



South African Reserve Bank

Occupational Health and Safety

Specification Guidelines

**South African Reserve Bank (SARB)
(Hereinafter referred to as “the Client”)**

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1. Purpose

To set out the minimum requirements to ensure compliance with health and safety legislation, standards and procedures and to assist the contractor to develop, implement and maintain an organised safety, health and environment-friendly management system for each intended construction project.

The procedure is supplementary to the requirements of relevant legislation and the conditions of the contract.

Applicability

It is not the intention of this procedure to rewrite all the applicable statutory requirements; however, reference will be made to the specific requirements. It remains the responsibility of each person to take cognisance of the legislation.

Prologue

Safety and health requirements in terms of Construction Regulation 5 (1) (b)

To prepare a comprehensive site specific health and safety specifications based on the baseline risk assessment. Following are some examples of the hazards that can be encountered on the Bank's premises:

- Working from elevated positions as well as in services shafts
- Work in confined spaces.
- Moving machinery
- Hazardous/flammable chemicals
- Construction work to be done in a live building/work area.
- Noise areas. (Take note that all the areas zoned and identified as noise areas will be treated as such.)

Adhere to all notices, symbolic safety signs and road signs displayed on the premises.

Please take note that all legal requirements pertaining to the safety file **must be submitted in a soft copy format to SARB OHS representative/agent** before commencement of work.

The health and safety requirements for contractors are supplementary to the Occupational Health and Safety Act (Act No. 85 of 1993) (OHS Act) and regulations. These requirements will form part of the contract.

In terms of section 37 of the OHS Act and the contract, every contractor will be responsible and accountable for his or her own employees and will comply with the requirements of the Occupational Health and Safety Act, the relevant regulations and the contract at all times.

All contractors are advised to ensure that they comply with the requirements of Construction Regulations 2014 7(1) (a) and provide the client with a **suitable, sufficiently documented site specific health and safety plan** for approval. No contractor will be allowed to commence work before the health and safety plan is approved.

The client will execute all his or her responsibilities in terms of the Act and regulations, and will ensure that all contractors comply with the requirements of the OHS Act and regulations and the conditions of the contract.

1.1 Scope

This procedure contains and deals with:

- Safety, Health and Environmental management system requirements and specifications that are in use; and
- SHE statutory requirements to which contractors must comply while performing work. Conformance with the OHS Act and other related legislation is mandatory.

1.2 References

- 1.2.1 Occupational Health and Safety Act, No.85 of 1993.
- 1.2.2 Compensation for Occupational Injuries and Diseases Act, 130 of 1993.
- 1.2.3 National Environmental Management Act, 107 of 1998
- 1.2.4 SANS 10085 and SANS 51004 and SANS 657 Part 1(Scaffolding)
- 1.2.5 SANS 10400 (Building Regulations)

2. Definitions

- (a) In these regulations any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned and, unless the context otherwise indicates
- (b) **“agent”** means any competent person who acts as a representative for the client;
- (c) **“angle of repose”** means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;
- (d) **“bulk mixing plant”** means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;
- (e) **“client”** means any person for whom construction work is performed, in this instance the South African Reserve Bank.
- (f) **“competent person”** means any person who –
 - (i) has in respect of the work or task to be performed the required knowledge, training, experience and qualifications specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Authority Act, 2000 (Act No. 67 of 2000), these qualifications and training must be regarded as the required qualifications and training: and
 - (ii) is familiar with the Act and with the applicable regulations made under the Act.
- (g) **“construction work”** means any work in connection with
 - (i) the construction, erection, alterations, repair, demolition or mantling of or addition to a building and any similar structure: or
 - (ii) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or the moving of earth, cleaning of land, the making of excavation, piling or any similar civil engineering structure or type of work;
- (h) **“construction work permit”** means a document issued in term of regulation 3:
- (i) **“construction manager”** means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;
- (j) **“construction supervisor”** means a competent person appointed by the contractor and responsible for supervising construction activities at the construction site;

- (k) **“demolition work”** means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;
- (l) **“construction vehicle”** means a vehicle used for means of conveyance for transporting persons or material or both such persons and material, as the case may be, both on and off the construction site for the purposes of performing construction work;
- (m) **“sub-contractor”** means a contractor appointed by the principal contractor to perform construction work for the benefit of the client;
- (n) **“contractor”** means the principal contractor and any of its appointed sub-contractors, collectively;
- (o) **“design”** in relation to any structure includes drawings, calculations, design details and specifications;
- (p) **“designer”** means-
- (i) a competent person who-
 - prepares a design;
 - checks and approves a design;
 - arranges for any person at work under his/her control to prepare a design, including an employee of that person where he/she is the employer; or a
 - designs temporary work, including its components:
 - (ii) an architect or engineer contributing to, or having overall responsibility for the design;
 - (iii) building services engineer designing details for fixed plant;
 - (iv) surveyor specifying articles or drawing up specifications;
 - (v) contractor carrying out design work as part of a design and build project; or
 - (vi) an interior designer, shop-fitter or landscape architect;
- (q) **“ergonomics”** means the application of scientific information concerning humans to the design of objects, systems and the environment for human use in order to optimise human well-being and overall system performance;
- (r) **“excavation work”** means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;
- (s) **“explosive actuated fastening device”** means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing;
- (t) **“fall prevention equipment”** means equipment used to prevent persons from falling from an elevated position, including personal equipment, body harness, body belts, lanyards, gondolas, lifelines or physical equipment, guardrails, screens, barricades, anchorages or similar equipment;
- (u) **“fall arrest equipment”** means equipment used to arrest the person in a fall from an elevated position, including personal equipment, body harness, lanyards, deceleration devices, lifelines or similar equipment, but excludes body belts;
- (v) **“fall Protection Plan”** means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk;

- (w) **“fall risk** “means any potential exposure to falling either from, off or into;
- (x) **“hazard identification”** means the identification and documenting of existing or expected hazards to the health and safety of persons which are normally associated with the type of construction work being executed or to be executed;
- (y) **“health and safety file”** means a file, or other record in permanent form, containing the information required as contemplated in these regulations;
- (z) **“health and safety plan”** means a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified;
- (aa) **“health and safety specifications”** means a site, activity specific documented plan in accordance with the client’s health and safety specifications.
- (bb) **“medical certificate of fitness”** means a certificate contemplated in regulation 7(8)
- (cc) **“National Building Regulations”** means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No.103 of 1977), and promulgated by Government Notice No. R.2378 of 30 July 1990, as amended by Government Notice No’s R 432 of 8 March 1991, R 919 f 30 July 1999 and R, 547 of 30 May 2008.
- (dd) **“person day”** means one day for carrying out construction work by a person on a construction site for one normal working shift;
- (ee) **“principal contractor”** means an employer, appointed by the client to perform construction work;
- (ff) **“professional engineer or professional certified engineer”** means any person registered as either a Professional Engineer or Professional Certified Engineer under the Engineering Profession Act, 2000 (Act No. 46 of 2000);
- (gg) **“professional technologist”** means any person registered as a Professional Technologist under the Engineering Profession Act, 2000;
- (hh) **“provincial director”** means the provincial director as defined in regulation 1 of the General Administrative Regulations 2003
- (ii) **“scaffold”** means any temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;
- (jj) **“shoring”** means a structure such as an hydraulic, mechanical or timber/steel shoring system that supports the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation, and "shoring system" has a corresponding meaning;
- (kk) **“structure”** means-
 - any building, steel or reinforced concrete structure or bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels , road, drainage works, earthworks, dam, wall, tower crane, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;

- any scaffold or other structure designed or used to provide support or means of access during construction work; or
 - any fixed plant in respect of work which includes the installation, commissioning, decommissioning or dismantling and where any such work involves a risk of a person falling two metres or more;
- (ll) **“suspended platform”** means a working platform suspended from supports by means of one or more separate ropes from each support;
- (mm) **“temporary works”** means any false work, formworks, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;
- (nn) **“The Act”** means the Occupational Health and Safety Act, 1993 (Act No.85 of 1993);
- (oo) **“tunnelling”** means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or mining of a mineral;
- (pp) **“SHE”** The acronym for Safety, Health and Environment.

3. Client

3.1 Duties of the Client (CR 5)

3.1.1 The client must-

- a) **prepare a site specific baseline risk assessment** for an intended construction work project;
- b) prepare a coherent site **specific health and safety specification** for the intended construction work based on the baseline risk assessment.
- c) **provide the designer with the health and safety specification** document.
- d) ensure that the designer takes the prepared health and safety specification in consideration during the design stage;
- e) **include the health and safety specification in the tender documents;**
- f) ensure that potential **principal contractors** submitting tenders have made adequate **provision for the cost of health and safety measures;**
- g) ensure that potential **principal contractors** submitting tenders have made adequate **provision for the cost of health and safety measures;**
- h) ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
- i) take **reasonable steps to ensure co-operation between all contractors**
- i) ensure before any work commences on a site that **the principal contractor is registered and in good standing with the compensation fund** or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993.
- k) **discuss** and negotiate with the principal contractor the contents of the principal contractor's **health and safety plan**, and must thereafter finally approve that plan for implementation;
- l) **ensure that periodic health and safety audits** and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;

- m) ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
- n) **stop** any contractor from executing a **construction activity which poses a threat to the health and safety of persons** which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site;
- o) ensure that **the health and safety file contemplated** in regulation 7(1)(b) is kept and maintained by the principal contractor.

3.1.2 An agent contemplated in sub regulations (5) and (6) must—

- a) Manage the health and safety on a construction project for the client; and
- b) **Be registered with a statutory body** approved by the Chief Inspector as qualified to perform the required functions; **(SACPCMP)**

3.2 Clients' responsibilities with regards to incident reporting

Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the principal contractor provides the provincial director within the required time period, a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the principal contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.

Regulation 5(3) therefore places a responsibility on the Client to ensure that all reportable incidents are reported in the correct manner, on the prescribed forms and within the prescribed time frames to the Provincial Director.

3.3 Application for construction work permit.

3.3.1 A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out apply to the provincial director in writing for a construction work permit to perform construction work if the intended construction work **start from the**

7th of August 2018 and will -

- 1) Exceed 365 days and will involve more than 3600 persons days of construction work; or
- 2) The tender value limit is grade 7, 8 Or 9 of the Construction Industry Development Board (CIDB) grading.
- 3) **Note that grade 7 tender value has been increases from R40 million to 60 million from 7 October 2019.**

3.3.2 An application for a Construction Work Permit must be done in a form similar to Annexure 1 in the Construction Regulations 2014. The following documentation will accompany the completed form when submitting the application for a construction work permit to the Provincial Director:

- Health and Safety Specification;
- Health and Safety Pan;
- Baseline Risk Assessment.

3.3.3 A site specific number for each construction site will be issued by the Provincial Director and this number **must be conspicuously displayed** at the main entrance to the construction site.

3.3.4 A client must ensure that the principal contractor keeps a copy of the construction work permit contemplated in the OHS safety file for inspection by an inspector, the client, the client's authorised agent, or an employee.

- 3.3.5 No construction work contemplated in sub regulation (1) may be commenced or carried out before the construction work permit and number have been issued and assigned.

3.4 Programme Management Division

The Projects Manager, who is duly appointed by the adjudicating authority, shall ensure that:

- the potential principal contractor has the necessary competencies and resources to perform the duties imposed on him/her in terms of the contract;
- a copy of this OHS Specification document will be issued to the responsible person of the contracting company. (Refer to Construction regulations);
- the OHS Act, Section 37(2) agreement be signed (Annexure 5) before the principal contractor starts with his or her activities;
- all statutory appointments are verified to be in order and available on site before starting with work;
- based on the scope of work and the Health and Safety specification, **a site and project specific** risk assessment to determine the activities has been completed **before** commencing with work;

3.5 Safety and Health Personnel

The SARB OHS representative/agent will assist the Projects Manager and the principal contractor's responsible/ competent persons in the implementation and maintenance of this procedure through advice, evaluations, auditing, rendering assistance during meetings and investigations.

4 Designer

4.1 Duties of a designer of a structure must

- 4.1.1 ensure that the applicable safety standards are incorporated and complied with in the design;
- 4.1.2 take into consideration the health and safety specification submitted by the client;
- 4.1.3 inform the client in writing of any known or anticipated dangers or hazards relating to the construction work, and or when the design is subsequently altered;
- 4.1.4. refrain from including anything in the design of the structure that could endanger the health and safety of persons, which can be avoided by modifying the design or materials;
- 4.1.5 take into account the hazards relating to any subsequent maintenance of the relevant structure and must make provision in the design for that work to be performed to minimize the risk;
- 4.1.6 during the design stage, take cognisance of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of a structure.

4.2 Duties of designer during temporary work

- 4.2.1 all temporary works are adequately designed so that it will be capable of supporting all anticipated vertical and lateral loads that may be applied;
- 4.2.2 the designs of temporary works are done with close reference to the structural design drawings issued by the principal contractor, and in the event of any uncertainty consult the principal contractor for advice and assistance.

5 Principal Contractor and Contractors

5.1 Duties of the Principal Contractor

- 5.1.1 Provide to the client a **site and project specific health and safety plan**, based on the SARB Health and Safety Specifications document.
- 5.1.2 Open and keep on site a **health and safety file**.
A soft copy of the safety file needs to be submitted to the SARB OHS representative/agent before the project may commence.
- 5.1.3 A contractor must, after consultation with the SARB project manager, and having considered the size of the project, the degree of danger likely to be encountered in respect of hazards or risks during the specific project , **appoint a full-time or part-time OHS representative/agent** in writing to assist in the control of all health and safety related aspects on the site:
- 5.1.4 No contractor may appoint a construction OHS representative/agent, to assist in the control of health and safety related aspects, on the site unless that the **construction OHS representative/agent is registered with a statutory body (SACPCMP)** approved by the Chief Inspector and has the necessary competencies and resources to assist the contractor and **give his or her co-operation to SARB OHS representative/agent** during inspections, audits or investigations on the construction site.
- 5.1.5 Provide sub-contractors who are tendering to perform construction work for the principal contractor, **with the relevant sections of the SARB OHS specifications**.
- 5.1.6 Ensure that no sub-contractor is appointed to perform construction work unless the sub-contractor that he/she intends to appoint, has the necessary **competencies and resources** to perform the construction work safely;
- 5.1.7 Ensure prior to work commencing on the site that every sub- contractor has a **valid “Letter of Good Standing** “from the Compensation Commissioner.
- 5.1.8 **Appoint each sub- contractor** in writing for the part of the project on the construction site.
- 5.1.9 Ensure that the **periodic site audits** and document verification are conducted at intervals mutually agreed upon between the principal contractor and any sub-contractor, but at least once every 30 days
- 5.1.10 **Stop** any sub-contractor from executing construction work which is not in accordance with SARB OHS specifications for the site or which **poses a threat to the health and safety of persons**;
- 5.1.11 Ensure that **all** his or her employees have a **valid medical certificate of fitness** and in the format of Annexure 3 as per the Construction Regulations 2014 specific to the construction work to be performed.

- 5.1.12 **All sub-contractors are informed regarding any hazard that is stipulated in the risk assessment** before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site (Section 9);

5.2 Duties of the Sub-Contractor

- a) Provide the principal contractor with a **documented site and project specific health and safety plan**, based on the relevant sections of SARB OHS specification as provided by the principal contractor.
- b) A sub-contractor must appoint in writing, a construction supervisor and or an OHS representative/agent responsible for **ensuring occupational health and safety compliance in respective of the sub-contractor's portion of activities on the construction site**. In addition to this, the sub-contractor's OHS representative/agent must ensure the sub-contractors commitment to complying with the Construction regulations.
- c) Open and keep on **site a health and safety file**, which must include all documentation required in terms of the OHS Act and these Regulations, and which must be made available on request to an inspector, SARB representative or the principal contractor.
- d) Promptly provide the principal contractor with any **information which might affect the health and safety of any person** carrying out construction work on the site.
- e) Ensure that all his or her employees have a **valid medical certificate of fitness** in the format of Annexure 3 as per the 2014 Construction Regulations, specific to the construction work to be performed and issued by an Occupational Health Practitioner.
- f) No sub-contractor may allow or permit any **employee** or person to enter any site, unless that employee or person has undergone **health and safety induction training pertaining to the hazards** prevalent on the site at the time of entry
- g) A sub-contractor must ensure that all visitors to a construction site undergo **health and safety induction pertaining to the hazards** prevalent on the site and
- h) Must ensure that such visitors have the **necessary personal protective equipment**. Keep record of all the induction trainings.

5.2.1 Health and Safety Plan

- a) The Health and Safety Plan must be a, well-documented and workable health and safety document compiled to satisfy the **requirements of the Occupational Health and Safety Act**, the Construction Regulations, the client's safety specifications and other relevant legislation. It will show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the health and safety plan.
- b) All principal contractors are advised to ensure that they comply with the requirements of CR. 7(1) (a) and **provide SARB OHS representative/agent with a, practical, and workable health and safety plan** for approval. No sub-contractor will be allowed to commence work before the health and safety plan as well as all requirements and documentation are submitted and approved by the principal contractors OHS representative.

- c) SARB's OHS representative/agent will do regular **audits (at least once per month)** of principal contractors and constant monitoring of sub-contractors in terms of the construction regulations to ensure compliance with the legal requirements (CR 5(1) (o)).

5.2.2 Health and Safety File

- a) The health and safety file will contain the required documentation of the OHS Act as well as the Construction Regulations and the Client Specifications.
- b) This file **will be kept on site** and will be available at all times to the client and Department of Labour as per Construction Regulations 2014 7(2)(b).

5.2.3 Notification of construction work.

- a) A contractor who intends to carry out any construction work (other than work contemplated in regulation 3(1), must at least **7 days before** that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended construction work will-
 - a) include excavation work
 - b) include working at a height where there is risk of falling;
 - c) include the demolition of a structure; or
 - d) include the use of explosives to perform construction work.

5.2.4 Letter of Good Standing (CR 5 (1)(j))

- a) A letter of good standing is the registration certificate issued by the workman's compensation fund or any other licensed insurer when the insured has complied with all the requirements of the insurer and the requirements of the Act.
- b) The certificate will reflect
 - the name of the insured company;
 - the expiry date; and
 - the registration number.

The certificate will be issued without any alterations.

No company may do any work without a valid letter of good standing.

5.2.5 Injuries/Accidents reporting and investigation

- a) Every contractor will be in possession of an Accident Register as required by the OHS Act and must acquaint himself or herself with the contents of sections 24 of the OHS Act (Reportable Incidents) by the investigating party involved
- b) Every contractor and sub-contractor, as the case may be, must conduct his/her own respective incident investigations. In the event that the safety representative or project manager, depending on the severity of the incident, feels the need to participate or conduct his/her own investigation the contractor or sub-contractor must ensure full cooperation to the Banks' staff and provide information and assistance as and when requested to do so.
- c) **A copy of the completed investigation form must be handed to 'SARB's OHS representative /agent within 24 hours.** The highest authority in the contracting company concerned shall sign fatal and permanent total disability investigation forms.

5.2.5.1 Occupational Diseases.

- a) Incidents that may cause or have caused occupational diseases must be brought to the attention of the OHS consultant as well as who will conduct an urgent investigation in accordance with the above.

It remains the responsibility of the contractor to report any reportable incident to the Department of Labour (section 24)

5.2.6 Medical examinations (CR 7 (1)(g), CR 7 (8) CR 18 (1))

- a) The OHS Act 16(2) Designated person/Construction Supervisor 8(7) shall ensure that **all** the employees under his/her control shall undergo a medical screening examination consisting of a physical examination before entering the premises to start work. The medical screening is to be conducted by an Occupational Health practitioner. A certificate of medical fitness shall be in the format of Annexure 3 and a copy shall be kept on site in the Health and Safety file
- b) A copy of all employees Identification document must also be kept in the safety file.

5.2.7 Intoxication (Liquor and Drugs)

- a) Intoxicating liquor and drugs are not permitted on site nor will anyone under the influence be permitted on site. Random testing could be performed by SARB security officials and any person found to be under the influence or in the possession of alcohol or drugs will be handed over to the local Police and blacklisted from SARB premises. Persons who are under medical treatment must report it to their management immediately.

5.2.8 First aid Facilities.

- a) Every contractor will comply with the requirements of the Occupational Health and Safety Act, General Safety Regulations 3, regarding first aid emergency equipment and facilities.

6. Statutory Appointments

6.1 Appointments

- a) **All required statutory appointments will be done in writing.**
Contractors need to ensure the all persons appointed are competent to do the specific job and where applicable have a copy of the said competency certificate in the safety file.

6.2 Supervision of construction work (CR 8)

- a) It is a requirement that no contractors may work on-site without proper supervision by the site manager or his supervisors. If the risks related to specific tasks deem it necessary, direct visible supervision has to be ensured as long as the task is being performed.

6.3 Section 37(2) Agreements

- a) This document is a legal agreement in terms of section 37(2) of the Occupational Health and Safety Act. The agreement is between the client (The South African Reserve Bank) and all Principal Contractors with a direct contract with the client. (Annexure 5)
- b) The agreement will confirm that the appointed person of any company will remain responsible and accountable for his/her own employees, including any sub-contractors and its employees appointed to the relevant project.

- c) The agreement form is to be completed by the principal contractor and must be signed by the principal contractor's 16(2) appointee. Thereafter, the Bank's 16(2) appointee or his/her representative co-signs the agreement and returns it to the relevant Project Manager.

7. Operational Responsibilities from the Construction Regulations 2014

7.1 Risk assessments (CR 9(1))

- a) In terms of Section 9(1) a contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include-
 - the identification of the risks and hazards to which persons may be exposed to;
 - an analysis-and evaluation of the risks and hazards identified based on a documented method;
 - a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - a **monitoring plan**; and
 - a **review plan**.

7.2 Fall protection (CR10)

- a) A contractor must—
 - Designate a competent person to be responsible for the preparation of a fall protection plan;
 - Ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
 - Take steps to ensure continued adherence to the fall protection plan.

7.3 Excavation work (CR 13)

- a) A contractor shall ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing.
- b) All excavation work carried out on the premises shall be done as per the requirements of the Construction regulations 13

7.4 Demolition work (CR 14)

- a) A contractor shall appoint a competent person in writing to supervise and control all demolition work on site.
- b) All demolition carried out on the premises will be conducted in accordance with the requirements of the Construction Regulation 14

7.5 Scaffolding (CR 16)

- a) A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
- b) A contractor using access scaffolding must ensure that such scaffolding, when in use, also complies with Section 12 (Temporary works) of the Construction Regulations.

7.6 Suspended Platform (CR 17)

- a) A contractor must appoint a competent person in writing who must ensure that all suspended platforms work operations are carried out under his or her supervision and that all suspended platform erectors, operators and inspectors are competent to carry out their work.

- c) A contractor must ensure that the suspended platform in use comply with all the requirements of the Construction regulations 17.

7.7 Rope Access (CR 18)

- a) A contractor must—
 - Appoint a competent person in writing as a rope access supervisor with the duty of supervising all rope access work on the client's site, including the duty of ensuring occupational health and safety compliance in relation to rope access work:
 - Ensure that all rope access operators are competent and licensed to carry out their work. Rope access operators must have valid medical fitness certificates for working on heights in the prescribed Annexure 3 format.

7.8 Personal Protective Clothing (PPE)

- a) The contractor shall do an assessment of the specific activities and areas of each intended project to determine what PPE is required to mitigate hazards effectively.

- b) The contractor's employer shall issue to all his/her employees on site with approved personal protective equipment in accordance with the above risk assessment as well as reflective jackets with the company's name.

- d) The equipment shall be worn where required and also where it is indicated by symbolic safety signs.

8. Electrical installation and machinery on construction sites.(CR 24)

- 8.1 A contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 2011, ensure that-
 - a) Adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus on the site;

 - b) The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;

 - c) All temporary electrical installations used by the contractor are inspected **at least once a week** by a competent person and the inspection findings are recorded in a register kept on the construction site; and

 - d) All electrical machinery is **inspected** by the authorised operator or user **on a daily basis** using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

9. General Safety and Machinery Regulation

9.1 Machine guarding

All dangerous moving parts of machinery must be securely fenced or guarded so that accidental contact with these parts is not possible, that is, open pulleys, chains, gears, etc.

9.2 Ladders

- a) Ladders must be constructed of suitable material of adequate strength.
- b) Homemade ladders will not be allowed on site.
- c) All ladders shall be **prominently identified** with the contractor's name and ladder number.
- d) Ladders shall be checked on a monthly basis.
- e) Records are to be kept. A register must be available for audit purposes

9.3 Motorised equipment

- a) Speed limit
The speed limit within premises will be adhered to.
Any person exceeding this limit will be put off site.
- b) Vehicles
All vehicles shall be roadworthy and licensed/permitted at all times.
- c) Licenses
Each driver on site must be in possession of a valid driver's license for the class of vehicle he operates and be in possession of his license while operating a vehicle.
- d) Passengers
Only the driver on forklift NO PASSANGERS as well as NO PASSENGERS will be allowed to sit on the sides of Lorries or pick-ups.

9.4 Hand tools

- a) All tools on site, including privately owned tools, must be kept in sound condition at all times.
- b) All tools shall be inspected on a regular basis by supervisors.
- c) Nobody is allowed to use homemade or defective hand tools.

10. Electrical Machinery and Electrical Installation Regulations

10.1 Portable electrical equipment

This would include vacuum cleaners and high pressure machines, extension cables, etcetera

- a) All portable electrical equipment shall be suitably numbered.
- b) A register shall be kept.
- c) All portable electrical equipment shall be inspected once a month and the results entered into the register.
- d) Also please see 8.1 in this document.

10.2 Permit to work system, lock-out procedures, safe work procedure

10.2.1 The responsible person shall ensure that:

- a) The conditions of permits and cautionary notices are strictly adhered to.
- b) Lock-out procedures, mechanical, electrical, hydraulic as well as pneumatic procedures are strictly adhered to and any deviations shall be corrected immediately.
- c) Safe work procedure as laid down and as determined by the Risk Assessment shall be followed.

10.2.2 Hot work permits for welding, flame cutting, grinding, soldering and similar operations

- a) No "Hot work", for example, welding or flame cutting shall be undertaken unless:
- a "Hot work" risk assessment has been completed;
 - a "permit to work" is in place with a "fire watch" on standby;
 - the person has been fully instructed in the safe use of the equipment and in the hazards which may arise;
 - leads and electrode holders are effectively insulated;
 - the workplace is effectively partitioned off and signs erected;
 - eyes, face, hands, feet, body and respiratory systems are effectively protected by wearing the correct personal protective equipment; and
 - effective ventilation is provided and maintained; especially in confined spaces.

11. Use and storage of flammable liquids on site (CR 25)

A contractor must, in addition to compliance with the provisions for the use and storage of flammable liquids in the General Safety Regulations 2003 ensures that;

- a) Where flammable liquids are being used, applied or stored at the workplace concerned, this is done in such a manner to prevent a fire or explosion hazard, and that the workplace is effectively ventilated.
- b) no person smokes in any place in which flammable liquid is used or stored, and shall adhere to notices prohibiting smoking; (Smoking on SARB premises are only allowed in the designated smoking areas)
- c) Materials Safety Data Sheets (MSDS's) must be available, in the safety file, for all chemicals that will/can to be used during project.

12. Housekeeping and general safeguarding on construction sites(CR 27)

12.1 Housekeeping

Contractors shall ensure that

- a) suitable housekeeping is continuously implemented on each construction site, including provisions for the
- Proper storage of materials and equipment, and
 - Removal of scrap, waste and debris at appropriate intervals.
 - Please remember to follow security rules before disposal of core drilling extrusions as part of the building scrap removals.
 - Correct storage of materials required for use, in that they are not placed on the site so as to obstruct means of access to and egress from evacuation routes, workplaces and passageways.

12.2 Building and floors

- a) Areas in which persons are permitted to be or are required to work, must be kept free of materials, goods and other articles except those necessary for the work process. Those materials must at all times be stacked properly in demarcated areas.
- b) All floors shall be maintained in a clean, slip-free and dry condition and free from protruding objects, nails, splinters, holes or loose boards.
- c) All walkways and storage areas are to be clearly demarcated. Walkways are to be kept free from materials, goods, tools, scaffolding and other articles

13. Stacking and storage (CR 28)

- a) Contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, ensure that—
- Adequate demarcated storage areas are provided and
 - Storage areas are kept neat and under control.

14. Fire prevention (CR 29)

14.1 Siting of fire extinguishers on premises

- a) All contractors must familiarise themselves with the locations of the available firefighting equipment in the close proximity of the construction area where they will perform any work.

(The Bank's firefighting equipment is only to be used in case of an emergency/fire and not when fire-extinguishing equipment is required in and during contractors own projects on the Bank's sites.)

14.2 Fire precautions and requirements

- (a) Subject to the provisions of the Environmental Regulations for Workplaces, every contractor shall ensure that:
- all appropriate measures are taken to avoid the risk of fire;
 - sufficient and suitable storage is provided for flammable liquids, solids and gases;
 - smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
 - combustible materials do not accumulate on the construction site;
 - welding, flame cutting and other hot work are done only after the appropriate precautions as required have been taken to reduce the risk of fire;
 - suitable and sufficient fire-extinguishing equipment is placed at strategic locations or as may be required during the project.

15. Toilet Facilities (CR 30)

In the event that the Bank is unable to provide sufficient toilet facilities at a construction site, a contractor must provide clean, hygienic and well maintained facilities as required and stipulated in regulation 30 of the 2014 Construction Regulations.

16. Occupational Hygiene

Occupational hygiene factors and stresses are those that effect a person over a long period of time, for example, noise – results in deafness during old age, exposure to asbestos could result in Asbestosis in due time.

16.1 Noise

- All employees who are exposed to noise must be educated and made aware of the harmful effects of long-term exposure to noise.
- They must be provided with **approved hearing protection** where necessary and record must be kept of such issues.
- Also see 7.8 in this document

16.2 Heat

- When employees are working in hot conditions, clean cool drinking water must be supplied with easy access to all workers.

- Employees must be made aware of the dangers of heat exhaustion/stroke and the signs and symptoms of impending heat collapse.
- Frequent and extended rest periods must be provided in accordance with the Occupational Health and Safety Act.

16.3 Illumination

- Adequate and sufficient illumination is essential and where it is insufficient the contractor must make additions to ensure safe working conditions at all times.
- Ensure that all roof lights, light fittings are kept clear and unobstructed.
- When use is made of artificial lighting where machinery is being used all moving parts must be clearly visible.
- Illumination provided must be so designed to avoid glare, reflections and stroboscopic effects.

17. Occupational Diseases

Incidents that may cause or have caused occupational diseases must be brought to the attention of the SARB OHS representative/agent as well as who will conduct an urgent investigation in accordance with the above.

It remains the responsibility of the contractor to report any reportable incident to the Department of Labour (section 24) and issue the SARB OHS representative/agent with a copy of the report.

18. Hazardous chemical substances

When any chemical substances are brought onto site, The Project Manager/ SARB OHS representative/agent must be provided with the following information:

- A material safety data sheet (MSDS) for the specific substances
- Handling and storage of chemicals must be according to the Manufacturers specifications
- Persons handling the substances must be trained in its uses, dangers and precautions and proof of such training must be kept in the safety file.
- Adequate precautions must be taken when toxic substances are used, e.g. notices posted, demarcation and warning signs
- Personal protective clothing must be provided and employers must ensure its correct usage and compliance with requirements in MSDS
- Ensure adequate ventilation.

19. Effluent water

No effluent water or water contaminated with oil, paints or any other hazardous chemicals is to be washed down the storm water drains.

20. Induction Training

20.1 General induction

The client's site specific induction will not replace the contractor's own compulsory induction training or exempt any employer from his responsibilities or accountabilities.

20.2 Site specific induction training (CR 5 and 6)

- a) The site specific induction information is provided in Annexure 5 of this document (page 28 & 29)

Each contractor must discuss the provided induction information with all his/her employees as well as their sub-contractors employees, which are to do any work on the Bank's properties.

- b) An attendance register will include the date of training and the names and signatures of all trainees. Records of this induction shall be kept in the safety file

- c) Contractors shall provide proof of training for his/her employees with respect to:
 - All applicable Risk Assessments and Method Statements
 - Safe Work Procedure
 - Health and safety plan and
 - SARB's evacuation procedure.

ANNEXURE 1
APPLICATION FOR PERMIT TO DO CONSTRUCTION WORK

(Interims of Regulation 3(2) of Construction Regulations, 2014)

This application must be submitted with the following documents:

1. Health and safety specifications.
2. Health and Safety plan.
3. Baseline risk assessment.

1. Name, postal address and telephone numbers of the client:

2. Details of the Agent.

a. Title, Surname and initials

b. Identity number/ Passport Number

c. Registration number with SACPCMP

d. Office Tel. number and/or mobile number

e. Postal address.

3. Name, postal address and telephone numbers of the appointed principal contractor:

4. Name, postal address and telephone numbers of designer of the project:

5. Name, postal address and telephone numbers of the following persons:

a. Construction Manager:

b. Construction Health and Safety Manager:

c. Construction Health and Safety Officer:

6. Exact physical address of the construction and site office:

7. Nature of construction work:

8. Expected commencement date:

9. Expected completion date:

10. Estimated maximum number of persons on the construction site:

11. Planned number of contractors on site accountable to principal contractor:

12. Name(s) of contractors appointed:

13. _____

Signature of Client/Client Agent

14. _____

Signature of Principal Contractor

FOR OFFICE ONLY

Authorisation / Unique No.	LABOUR CENTRE	OFFICIAL APPROVAL STAMP
---------------------------------------	----------------------	--------------------------------

15. Date of application: _____

16. Submitted documents prescribed in Construction Regulations 5 (4) (Please tick):

CR 5(1)(a)		CR 5(1)(b)		CR 5(1); (C-S)	
-------------------	--	-------------------	--	---------------------------	--

17. Result of the application (Please Tick)	Approved		Declined	
---	-----------------	--	-----------------	--

18. Reason for declining the application:

19. _____
Signature of the Supervisor

20. _____
Signature of revoking Officer/Inspector

ANNEXURE 2

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993

Regulation 4 of the Construction Regulations, 2014

NOTIFICATION OF CONSTRUCTION WORK

-
-
1. (a) Name and postal address of principal contractor:

 - (b) Name and telephone number of principal contractor's contact person:

 2. Principal contractor's compensation registration number: _____
 3. (a) Name and postal address of client:

 - (b) Name and telephone number of client's contact person or agent:

 4. (a) Name and postal address of designer(s) for the project:

 - (b) Name and telephone number of designer(s) contact person:

 5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 8(1)

 6. Name/s of principal contractor's subordinate supervisors on site appointed in terms of regulation 8(2):

 7. Exact physical address of the construction site or site office:

 8. Nature of construction work:

9. Expected commencement date: _____

10. Expected completion date: _____

11. Estimated maximum number of persons on construction site: _____

Total: _____ Male: _____ Female: _____

12. Planned number of contractors on the construction site accountable to principal contractor:

13. Name(s) of contractors already chosen:



Principal Contractor

Date

Client's Agent (where applicable)

Date

Client

Date

- THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO THE COMMENCEMENT** OF WORK ON SITE.

ANNEXURE 3

OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 Construction Regulations 2014
Medical Certificate of Fitness

Name of Employee _____ ID Number _____ CO. Number _____

	<p align="center">*Possible Exposure</p> <p align="center">e.g. noise, heat, fall risk, confined space etc.</p>	<p align="center">* Job Specific Requirements</p> <p align="center">e.g. Operating Mobile Crane, Digging Trenches, Erecting Form work & Support work etc.</p>	<p align="center">* Protective Equipment</p> <p align="center">e.g. Dust Respirator (Light Duty, Welding Gloves etc.</p>																																																															
<p>*Occupation e.g. General Worker, Welder, Bricklayer, Steel fixer, Mobile Crane Operator, etc.</p>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					

*** The Employer to complete the information in the spaces marked with an * before sending the Employee for a medical examination**
Declaration by the Medical Examiner:

I certify that I have, by examination and testing, using the above criteria specified by the employer, satisfied myself that the abovementioned employee is fit to perform the duties as described by the employer in the matrix above.

Occupational Medicine Practitioner/ occupational Health Nursing Practitioner: (Please print Name) _____

Signature _____ Practice Number: _____ Date: _____

Address: _____



Annexure 4

Written Agreement between **The South African Reserve Bank** (Client) and

_____ (Contractor's Company Name).

as envisaged by Section 37(2) of the Occupational Health and Safety Act, No. 85 of 1993, as amended,

I _____ (Name of Contractor) the designated person in term of Section 16(2) of the OHS Act hereby, agree to accept full responsibility for ensuring compliance with the OHS Act by all employees and Subcontractors of _____ (Contractor's Company name)

I furthermore agree to comply with the requirements of **The South African Reserve Bank** Client) as contained in the SHE requirements for contractors and the Health and Safety Requirements for Construction Work by Corporate Risk Control, and to liaise with the client, or his/her representative (Project Manager), should I for whatever reason, be unable to perform in terms of this agreement signed thus

..... day of.....20.....

at

Signature on behalf of (Contractor's company name)

Print (Contractor)..... Signature

1. Compensation Commissioner Registration Number: _____
2. Category: _____ (See Section 80 of Compensation for Occupational Injuries and Diseases Act, 1993 for more details)
3. Safety, Health and Environmental Requirements for Contractors
4. I herewith sign acceptance of abovementioned documents.

.....
Print (Clients 16(2) appointée or designated person)

.....
Signature

.....

ANNEXURE 5

HEALTH AND SAFETY INDUCTION TRAINING FOR VISITORS AND CONTRACTORS IN TERMS OF CONSTRUCTION REGULATIONS

Objective

The objective of this induction manual is to ensure that contract workers have a basic knowledge and understanding of Health and Safety requirements whilst working on the South African Reserve Bank (SARB) properties.

1. Access.

- All contractors are to have their ID's on person when entering the site. This will assist with identifying members against the staff register.
- Never enter the site or any other working area on his/her own without first reporting to his/her SARB contact person.
- Never enter the plant or any other working area without the necessary authorisation.
- Do not wander around in areas where he/she is not authorised to be.
- Do not enter any area without the required safety equipment and personal protective equipment.
- Do not enter the site with any alcohol, drugs, unauthorised cameras or any weapons.
- If under the influence of alcohol or drugs, do not enter the site. Doing so is a criminal offence.
- Only contractors issued with a GREEN contractor's access card are allowed to walk around without an escort. RED cards holders must ALWAYS be escorted.
- Access cards received must be visible at all times
- Entry to the Bank will only be allowed during business hours. If after-hours access is required, special arrangements must be made with and through the respective project manager
- The contractors should allow for security procedures upon accessing the Bank which may include random checks of identity documents and or equipment carried by workers upon entry and exit to the Bank.
- All contractors' workmen, including sub-contractors are limited to the area identified as the construction area.
- Should work be required in an area outside of the identified construction area, a construction supervisor must accompany the workmen.
- Contractor's employees are not allowed private visitors.

- **Housekeeping**
- Removal of scrap, waste and debris at appropriate intervals
- Adequate demarcated storage areas must be provided and storage areas are kept neat and under control
- Spilled liquids such as oils and other slippery substances must be cleaned up immediately.

2. Personal protective equipment (PPE)

- All site personnel and workmen must be thoroughly and correctly identified, wear presentable and tidy company name bearing uniforms with a clip-on identification plate
- All contractors' working on SARB premises must be issued with approved PPE in accordance with the risks that they might be exposed to during the project.
- All contractors must be issued with a reflective jacket showing the company's name.
- The required PPE shall be worn where required and also where such is indicated by symbolic safety signs.

3. Portable electrical & Hand tools

- All electrical as well as hand tools that enter SARB sites must be captured on the respective tool register and proof of inspections/checklist at the required intervals is conducted by a competent person.
- All tools must be kept in a good condition.
- All electrical as well as hand tools must be kept under control and packed away when not in use as SARB cannot be held responsible for any loss of such tools.
- All electrical tools will be inspected **DAILY** by a competent person as per section 24 (e) of the

4. Ladders

- Ladders must be constructed from suitable material, and of an adequate strength. Homemade/makeshift ladders will not be allowed on site.
- All ladders shall be **prominently identified** with the contractor's name and ladder number and required inspections will be done and proof/checklist will be kept in safety file.
- Contactors will always supply their own ladder and not make use of the SARB's ladders.

5. Scaffolding

- All scaffolds must be erected, altered or dismantled by or under the supervision of a competent person. Copy of competency certificates must be kept in safety file.
- Scaffolding in use on SARB sites must be inspected **DAILY** by a competent scaffolding inspector as per section 12(f) of the *2014 Construction Regulations*.
- Scaffolding must comply with section 12 & 16 of the *2014 Construction Regulations*

6. Welding, flame, cutting, soldering and similar operations

No welding or flame cutting shall be undertaken unless:

- A Hot work permit is completed.
- The applicable risk assessment is discussed with all employees involved in this task.
- Adequate precautions are in place to mitigate fire risk
- effective ventilation is provided and maintained;

7. Lifting machines and lifting tackle

- All lifting equipment brought onto SARB sites must be in lifting equipment register and inspected as per legislative requirement.
- All lifting equipment must be clearly numbered according to the lifting equipment register.
- A latest test certificate of all lifting equipment must be in the safety file.
- Nobody shall permit or require persons to be raised or lowered by means of a lifting machine.

8. Use, storage and disposal of hazardous substances

- Ensure that appropriate PPE is worn as per the risk identified for working with hazardous chemicals.
- Only store chemicals in proper storage areas.
- No hazardous chemicals are to be washed down the storm water drains.

9. Fire prevention and protection;

- Contractors must provide their own firefighting equipment as required per the identified risks.
- All fire extinguishers must be labelled, recorded on register and serviced according to legislative requirement.
- Contractors must ensure that none of the Bank's firefighting equipment is obstructed or tampered with, or removed during the duration of the project
- Ensure that there is no smoking outside designated smoking areas by any of their employees.

10. SARB Parking areas and traffic rules.

- All contractors entering SARB premises must adhere to SARB traffic signs at all times.
- Any person ignoring or violating traffic rules on site can be prevented from driving on the premises or even be prevented from entering the premises.

11. Smoking on site

- Smoking on the premises is only allowed in designated smoking areas
- If not adhered to, action will be taken against the offender

Annexure 6

SOUTH AFRICAN RESERVE BANK

General 'House Rules' for Contractors

1. Introduction

- 1.1 The "House Rules" are put in place to ensure a smooth co-ordination of activities at the South African reserve Bank's properties and other official sites while work is in progress.
The Bank's properties is guarded by security staff, All related aspects thereof must be complied and adhere to.
- 1.2 The Contractor must comply with all stipulations of the "House Rules" document. Any contravention of these will be deemed against the spirit of the maintenance contract and serious action will be taken to remedy the situation.
- 1.3 Limited on-site parking is available and it's therefore suggested to arrange parking as a pre-entrance requirement.

2. Access

- 2.1 All contractors and their workers are to have their ID's on person when entering the site as this will assist with identifying the members.
- 2.2 Access cards received must be visible at all times
- 2.3 Entry to the Bank will be allowed only during business hours.
- 2.4 Access at other times should be requested in advance as this will require special arrangements.
- 2.5 The contractor should allow for security procedures upon accessing the Bank, which may include random checks of Identity documents and or equipment carried by workers upon entry and exit to the Bank.
- 2.6 Contractor's vehicles may be searched on entry and exit to the Bank by the security staff.
- 2.7 Deliveries
 - 2.7.1 It is the responsibility of the contractor to inform his supplier/sub-contractors of the restrictions, rules and regulations applicable to maintenance/construction work at the Bank.
 - 2.7.2 Arrangements must be made in advance regarding deliveries with the project manager/maintenance leaders.
- 2.8 Movement of workmen
 - 2.8.1 All workmen, including sub-contractors are limited to the area identified as the maintenance/construction area.
 - 2.8.2 Private visitors to contractor employees are not allowed.

3. Security control

- 3.1 The contractor is expected to comply with all security measures put in place by the Bank and reserves the right to randomly search persons and vehicles entering the property.
- 3.2 The contractor shall establish at his own cost, security required for the protection against theft or any other loss of his materials, plant and equipment etc. Such measures must be to the satisfaction of the Project Manager/Maintenance Leaders.
- 3.3 The Bank will not accept any responsibility for any loss or damage to persons and or property, connected with or belonging to the contractor and his employees, irrespective as to reasons or cause, at any time, whilst the contractor is engaged on site.
- 3.4 The contractor workers will wear neat and identifiable overalls with the company name or logo clearly visible on the back or front of the overall.
- 3.5 Should core drilling be required at any stage during the project, SARB security (SMD) must be involved and guidance from them must be received regarding the disposal of the extruded core. (Concrete piece)

- 3.6 The extruded core may not be disposed of among the construction rubble, except if it was broken to smaller pieces or treated to destroy the integrity of the concrete

4. Site establishment and site maintenance

- 4.1 Rubble must be contained to a designated area and provision should be made to discard hazardous material off site. The contractor will provide a skip or similar for rubble and other waste that must be emptied on a weekly basis.
- 4.2 No cleaning of equipment in existing drains will be allowed; cleaning to take place off-site.
- 4.3 Prior to the erection of any structures, scaffolding, temporary or otherwise, which are intended for use by the contractor, all proposals and locations are to be discussed with and approved by the OHS Consultant and Operations Manager.
- 4.4 The contractor is to ensure a neat, clean and tidy site at all times to the satisfaction of the Project Manager/Maintenance Leader. This will be seen as a high priority at all times.
- 4.5 Work rubble must be removed from the site at regular intervals due to limited space and must be treated as a priority by the contractor.
- 4.6 Contractors must arrange for their own waste bins and may not utilise any on-site facilities.

5. Safety

- 5.1 Contractors are expected to work safely and abide by the regulations of the statutory legislation;
- 5.2 Contractors will be required to complete and submit indemnity forms as and when provided.
- 5.3 A Safety file complete with all requirements must be submitted each time before work can commence.
- 5.4 Any unsafe equipment or conditions, and anyone found contravening the legislation will be dealt with appropriately.
- 5.5 The contractor shall display all the required health and safety signage when and where necessary.
- 5.6 All necessary PPE will be worn and used on site where applicable.
- 5.7 All contractors must be issued with a reflective jacket showing the company's name

6. Work Stoppages

- 6.1 It may occur that Contractors will be required to stop work owing to activities at the Bank; however, every effort will be made to prevent/limit stoppages.
- 6.2 Only the Project Manager/Maintenance Leaders/OHS Consultant may request contractors to stop work. In the event of an emergency, the Bank's security staff on site may issue the instruction together with the reason for the stoppage e.g. evacuation.
- 6.3 Work will also be stopped if any of the prescribed OHS regulations are not been adhered to.

7. Housekeeping

- 7.1 Existing electrical power outlets are available for use by contractors.
- 7.2 The above will apply to the supply of water as well. The supply points will be indicated to the contractor once on site.
- 7.3 Ablutions are available.
- 7.4 No illegal activities will be allowed on site.
- 7.5 If any of the employees are caught in the act of smuggling or any other prohibited activities, they will be escorted off the premises and depending on the seriousness of the offence, the case may be handed over to the SAPS.
- 7.6 No alcohol (for human consumption) will be allowed on the site.
- 7.7 Workers should be restricted to a dedicated area during lunch hour and the related rubble to be discarded into a container.
- 7.8 All the above rules are deemed to be applicable to any nominated sub-contractors, or any other sub-contractor that may be appointed by the contractor, from time to time.
- 7.9 Smoking will be limited to the dedicated areas only.

Guidelines for completion of document

1. Annexure 1

Application for construction work permit.(Page 22)

A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out apply to the provincial director in writing for a construction work permit to perform construction work if the intended construction work **start from the 7th of August 2018** and will –

- 1) Exceed 365 days and will involve more than 3600 persons days of construction work; or
- 2) The tender value limit is grade 7, 8 Or 9 of the Construction Industry Development Board (CIDB) grading.
- 3) **Note that grade 7 tender value has been increases from R40 million to 60 million from 7 October 2019.**

2. Annexure 2

Notification of construction work (Page 25)

Must be completed by the **contractor** and submitted to the Provincial Director 7 days before commencing of construction work, according to regulation 4 of the Construction regulations of 2014.

A copy of this completed document must be handed in to SARB OHS representative/agent as proof that the provincial director was notified.

3. Annexure 3

Medical Fitness Certificates (Page 27)

According to construction regulations 2014 section 7(1)(g) an principal contractor must ensure that **all the employees** under his/her control have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

All certificate of medical fitness shall be kept on site in the Health and Safety file.

4. Annexure 4

Section 37 (2) Written Agreement (Page 28)

This agreement between the Client (SARB in this case) and the appointed contractor must be signed before the contractor commences construction work. A copy of the signed agreement must be kept by the client. This agreement is as stipulated according to Section 37 (2) of the Occupational Health and Safety Act 85 of 1993.

5. Annexure 5

Health and safety induction training for contractors (Page 29 & 30)

This induction training is to ensure that the contractors' workers have the basic knowledge and understanding of SARB site specific Health and Safety rules and regulations. This training/information is to be given to all workers according to Section 13 of the Occupational Health and Safety Act 85 of 1993. (Duty to inform). Also reflecting in Section 7 (5) and (6) of the Construction regulations 2014.

A copy of the attendance registers of all the contractors' workers as well as visitors to the construction site, who did attend the induction training, must be kept in the safety file.

6. Suggested documents to be made part of contract document by project managers

- a) Construction work permit if implacable to this contract (CR 3 (1))
- b) Signed Annexure 2 (CR 4 (1))
- c) Signed Annexure 4 (Sec. 37 (2))
- c) Health and Safety Plan for this project (CR 7 (1)(a))