by an appointed competent person before the anchors to allowed to be utilised.

### **19. Material Hoist – N/A**

- 19.1. The Principal Contractor will ensure that the material hoist has available signage identifying the maximum mass load approved.
- 19.2. The Principal Contractor will ensure that there is an appointment in writing in terms of CR19(6) to operate such hoist.
- 19.3. The Principal Contractor will ensure that such hoist is inspected on a daily basis on a register placed in the Health and Safety file and made available upon request
- 19.4. Material hoist must be load tested and registered with the Department of Labour and must have the DOL annexure available as per legal requirements before used on site.

### **20. Bulk Mixing Plants – N/A**

- 20.1. The Contactor must ensure a competent person is appointed in writing for the supervision of such operations who has the experience and awareness of the dangers of such operations.
- 20.2. The Contractor must ensure that such plant is erected in line with the manufacture's specifications and as per the design intended for such plant.
- 20.3. The Contractor must place at an accessible point an emergency start and stop switch for the plant that will act as a control measure should an incident occur that such plant can be brought to an immediate halt.
- 20.4. The Contractor will ensure the safeguarding all moving parts as well as any opening that can pertain the risk of an injury or property damage.
- 20.5. The contractor must ensure that record is kept or all repairs, maintenance and inspections of such plant and made available upon request.

### **21. Explosive actuated fastening device – N/A**

- 21.1. The Principal Contractor will appoint in writing an Issuer that will keep record of all cartridges that are issued and returned which will be placed in the Health and Safety file and made available upon request.
- 21.2. The Principal Contractor will in writing appoint a competent person as the Equipment User who has been trained in the inspection and use of such equipment and will complete a daily inspection register for such equipment which will be kept in the Health and Safety File and made available upon request.
- 21.3. The Principal Contractor will ensure that no cartridges new or used are left unattended on site or discarded of in any other way then returning to the appointed issuer.
- 21.4. All other requirements as stipulated in Construction Regulation 21 are to be complied with by each user of such equipment.

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## 22. Cranes and Lifting Equipment

- 22.1. Whenever making use of an external Contractor to do lifting work the Principal Contractor must ensure that the operator is competent and appointed in writing.
- 22.2. Before using any lifting machines or tackle the operator should inspect it and confirm is it suitable for use.
- 22.3. All lifting machines must have in place proof of LMI inspection by an accredited person/company at intervals not exceeding 12 months.
- 22.4. The Principal Contractor and their appointed contractor must ensure that all lifting equipment is inspected at intervals not exceeding 3 months by a competent person with a valid training certificate in line with the required SAQA unit standard and appointed in writing.
- 22.5. All lifting tackle should be recorded on a register.
- 22.6. All hooks shall be fitted with a safety latch/catch. Hooks may never be used until a damaged latch is replaced.
- 22.7. A lock out system should be implemented to ensure that only an approved operator/user who is competent can draw lifting machines and forklifts.
- 22.8. All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load that it is designed for.
- 22.9. No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved by an inspector.
- 22.10. A trained and certified banksman must be appointed in writing for any crane or similar operations required on site.
- 22.11. The Principal Contractor must ensure that where specialised rigging operations / intricate rigging is required, or where rigging of 5 tons or more must be done, a competent Rigger must be appointed in writing with the required qualifications.
- 22.12. The Principal Contractor must also ensure that a rigging study is compiled for any rigging to be done.
- 22.13. Trained and appointed flagman must be positioned at each public area that will be affected by construction activities on the roadside.

## 23. Construction Vehicle, Mobile Plant and Public Roads

- 23.1. The Principal Contractor must ensure that if any construction vehicle, which parks in the street, for delivering materials and / or lifting operations by mobile cranes and / or concrete pumping or any similar operations that effects the public roads get done in such a manner that the members of public are not exposed to any of the construction activities, and must further have cones with a flagman on both sides and warning signage displayed.
- 23.2. Sufficient firefighting equipment must be available inside each of the construction vehicle and mobile plant being used on site.
- 23.3. The Principal Contractor / sub-Contractors to comply with the National Road Traffic Act 93 of 1996 at all times when carrying out their disciplines on roads, intersections, cross overs etc.
- 23.4. The Principal Contractor must ensure that the construction vehicles get cleaned off on the sides, between double wheels and the back to prevent loose soil and stones falling from the truck into the public road while driving out of the site.
- 23.5. The Principal Contractor must despite the cleaning of the trucks ensure that there is at all times someone to clean the public road surface from the soil that might be brought onto the road by the wheels of the construction vehicles.
- 23.6. Trained and appointed flagman must be positioned at each public area that will be affected by construction activities on the roadside.
- 23.7. Any road closure or lane restrictions that may be required must have the regulated wayleave in place before the work commences.

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- 23.8. The temporary road signage and construction warning signage in line with the wayleave requirements must be installed as per the requirements of the wayleave and traffic management plan for the project.
- 23.9. There must be a detailed traffic management plan available for any lane restrictions or road closures that may be required throughout the project. This traffic management plan must be communicated to all contractors working on site.
- 23.10. Each construction area effecting the public roadway by means of construction vehicles turning into the public way must have designated flagmen positioned in line with the required vehicle turning signage to ensure safe and controlled construction vehicle integration onto the public roads.

## 24. Electrical installations

- 24.1. The Principal Contractor will ensure that all electrical installations on site will have a signed COC which will be made available upon request.
- 24.2. The Principal Contractor will ensure that all DB Board will be fitted with a cover plate, earth leakage and trip switch along with a lockout procedure.
- 24.3. All switches on the DB Board will be labelled to identify the functions of such connection.
- 24.4. All Temporary Electrical connections will be inspected on a Weekly basis by the Competent person appointed in terms of Construction Regulation 24.
- 24.5. The Principal Contractor will ensure that no live electrical connection is exposed to the elements which can cause a risk to any person or the property of the client (e.g. rain, open flames, etc).
- 24.6. The electrical supply cables of all temporary electrical installations must be protected from the construction activities such as plant and machinery being operated near such cables.

## 25. Hazardous Chemicals

- 25.1. The Principal Contractor must appoint a Hazardous Chemical Substance Controller in writing, to control and manage the hazardous chemicals on site.
- 25.2. The Principal Contractor must ensure that a Material Safety Data Sheet for all chemicals on site is kept in the file and communicated to all site employees.
- 25.3. Where applicable spill kits will be made available by the Principal Contractor and their appointed Sub Contractors in case of a chemical spill in order to contain the area from causing any environmental damage.
- 25.4. The Principal Contractor will ensure all chemical containers on site to be labelled and identified.
- 25.5. The Principal Contractor will as far as reasonably possible ensure when chemicals are being transferred from on container to another a drip tray must be made available to ensure that spillage is controlled and does not seep into any soil.
- 25.6. The Principal Contractor will ensure that Hazardous chemicals stores are equipped with information signage on the chemicals being stored, identification of the hazardous linked to the stored chemicals, PPE required to handle such chemicals, sufficient firefighting equipment, solid foundation to ensure no seeping of chemicals into soil and a lock out procedure to ensure control of such stored chemicals.
- 25.7. The Principal Contractor will ensure chemical store will not be allowed to be used as a storage area for clothing, food or any other personal belongings.
- 25.8. The Principal Contractor will as far as reasonably possible ensure that no chemical store will be used for an eating or changing facility.
- 25.9. Where a Principal Contractor or his appointed Contractor intends to store any bulk hazardous chemical on site an application for a permit/temporary registration must be sent to the local Emergency Services department in the prescribed form of an Annexure 1 along with the required plans as per applicable by-laws and approved prior to such activity taking place on site, proof of such registration/permit must be kept on site and made available upon request.

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- 25.10. Such installation for the above-mentioned tank as per 19.9 must comply with SANS 10131 and ensure that the temporary tank must be located on firm level ground and the ground, must be of adequate strength to support the mass of the tank and contents, provision is made for the run-off of any possible rainwater from the retaining walls or retaining embankments, the storage tank is not erected within 5 m of any erf or lot boundary, building, excavation, road and/or driveway, no source of ignition or potential ignition is brought within 5 m of the storage tank, symbolic signs prohibiting smoking and open flames, at least 300 mm x 300 mm in size, are affixed to all sides of the temporary installation, and a minimum of two 9 kg dry chemical fire extinguishers are installed within 10m of the temporary installation.
- 25.11. Such storage tank must be surrounded by a liquid-proof bund wall, volumetrically capable of containing the maximum proposed quantity of liquid, plus 10% of the volume of the tank
- 25.12. Must ensure that the rated capacity temporary tank must provide sufficient ullage and spare capacity to permit expansion of the product contained therein by reason of the rise in temperature during storage.

## **26. Housekeeping and General Safeguarding**

- 26.1. The Principal Contractor must install hoarding as deemed required by the building / construction activity (to isolate members of public from construction activity). The detail of which the hoarding will be constructed will be agreed as the Construction activities require from time to time but must be of solid material used to separate construction activities and should be of a minimum height of 1.8 metres.
- 26.2. The Principal Contractor must keep all construction activities / material / equipment within the barricaded/hoarded area. The hoarding must be maintained throughout the Project. The required No Entry signage and construction signage must also be displayed on the hoarding, and especially at the entrance gates. And all visitors to site must be required to sign in at the entrance gates, before entering the site.
- 26.3. The Principal Contractor must do site establishment as indicated by principal agent. These areas must be controlled at all times, no members of public allowed within laydown areas.
- 26.4. The Principal Contractor must not allow any informal traders in the construction area, no food stalls or similar operation may be allowed within the hoarded area of the construction site.
- 26.5. The Principal Contractor must appoint a Housekeeping Supervisor and also ensure that all Contractors appoint their own Housekeeping Supervisors, to ensure that the Housekeeping on site is maintained on a daily basis.
- 26.6. The Principal Contractor along with his Sub-Contractors will ensure will conduct a weekly Housekeeping inspection which will be recorded and kept on site.
- 26.7. The Principal Contractor and all the Contractors are not allowed to burn or deposit any waste on site it is to be discarded to an approved dump site or a recycling facility.

## **27. Stacking and Storage on Construction sites**

- 27.1. The Principal Contractor and their appointed Sub-Contractors must appoint a Stacking & Storage Supervisor in writing
- 27.2. The Principal Contractor and their appointed Sub-Contractor will conduct a weekly stacking & storage inspection which will be recorded and kept on site this must be completed by the appointed person.

## **28. Construction employees' facilities**

- 28.1. The Principal Contractor must have, as a first activity, chemical toilets in the site establishment to ensure that all construction employees have the facility from the outset.
- 28.2. The Principal Contractor must have an Employee Facilities Inspector appointed in writing, and this person must be required to complete a weekly facilities Checklist which will be kept in the Health and safety file and made available upon request.

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## 29. Health and Safety Committee and Representative

- 29.1. The Principal Contractor must ensure that at least 1 representative from each appointed Contractor attend at least one safety meeting per month chaired by the Principal Contractor. The Health and Safety Chairman from the Principal Contractor must be nominated and appointed in writing.
- 29.2. The Principal Contractor and their appointed Contractors must in writing appoint a Health & Safety representative, irrespective of whether the Contractor employ twenty or less employees for this Project

## 30. Ladders

- 30.1. The Principal Contractor and all appointed Contractors must appoint a Ladder Inspector, and this person must be required to complete a Ladder Checklist at least once a month.
- 30.2. All ladder on site must be numbered and identified as per General Safety Regulation 13

## 31. Hand tools

- 31.1. All hand tools on site to be identified, numbered and placed on register.
- 31.2. The Principal contractor along with his Sub-Contractors will appoint in writing a competent person to conduct monthly inspections to ensure that hand tools are not damaged or altered in anyway e.g. mushroom heads, loose handles, appropriate grip handles, etc. which will be recorded on the above-mentioned register and kept on site.

## 32. Portable Electrical Equipment

- 32.1. All Portable electrical tools on site to be identified, numbered and placed on register.
- 32.2. The Principal Contractor along with his Sub-Contractors will appoint in writing a competent person to conduct monthly inspections to ensure that Potable electrical tools are not damaged or altered in anyway e.g. loose electrical connections, exposed wiring, earth wire not connected, crack or damage to equipment, safeguard not removed or damaged, etc.

## 33. First Aid, Emergency Equipment and Procedures

- 33.1. The Principal Contractor must ensure that the appointed Contractors with 5 and more employees have a first aid box and that Contractors with 10 and more employees have a first aid box with at least one person on site with a first aid certificate.
- 33.2. Sufficient firefighting equipment must be available inside each of the construction vehicle and mobile plant being used on site.
- 33.3. Sufficient amount of fire fighting equipment must also be positioned on site in case of an emergency and the employees on site must be trained in the procedure on how to use the equipment if needed.
- 33.4. Site Emergency Evacuation Procedures must be compiled by the Principal Contractor all employees and Contractors on site must be trained on the Emergency Procedures. This Procedure must be updated as and when needed.
- 33.5. There must also be an up to date emergency contact register displayed on a notice board / site office / access gate area and this list must be kept updated.
- 33.6. An emergency evacuation diagram of the site must also be compiled clearly indicating the assembly points and areas of evacuation.
- 33.7. The Principal Contractor must also appoint in writing a competent Emergency Evacuation Coordinator.

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- 33.8. Where applicable the existing facilities emergency evacuation procedure must also be incorporated into the site procedure to ensure that the existing facility is not negatively affected in case of an evacuation process obstructing their areas.

### **34. Incident Reporting and Investigations**

- 34.1. In the event of a fatal incident it will be required that the Principal Contractor and all the appointed Contractors who can have an influence on the incident, that they hand in their Health & Safety files with immediate effect to Cairnmead.
- 34.2. Site incidents are to be reported to Cairnmead timeously within the time of them having occurred on site, but not exceeding prior to the of end shift.
- 34.3. Site incident reporting procedures must be compiled and communicated with all employees on site.
- 34.4. The Principal Contractor must ensure that any Incident Investigation is reflected in a Report, and this Report should deal with the detail of the Incident under at least the four headings listed below:
- 34.4.1. History of the Incident - This will give a description of the project in general, the time and date, the injured persons' name, designation, ID number, description of the area, activities and the extent of the injuries the person incurred.
- 34.4.2. Applicable legislation - The investigator must list here in his/her opinion which specific Sections of the Act and Regulations as well as incorporated safety standards are applicable/relevant to the incident.
- 34.4.3. Evidence - The investigator must list here all the evidence which was taken to consider in the investigation. For example: photos, statements, documentation out of the Health and Safety File and drawings/sketches. This is an example of the types of evidence, but there may be more.
- 34.4.4. Conclusions - The investigator should compare the evidence with the applicable legislation and highlight where there was no compliance.

### **35. Welding, Flame cutting, soldering and similar operations**

- 35.1. The Principal Contractor will as far as reasonably possible ensure that all hot works are contained to one area.
- 35.2. Ensure that all equipment is inspected and recorded on a register placed in the Health and Safety file and available upon request.
- 35.3. Ensure that no Hot Works will be permitted to take place in any confined space unless deemed safe in them of the Regulations to do so.
- 35.4. That all Combustibles / Flammables liquids are removed from the area where hot works is taking place
- 35.5. That the necessary firefighting equipment is available in the area where hot works is taking place along with an appointed competent person to use such equipment correctly.
- 35.6. Ensure that all sparks are contained by use of welding screens or similar.
- 35.7. If and where applicable hot work permits are to be obtained.

### **36. Blasting – N/A**

- 36.1. The Principal Contractor must notify Cairnmead well in advance of blasting work to take place and the appointed Blasting Contractor must arrange via the Principal Contractor for their file approval to take place by the Cairnmead Representative, at least two days prior to the Blasting.
- 36.2. The appointed contractor to preform blasting must be registered with the Department of Labour before any blasting activities can take place as per ER4(8)
- 36.3. The Principal Contractor must ensure that the Contractor has appointed in writing a registered Explosives Manager with proof of competency in terms of ER12(1)

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- 36.4. The Principal Contractor will ensure that in terms of Sect 6 of the Explosives Act, 1956(1) no person shall store or have in their Possession of any authorized explosives unless it is in line with Sect 6(1)(c)
- 36.5. The Principal Contractor must ensure that prior to the commencement of blasting the appointed contractor must in writing apply with the chief inspector of occupational health and safety for a licence to manufacture, test, use or store of such explosives as per ER4(1).
- 36.6. The Principal Contractor shall ensure that no blasting work shall commence without the appointed contractor being in possession of a permit issued by or under the authority of an inspector, the appointed contractor must supply the Principal contractor with a copy of such permit which will be placed in their health and safety file and made available upon request.
- 36.7. The Principal Contractor must ensure that the Contractor has appointed in writing a Blasting Supervisor with proof of competency in terms of ER12(3)
- 36.8. The Principal Contractor must ensure that the Contractor prior to commencement has in place an approved Method Statement, Risk Assessment and Safe Work Procedure which has been communicated and is in line with ER12(4)(a)(i) and ER12(4)(a)(ii)
- 36.9. The Principal Contractor must ensure that the Contractor is in Good Standing with the compensation commissioner and that such letter stipulates nature of business as blasting.
- 36.10. The Principal Contractor must ensure that the appointed contractor has in place a registration with SAPS
- 36.11. The Principal Contractor must ensure that the Contractor prior to commencement has in place a blasting plan with all the required information in ER4(5) including the following
- The appointed competent person / blasting plan developer must confirm what type of cover they will have on the blast. This depends on the blast design and the drilling methods.
  - The blasting manager should determine in the blasting plan, method statement and risk assessment what the safe radius will be around the blasting area.
  - The blasting manager should sign all the schedule licenses.
  - All the affected persons, premises and/or building projects within this safe radius should receive a blasting notification at least 24 hours before the blast.

### **37. Asbestos – N/A**

- 37.1. All asbestos containing areas must be pointed out to the Principal Contractor before any work can commence in these areas and assessment needs to be conducted by a approved inspection authority to identify building component containing asbestos and the supply of a methodology of the demolition and monitoring and removal of such asbestos.
- 37.2. Contractor appointed for the demolition and removal of such asbestos must be an appointed and approved contractor with the department of labour to ensure that requirements are followed as per AIA Specifications.
- 37.3. AIA to represent the client and Department of Labour during the duration of the removal of such asbestos in line with the asbestos regulations 2002 and other health and safety standards incorporated under section 44 of the OHS Act.

### **38. Existing Services and existing site conditions**

- 38.1. All services like water, electricity and gas will be pointed to the Principal Contractor by the professional team appointed by the Client as far as reasonably possible. There must be a documented proof that the services for water, storm water, sewer, gas (if applicable) and electricity was terminated successfully. For the gas and electricity there must be a Certificate of Compliance to say it was terminated.
- 38.2. Where the Principal Contractor or their appointed Contractor intends to work near, under or above ground where Power lines are located, all such activities must be conducted in line with the legal requirements and adherence to the safe work distances must always be monitored by the Principal Contractor

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### 39. Other Special Conditions

- 39.1. The Principal Contractor must inform Cairnmead, on the same day, when the Department of Labour issue any written notices for a non-compliance on the site, and a copy of such notice must be forwarded, as soon as possible on the same day, to Cairnmead. The Principal Contractor must not submit any reports to the Department of Labour unless verified by Cairnmead.
- 39.2. The Principal Contractor must take note of the details below for the Local Department of Labour offices:  
Contact person: Fundiswa Noluroto  
Telephone number: 031 366 2104  
E-mail address: [Fundiswa.Noluroto@labour.gov.za](mailto:Fundiswa.Noluroto@labour.gov.za)

Issued by Cairnmead Industrial Consultants (Pty) Ltd on behalf of **Airports Company South Africa**



**Date: 12 December 2019**

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C.P.J. Lourens  
CHSM/480/2018  
For: Cairnmead Industrial Consultants (Pty) Ltd

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**ANNEXURE 1 – Legal compliance audit guideline**

<b>Administrative Requirements / Duties</b>
Induction Training
Medical Fitness Certificates (Annexure 3)
Appointment Letters & Proof of Competency
Contract with Client / Principal Contractor
Copy of The OHS Act & Regulations
Health and Safety Plan
Health & Safety Policy
Letter of Good standing
Mandatory Agreement (Sec 37(2))
Principal Contractors Appointment / Contractors Appointment
Notification of Construction Work / Construction Work Permit
ID Copies and Next of Kin Information
Recording of Incidents (Annexure 1, WCL2 & Incident reporting procedure)
Risk assessments, safe work procedures, method statements and risk review and monitor plan
PPE Issue Register
Safety Meeting Minutes and attendance
Toolbox talks / DSTI's
<b>Registers and Documentation (Where Applicable)</b>
Bulk mixing plant
Construction Employee Facilities
Construction Vehicles & Mobile Plant
Demolition Work
Excavation Work
Explosive Actuated Devices
Explosives
Fall Arrest Equipment
Fall Protection Plan
Material Hoist
Mobile Crane
Rope Access
Scaffolding
Suspended Platforms
Temporary Works
Welding & Flame Cutting / Hotwork
Housekeeping
Stacking & Storage
Temporary Electrical Installations
Fire Precautions
First Aid
Hand tools
Health & Safety Representative
Ladders
Lifting Tackle
Storage of Hazardous Chemicals
Emergency Preparedness / Plan / Procedures
Vessels Under Pressure
Lifts & Escalators
Portable Electric Tools

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