

# THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/PLAN/001
Implementation Date	03.12.2018
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## HEALTH AND SAFETY PLAN



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### 1. PURPOSE

The purpose of this plan will provide the requirements which **THENJIWE SUPPLIES & REPAIRS** and any other Contractor that it may employ will endeavour to comply with in order to reduce the risks associated with the work that may lead to incidents causing injury and/or ill health, to a level as low as reasonably practicable.

### 2. SCOPE

This guideline applies to all areas whereby **THENJIWE SUPPLIES & REPAIRS** conducts work.

### 3. RESPONSIBILITIES & IMPLEMENTATION

#### 3.1 The Client will in terms of Construction Regulation 2014;

- a) Ensure the **THENJIWE SUPPLIES & REPAIRS** is notified immediately of any changes which might affect the Health and Safety of the above project CR 5 (f).
- b) Ensure that **THENJIWE SUPPLIES & REPAIRS** is appointed in writing CR 5 (k).
- c) The Client will be responsible for a monthly audit on **THENJIWE SUPPLIES & REPAIRS** HSE Plan and Safety File CR 5 (o).
- d) Stop any contractor who does not comply with his HSE Plan or who poses a threat to the Health and Safety of persons CR 5(q).
- e) Ensure **THENJIWE SUPPLIES & REPAIRS** has made enough provisions for health and safety measures during the tendering process CR 5 (g).
- f) Will ensure that each appointed contractor is competent for the proposed work being done CR 5 (h).

#### 3.2 **THENJIWE SUPPLIES & REPAIRS** in terms of the construction regulation 2014 will:

- a) Provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the clients documented health and safety specifications CR 7 (1)(a).
- b) Open and keep on site, health and safety files, which will include all documentation required in terms of the act and these regulations CR 7(1) (b)
- c) Will provide other contractors with the clients safety specifications and this safety plan CR 7(1) (c) (i).
- d) Will stop any contractor who does not comply and who poses a threat to the health and safety of persons CR 7(1) (c) (viii).
- e) Sufficient information and appropriate resources will be provided with regards to Health and Safety when changes in the design or construction occurs CR 7(1) (c) (ix).
- f) Ensure contractors have made provision for the cost of health and safety for the duration of their scope of work during the project CR 7(1) (c) (ii).
- g) Contractors will demonstrate and implement their HSE plans for the duration of their contract CR 7(1) (c) (vi).

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- h) Every contractor will have a Safety file on site available for inspection by **THENJIWE SUPPLIES & REPAIRS**, Client, Client's Agent or Department of Labour. This file will have all the provisions of the OHS Act covered in the HSE Plan and File CR 7(2) (b).
- i) At the end of the contract a consolidated HSE file will be handed over to the Client who will ensure safekeeping of all documents CR 7(1) (e).
- j) Shall evacuate the Property and cease work when there is inherent danger.
- k) If any inherent dangers are detected, **THENJIWE SUPPLIES & REPAIRS** will immediately evacuate the area and inform the Client and the Client's agent of the suspected danger.

### 4. ABBREVIATIONS

HSE – Health, Safety and Environment  
 SWP – Safe Work Procedures

### 5. DEFINITIONS

Not applicable.

### 6. GENERAL

Not applicable.

### 7. PLAN

#### 7.1 Notification of Construction Work

The Department of Labour shall be notified of the intended construction work with the document (Annexure 2) as prescribed in the Construction Regulations 4. Proof of the correspondence along with a copy of the document will be kept on the Project HSE File

#### 7.2 Letter of Good standing

The Principal contractor and all contractors appointed shall be in good standing with the compensation fund commissioner in terms of the Compensation for occupational injuries and diseases act, 130 of 1993. A valid letter of good standing shall be available in the safety file before any work may commence on site in terms of Construction regulation 5 (j) 7 (c)(iv) for both Principle contractor and all other contractor.

#### 7.3 Health, Safety and Environment Policy

A Health, Safety and Environment Policy shall be available in terms of the OHS Act section 7 and be displayed in all prominent areas.

#### 7.4 Legal Appointments

The appointments shall define the roles and responsibilities of each appointee and be signed by the Construction manager and the appointee before it is deemed legal.

**No Work** may commence on site if the Construction Work supervisor or his assistant Construction Work supervisor is not present on site.

The following appointments shall be in place as determined by the act;

Legal Reference	Appointments
16 (1)	Chief Executive officer

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16 (2)	Delegation of duties / Contracts Director / Manager
CR 8 (1)	Construction Manager
CR 8 (2)	Subordinate Construction Manager
CR 8 (5)	Construction Safety Officer
CR 8 (7)	Construction Work Supervisor
CR 9 (1)	Risk Assessor
CR 10 (1) (a)	Fall Protection Planner and Fall Protection Supervisor
CR 16 (1)	Scaffolding Supervisor, Team Leader, Erectors
CR 28 (a)	Stacking and Storage Supervisor
CR 29 (h)	Fire Prevention Officer
GSR 3	First Aider
HCS	Hazardous Chemical Substance Supervisor / Controller
GSR 9	Supervisor / Operator of Welding, Flame Cutting
GSR 13	Ladder and Access Supervisor
Section 17	HSE Representative
Section 19	OHS Committee
CR 10	Inspector of Safety Harness
CR24 c	Electrical Installation Controller

### 7.5 Risk Assessment

#### Development of Risk Assessments

An overall Project Hazard Identification will be conducted at the start of the project by the client as determined in the construction regulation. This process will determine what dangers and hazards exist and how the risks can be minimized to eliminate incidents from occurring. The Client must provide the Hazard identification to **THENJIWE SUPPLIES & REPAIRS** to compile their baseline risk assessment. All risk assessments by **THENJIWE SUPPLIES & REPAIRS** and other contractors shall be approved by the client representative and the **THENJIWE SUPPLIES & REPAIRS** representative before any work may commence.

#### Change in Management

When a change in a process or a change in management occurs, all work in the affected area will be stopped and all hazard identifications will be reevaluated and communicated to all employees.

#### Baseline Risk Assessments

A baseline risk assessment shall be conducted by a risk team consisting in accordance with the Risk assessment procedure; the following members will be elected to conduct baseline risk assessment:

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- Construction Manager
- Construction Work Supervisors
- Health and safety Officer
- Environmental officer
- Risk assessor
- Artisans

The Baseline Risk Assessments shall address the hazards that have been identified by the team as likely to arise out of the contract work and control measure to mitigate the hazards will be put in place.

The Baseline risk assessment shall be communicated to the relevant employees who will be directly and indirectly involved with the task for which the risk assessment was completed.

### Task Specific Risk Assessment

All task of the contracted work shall be individually evaluated to determine their risk and put control measure in place to mitigate the risk associated with the task. The Task specific risk assessment will be communicated to all employees involved in the task before work may commence.

### Daily Risk assessment

Before each task commences on site a risk assessment shall be conducted and communicated to all employees involved in the process before any work may commence.

## 7.6 Safe Working Procedure

Safe work procedures will be completed for Risk Assessments with a Matrix score of higher than 10 as determined by the risk assessment procedure after all control measures have been inserted.

### Monitoring & Review

The application of the SWP's will be monitored by the persons appointed.

Review of the Risk Assessments and SWP's is included in the duties of the Risk Assessor

His duties will include:

- a) Monitoring the implementation of the Risk Assessments and SWP's
- b) Reviewing the Risk Assessments as the work progresses or as additional information becomes available and developing additional Risk Assessments as and when necessary.
- c) Informing the Client, the Principle Contractor's employees and all other Contractors regarding any changes or new Risk Assessments developed.

## 7.7 Fall Protection Plan

- a) A competent fall protection plan developer shall develop a fall protection plan in terms of construction regulation 10 and it shall be approved by the clients representative before any work at heights may commence. Each contractor on this project shall supply a fall protection plan if they plan to work in elevated positions.
- b) A pre-emptive Risk Assessment will be completed for any work to be carried out above two metres from the ground or any floor level and will be classified as "Work in Elevated Positions".
- c) The following is a minimum requirement for working at heights and shall be further detailed in the fall protection plan for the site;

- All employees working in elevated positions shall wear a SABS certified full body harness.
- Each employee working at heights shall have undergone a height medical done by an occupational health practitioner.
- Each employee working at heights shall be trained by an accredited training facility for working at heights.



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### 7.8 Scaffolding

**THENJIWE SUPPLIES & REPAIRS** will comply with the SANS 10085 standards and Construction Regulation 16.

The following is the minimum requirements for scaffolding work on this project; the scaffolding work shall further be defined in the fall protection plan;

- A competent scaffolding supervisor shall supervise all scaffolding activities.
- A competent and appointed scaffolding erector shall erect the scaffolding
- A competent and appointed scaffolding inspector shall inspect scaffolding daily and declare whether it is safe to use or not.
- No work shall be conducted on scaffolds in inclement weather conditions.

### 7.9 Construction Vehicles

- It is noted that Construction Vehicles will be inspected daily by Drivers/operators using the checklists provided to them by **THENJIWE SUPPLIES & REPAIRS**.
- It is noted that Construction Vehicles (CV) will be:
  - Of acceptable design and construction
  - Maintained in good working order
  - Used in accordance with their design and intention for which they were designed
  - Operated/driven will be trained, competent and authorized operators/drivers. No unauthorized persons to be allowed to drive CV
  - Operators and drivers of CV will be in possession of a valid medical certificate declaring the operator/drive physically and psychologically fit to operate or drive CV
  - Provided with safe and suitable means of access
  - Fitted with adequate signaling devices to make movement safe including reversing
  - Excavations and other openings will be provided with sufficient barriers to prevent CV from falling into same
  - Provided with roll-over protection
  - Inspected daily before start-up by the driver/operator/user and the findings recorded in a register/log book
  - CV to be fitted with two head and two tail lights whilst operating under poor visibility conditions
  - No loose tools, material etc. is allowed in the driver/operators compartment/cabin nor in the compartment in which any other persons are transported
  - CV used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported
  - It will be a rule that no person may ride on a CV except for in a safe place provided for the purpose.
  - The construction site will be organized to facilitate the movement of CV and that pedestrians and other vehicles are not endangered. Traffic routes to be suitable, sufficient in number and adequately demarcated.
  - CV left unattended after hours adjacent to roads and areas where there is traffic movement will be fitted with lights reflectors or barricades to prevent moving traffic to come into contact with the parked CV.
  - In addition CV left unattended after hours will be parked with all buckets, booms etc. Full lowered, the emergency brakes engaged and, where necessary, the wheels chocked, the transmission in neutral and the motor switched off and the ignition key removed and stored safely.
  - Workers employed adjacent or on public roads will wear reflective safety vests.
  - All CV inspection records and logbooks will be kept in the OH&S File.
  - Traffic Management plan will be developed and communicated to all drivers/operators.

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### 7.10 Electrical Lock-Out

An electrical lockout procedure will be developed by **THENJIWE SUPPLIES & REPAIRS** and will be submitted to **CLIENT** for approval. This lockout procedure will be adhered to by all Contractors on site.

### 7.11 Portable Electrical Tools & Equipment

- Will be fitted with a robust non-hygroscopic non-conducting handle, A strong guard will protect the lamp
- The cable lead-in will be of a design to withstand rough handling
- A register will be kept for each piece of equipment and findings of regular Inspections will be recorded
- Inspections will concentrate on plug, cord, switch and any obvious faults
- When used in wet/damp/metal container conditions, it will be protected as for portable Electrical tools, above

### 7.12 Use and temporary storage of flammable liquids on construction sites

**THENJIWE SUPPLIES & REPAIRS** will ensure that:

- No person is required or permitted to work in a place where there is the danger of fire or an explosion due to flammable vapors being present unless adequate precautions are taken.
- No flammable is used or applied e.g. in spray painting, unless in a room or cabinet or other enclosure specially designed and constructed for the purpose unless there is no danger of fire or explosion due to the application of adequate ventilation
- The workplace is effectively ventilated. Where this cannot be achieved:
- Employees will wear suitable respiratory equipment
- No smoking or other sources of ignition will be allowed in the area
- The area will be conspicuously demarcated as "flammable"
- Flammables stored on the construction site will be stored in a well-ventilated, reasonably fire-resistant container, cage or room that will be kept locked with access control measures in place and sufficient firefighting equipment installed and fire prevention methods practiced e.g. proper housekeeping.
- Only one day's quantity of Flammable is to be kept in the workplace
- Containers (including empty containers) to be kept closed to prevent fumes/vapors from escaping and accumulating in low-lying areas
- Metal containers to be bonded to earth whilst decanting to prevent build-up of static
- Welding and other flammable gases to be stored segregated as to type of gas and empty and full cylinders

### 7.13 Housekeeping on construction sites

**THENJIWE SUPPLIES & REPAIRS** will ensure that its employees as well as other Contractors' employees comply with the requirements for Housekeeping that:

- Housekeeping is continuously implemented.
- Materials & equipment is properly stored.
- Scrap, waste & debris are removed regularly.
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to free flow of pedestrian and vehicular traffic.
- Waste & debris not to be removed by throwing from heights but by chute or crane.
- Where practicable, Construction sites are fenced off to prevent entry of unauthorized persons.
- Catch platforms or -nets are erected over entry and exit ways or over places where persons are working to prevent them being struck by falling objects.
- An unimpeded work space is maintained for every employee.
- Every workplace is kept clean, orderly and free of tools etc. that are not required for the work being done materials.

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### 7.14 Stacking and storage on construction sites

**THENJIWE SUPPLIES & REPAIRS** will appoint a Stacking & Storage Supervisor. He will be responsible to ensure that;

- Adequate storage areas are provided and demarcated.
- The storage areas are kept neat and under control.
- The base of any stack is level and capable of sustaining the weight exerted on it by the stack.
- The items in the lower layers can support the weight exerted by the top layers.
- Cartons and other containers that may become unstable due to wet conditions are kept dry.
- Pallets and containers are in good condition and no material is allowed to spill out.
- The height of any stack does not exceed 3X the base unless stepped back at least half the depth of a single container at least every fifth tier or,
- Where the approval of an inspector has been obtained to build the stacks higher with the aid of a machine the operator of the machine will be protected against items falling from overhead off the stack and no items may overhang.
- The articles that make up a single tier are consistently of the same size, shape and mass.
- Structures for supporting stacks are structurally sound and able to support the mass of the stack.
- No articles are removed from the bottom of the stack first but from the top tier first.
- Anybody climbing onto a stack can and does do it safely and that the stack is sufficiently stable to support him/her.
- Stacks that are in danger of collapsing are broken down and restacked.
- Stability of stacks is not threatened by vehicles or other moving plant and machinery.
- Stacks are built in a header and stretcher fashion and those corners are securely bonded.
- Stepped back at least half the depth of a single container at least every fifth tier.
- Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations.

### 7.15 Fire precaution on construction sites

**THENJIWE SUPPLIES & REPAIRS's** Emergency Coordinator, assisted by the Fire Equipment Inspector and the Stacking & Storage Supervisor will be responsible to ensure that:

- The risk of fire is avoided.
- Sufficient & suitable storage of flammables is provided.
- Sources of ignition is obviated wherever flammable or highly combustible material is present in the workplace e.g.:
- Notices prohibiting smoking is displayed and enforced.
- Welding and flame cutting is only allowed under controlled conditions that includes written hot work permits.
- Only spark-free hand and power tools are used.
- No grinding, cutting and shaping of ferrous metals are allowed using electrically driven power tools that produces sparks.
- Flameproof switches & fittings are to be used in the flammable atmosphere.
- Good housekeeping is maintained to prevent the accumulation of unnecessary combustibles.
- Adequate ventilation is maintained.
- Adequate and suitable fixed and portable fire appliances is provided and maintained in good working order.
- Maintenance must include:
  - Regular inspection by a competent person appointed in writing and keeping a register.
  - Annual inspection and service by an accredited service provider.
- All employees are instructed in the use of the Fire equipment and know how to attempt to extinguish a fire.
- A sufficient number of employees are appointed and trained to act as Emergency Team to deal with fires and other emergencies.

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- Employees are informed of Emergency evacuation procedures and escape routes.
- Emergency escape routes are kept clear at all times.
- After evacuation assembly points are demarcated.
- Evacuation is practiced to ensure that all is evacuated timeously.
- Roll call is held after evacuation to account for all personnel and ensure that no one has been left behind.
- A clearly audible to all persons on site siren or alarm is fitted.

### 7.16 Hazardous Chemical Substances

**THENJIWE SUPPLIES & REPAIRS** will ensure that:

- Employees receive the necessary information & training to be able to use and store HCS safely and
- To be on the lookout for any HCS that may be present / dumped on the site.
- In the event of the latter eventuality, the employees will evacuate the area and call the appointed responsible for HCS person who will deal with the situation.
- Employees obey lawful instructions regarding:
  - The wearing and use of protective equipment
  - The use and storage of HCS
  - The prevention of the release of HCS
  - The wearing of exposure monitoring and measuring equipment
  - The cleaning up and disposal of materials containing HCS
  - Housekeeping, personal hygiene and the protection of the environment
- The Risk Assessments required in terms of Construction Regulation 9 include employee exposure to HCS and that the necessary steps to protect persons from being detrimentally affected by HCS present or used in the workplace, will be taken
- Suppliers will provide the necessary information in the form of a Material Safety Data Sheet (MSDS) regarding an HCS required to ensure the safe use and storage of that HCS
- An up-to-date list is kept on site of HCS's stored and used together with the MSDS's of the said HCS's
- HCS containers will be clearly marked as to the contents and main hazardous category e.g. "Flammable" or "Corrosive" and the reference number of the HCS on the list indicated above
- HCS e.g. Asbestos dust will not be cleared by the use of compressed air but is vacuumed
- No person eats or drinks in a HCS workplace
- HCS waste is disposed of safely in terms of hazardous waste disposal requirements

### 7.17 Personal & Other Protective Equipment

**THENJIWE SUPPLIES & REPAIRS** will identify the hazards in the workplace. We will either remove them or, where impracticable take steps to protect workers and make it possible for them to work safely and without risk to health under the hazardous conditions.

Personal Protective Equipment (**PPE**) will, however, be the last resort and there will always first be an attempt to apply engineering and other solutions to mitigating hazardous situations before the issuing of PPE is considered.

Where it is not possible to create an absolutely safe and healthy workplace **THENJIWE SUPPLIES & REPAIRS** will inform employees regarding this and issue, free of charge, suitable equipment to protect them from any hazards being present and that will allow them to work safely and without risk to health in the hazardous environment.

The said equipment will be maintained by **THENJIWE SUPPLIES & REPAIRS**, and employees has been instructed and trained in the use of the equipment and **THENJIWE SUPPLIES & REPAIRS** will ensure that the prescribed equipment is used by the employee/s.

It is acknowledged that employees do not have the right to refuse to use/wear the equipment prescribed by the employer and, if it is impossible for an employee to use or wear prescribed protective equipment through health or any other reason, the employee will not be allowed to continue working under the

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hazardous condition/s for which the equipment was prescribed but an alternative solution will to be found that may include relocating or discharging the employee.

**THENJIWE SUPPLIES & REPAIRS** will not charge any fee for protective equipment prescribed by him/her but may charge for equipment under the following conditions:

- Where the employee requests additional issue in excess of what is prescribed
- Where the employee has patently abused or neglected the equipment leading to early failure
- Where the employee has lost the equipment

### 7.18 Emergency Preparedness, Contingency Planning and Response

**THENJIWE SUPPLIES & REPAIRS** will appoint a competent person to act as Emergency Controller/Coordinator.

The abovementioned person will conduct an emergency identification exercise and establish what emergencies could possibly develop. He/she will then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that **CLIENT** may have in place.

**THENJIWE SUPPLIES & REPAIRS** and the other Contractors will hold regular practice drills of contingency plans and emergency procedures to test them and familiarize employees with them.

### 7.19 First Aid

**THENJIWE SUPPLIES & REPAIRS** will provide First Aid, 1 per 50 employees of qualified First Aider/s as required by General Safety Regulation 3 of the OHS Act.

The Contingency Plan of **THENJIWE SUPPLIES & REPAIRS** will include the arrangements for speedily and timeously transporting injured/ill person/s to a medical facility or of getting emergency medical aid to person/s that may require it.

**THENJIWE SUPPLIES & REPAIRS** will have firm arrangements with our other Contractors in place regarding the responsibility of the other Contractors injured/ill employees.

### 7.20 Construction Welfare facilities

The following will be provided:

#### Toilets

The provision of Toilets will be as required in terms of the National Building Regulations and Construction Regulation 30. (ratio of 1 toilet per 30 workers.)

#### Eating Facility

Some form of shelter from the sun, wind and rain will be provided.

### 7.21 Competence

**THENJIWE SUPPLIES & REPAIRS** will ensure that his and other Contractors' personnel appointed are competent and that all training required for doing the work safely and without risk to health, has been completed before work commences.

**THENJIWE SUPPLIES & REPAIRS** shall ensure that follow-up and refresher training is conducted as the contract work progresses and the work situation changes.

Records of all training will be kept on the OH&S File for auditing purposes.

#### Training

All operators, drivers and users of construction vehicles, mobile plant and other equipment shall be in possession of valid proof of training, PDP Licenses and vehicles safe for using public roads.

The proof of training for all other employees will be available in the OH&S File.

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In addition to the abovementioned training the following training shall be in place on this project:

Site/Project Manager in the administration of the OH&S Act requirements  
Construction Supervisor in the administration of the OH&S Act requirements  
OH&S Representatives  
Legal liability

Safety officer will have the following qualifications as a minimum;

- National Diploma in safety management or environmental health or relevant equivalent qualification
- SAMTRAC or NEBOSH
- HIRA
- Understanding of OHSAS 18001 and ISO 14001
- Understanding of applicable legislation
- Root cause analysis technique or incident investigation
- Train the trainer or ITIS
- At least two years applicable experience

Environmental Officer will have the following as a minimum;

- Three year Bachelor's degree in environmental sciences
- Extensive EIA experience
- Two years' experience in construction industry

Basic Fire Prevention & Protection

Level 3 First aid (1 for each contractor)

Basic First Aid

Storekeeping Methods & Safe Stacking

Emergency, Security and Fire Co-coordinator

### General Induction Training

All members of **THENJIWE SUPPLIES & REPAIRS** as well as all Sub Contractors will be inducted. Proof of this will be available in the OH&S file.

### Site Specific Induction Training

**THENJIWE SUPPLIES & REPAIRS** employees and other Contractors employees will receive site-specific induction training based on the Risk Assessments for the Contract work and the General Safety Rules.

All employees of **THENJIWE SUPPLIES & REPAIRS** and other Contractors will be in possession of proof of General Induction and Site Specific OH&S Induction training at all times

### Awareness & Promotion

The following methods will be used to promote OH&S amongst employees:

- Toolbox Talks
- Risk Communication
- OH&S Posters
- Competitions
- Employee Assistance Program (EAP)

**THENJIWE SUPPLIES & REPAIRS** will run awareness campaigns as determined by the Awareness program yearly and give assistance to employees who want to get tested for any blood borne diseases.

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### 7.22 Consultation, Communication and Liaison

OH&S Liaison between the **CLIENT**, and **THENJIWE SUPPLIES & REPAIRS** and the other Contractors, the Designer and other concerned parties will be through the OH&S committee.

Consultation with the workforce on OH&S matters will be through their Supervisors, OH&S Representatives, the OH&S committee and their elected Trade Union Representatives, if any.

**THENJIWE SUPPLIES & REPAIRS** accepts responsibility for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

**THENJIWE SUPPLIES & REPAIRS** and other Contractors will conduct Toolbox Talks with their employees on a weekly basis, on Friday mornings before work begins and records of these will be kept on the OH&S File. Employees will be required to acknowledge receipt of Toolbox Talks which record will, likewise be kept on the OH&S File.

### 7.23 Checking, Reporting and Corrective Actions

#### Audits

An audit plan shall be developed and communicated to the client and all contractors at the start of the project.

A Competent 3<sup>rd</sup> party auditor shall conduct monthly internal audits for **THENJIWE SUPPLIES & REPAIRS**.

**THENJIWE SUPPLIES & REPAIRS** Safety Officer and Environmental officer shall conduct monthly contractor audits.

All the audits shall be submitted to the client for their records.

All non-compliance areas identified in the audits shall be placed on an action plan and rectified in suitable timeframe agreed upon by auditor, Client and the contractor.

### 7.24 Inspections by OH&S Representative's and other Appointees

OH&S Representatives will conduct monthly inspections of their areas of responsibility and report thereon to the Construction Supervisor, foreman or supervisor whilst other appointees will conduct inspections and report thereon as specified in their appointments e.g. vehicle, plant and machinery drivers, operators and users must conduct daily inspections before start-up.

#### Recording and Review of Inspection Results

All the results of the abovementioned inspections will be recorded in writing, reviewed at OH&S committee meetings, endorsed by the chairman of the meeting and placed on the OH&S File.

#### Reporting of Inspection Results

**THENJIWE SUPPLIES & REPAIRS** will produce a monthly report to the Client with the status of compliance with all registers/checklists.

### 7.25 Reporting of Accidents and Incidents

**THENJIWE SUPPLIES & REPAIRS** will report all incidents where an employee is injured on duty to the extent that he/she:

- Dies
- becomes unconscious
- loses a limb or part of a limb

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- is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- machinery ran out of control

to the **CLIENT** immediately and to the Provincial Director of the Department of Labour, within seven days (Section 24 of the Act & General Administrative Regulation 8.) EXCEPT that, where a person has died, has become unconscious for any reason or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident will be reported to both **CLIENT** and the Provincial Director of the Department of Labour forthwith by telephone, telefax or Email.

**THENJIWE SUPPLIES & REPAIRS** will provide **CLIENT** with copies of all statutory reports required in terms of the Act within 7 days of the incident occurring.

**THENJIWE SUPPLIES & REPAIRS** will provide **CLIENT** with copies of all internal and external accident/incident Investigation reports including the reports within 7 days of the incident occurring.

### 7.26 Accident and Incident Investigation

**THENJIWE SUPPLIES & REPAIRS** accepts responsibility for the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to be referred for medical treatment by a doctor, hospital or clinic.

The results of the investigation will be recorded in the prescribed Accident/Incident Register.

**THENJIWE SUPPLIES & REPAIRS** accepts responsibility for the investigation of all minor and non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

**THENJIWE SUPPLIES & REPAIRS** accepts responsibility for the investigation of all road traffic accidents and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

It is noted that **CLIENT** reserves the right to hold its own investigation into an incident or call for an independent external investigation.

### 7.27 Protection of the Environment

**THENJIWE SUPPLIES & REPAIRS** will protect the environment affected by the Construction work/activities and shall prevent pollution of any kind whilst construction is in progress.

Any aspects of the environment that is disturbed during the construction work shall be repaired or rehabilitated to at least the same degree as it was before construction commenced.

### 7.28 Section 37 (2) Mandatory Agreement

All Sub-Contractors employed by **THENJIWE SUPPLIES & REPAIRS** will be required to sign an OHS Act Section 37(2) Agreement before commencing work on site.



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**THENJIWE SUPPLIES & REPAIRS** Safety Personnel will be informed by the Construction Manager of the commencement date of any Sub-Contract/s at least seven days before the agreed starting date.

The Owner or representative of the Sub-Contractor/s will be required to attend an OH&S Induction session conducted by the **THENJIWE SUPPLIES & REPAIRS** OH&S Officer before work commences on site. **THENJIWE SUPPLIES & REPAIRS** OH&S Officer will advise the Sub-Contractor of the date, place and time of the session.

The Sub-Contractor/s is required to submit the following documents and information to the **THENJIWE SUPPLIES & REPAIRS** Project OH&S Officer at least three days before the Induction session:

- Name, address and telephone number of owner
- Copy of the Notice to the Department of Labour.
- Name and Contact telephone number of the designated Construction Supervisor
- Proof of Registration and "Good Standing" with a Compensation Insurer (COID Act Section 8)
- List of vehicles, equipment and machinery that will be used on site.
- Copies of all drivers' licenses and Operators' Authority to Operate and proof of training.
- List of names of all persons employed on the contract.

The **THENJIWE SUPPLIES & REPAIRS's**, Construction Manager will scrutinize the relevant documents and advise the Sub-Contractor/s involved on the day of the Induction session of the status of the documents.

Notwithstanding any arrangements between **THENJIWE SUPPLIES & REPAIRS** and any Sub-Contractor, all Sub-contractors will be responsible for the OH&S of persons employed by them and any other person affected by their work activities.

### 8. RECORDS

Scope of Work  
SHE Meeting Minutes & Attendance Registers  
Toolbox Talks  
Legal Appointments  
Risk Assessment  
Non-conformance and Action Plan Procedure & Register  
SHE Rep Inspections  
Audit Reports  
Equipment Registers

### 9. REFERENCE

PPE Policy  
SHE Policy  
Fall Protection Plan  
Emergency Plan  
Competencies  
Internal Training Records  
Incident Management  
Safe Work Procedures  
Contractor Management  
Waste Management Plan

#### Legal Reference

Occupational Health and safety Act 85 of 1993  
Construction Regulation 2014  
Driven Machinery Regulation 2015

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General Administrative Regulation 2003  
General Safety Regulation 1983  
General Machinery Regulation 1988  
Electrical Machinery Regulation 1988  
Environmental Regulation for Workplaces 1987  
Hazardous Chemical Substance Regulation 1995  
Major Hazardous Installation Regulation 2001  
Noise Induced Hearing Regulation 2003  
Facilities Regulation 2004  
Electrical Installations Regulation 2009  
Pressure Equipment Regulation 2009

### 10. SUPPORTING DOCUMENTS

Not applicable.

### 11. APPENDICES

Not applicable.

