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|---|---|---|---|
| **THE ANNUAL SERVICE AND MAINTENANCE OF DIESEL GENERATORS.** | **THE ANNUAL SERVICE AND MAINTENANCE OF DIESEL GENERATORS FOR THE PERIOD OF 36 MONTHS AT THE SUPPLIER PARK DEVELOPMENT COMPANY SOC LTD T/A AIDC FOR THE FOLLOWING DIFFERENT SITES.** | **1)AUTOMOTVE SUPPLIER PARK (ROSSLYN)**<br>**2)WINTERVELD ENTERPRISE HUB (WINTERFELDT)**<br>**3)CHAMDOR HUB (KRUGERSDORP)** | **TBA** |

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**EXECUTIVE SUMMARY**


This specification document constitutes a generic, user-friendly construction and Installation specification for contractors and / or implementers of a wide range of projects. The specification will be primarily for use during construction, upgrading and maintenance of SPDC t/a AIDC infrastructures. The express purpose of the document is to ensure that all projects are implemented within the ambit of sound Health Safety and Environmental standards and norms and to ensure that these standards are properly defined and contractually enforced. As such, the document outlines Health Safety and Environmental actions associated with the civil components of projects, which are considered pertinent to the proper Health Safety and Environmental management and control in terms of the legislation. In

this respect, the document describes the various phases of a construction or implementation project and the specific deliverables, requirements and restrictions relevant for each phase.

**ACRONYMS**

SPDC t/a AIDC: Supplier Park Development Company trading as Automotive Industry Development Centre

ASP: Automotive Supplier Park

EH&SC: Environmental Health and Safety Coordinator

EIA: Environmental Impact Assessment

EM: Environmental Manager

EMP: Environmental Management Plan

EMS: Environmental Management System

FAA: Fire and Allied Association

IEM: Integrated Environmental Management

IMS: Integrated Management System

PM: Project Manager

RoD: Record of Decision

EA: Environmental Authorization

SABS: South African Bureau of Standards

PC: Principal Contractor

OHSA: Occupational health and Safety Act

HCS: Hazardous chemical substances

HSP: Health and Safety plan

NFPA: National Fire Protection Association

SHE: Safety, health and environment

SPEC: Specification

COIDA: Compensation for Occupational Injury and Diseases Act

HIRAC: Hazard Identification, Risk Assessment and Controls

DIFR: Disabling Injury Frequency Rate

DISR: Disabling Injury Severity Rate

PPE: Personal, protective Equipment

SACPCMP: South African council for project and construction management professions.

SACQSP: South African council for Quality surveying professions.

ECSA: Engineering councils of South African

SACAP: South African council for architectural professions

ECB: Electrical contractor's board

MSDS: Material safety data sheet

COC: Certificate of Compliance

SAQCC: South African Qualification Certification Council

## 1. Introduction

(a) **Scope.**

To all people involved in the project including visitors with regards to the development of infrastructure in terms of Best Practice standards in Environmental Planning and Management.

(b) **Purpose.**

This document describes the requirements of compliance to which the AIDC and PRINCIPAL CONTRACTOR are to adhere in relation to the scope of work.

The document defines minimum requirements that are to be implemented by PRINCIPAL CONTRACTOR for the management of Safety Health and Environment on the project.

To ensure compliance with the requirements of the National Environmental Management Act (Act No. 107 Of 1998), Occupational health and safety Act (Act No. 85 of 1993) and Regulations including other applicable local bylaws.

## 2. Reference Documents

(a) Integrated Environmental management series, Environmental Best Practice Specification: Construction 3rd Edition February 2005).
(b) Occupational Health and Safety Act, (Act No. 85 of 1993).
(c) Compensation for Occupational Injury and Diseases Act. (Act 130 of 1993)
(d) Construction Regulations 2014 (Amendment).
(e) Electrical Installation Regulations 2009
(f) Electrical Machinery Regulations 2011
(g) South African National Standards (SANS), including SANS 60335-2-76
(h) National Environmental Management Act, (Act No. 107 of 1998).

(i) Integrated Management System:(OHSAS180012007(ISO45001:2018), ISO14001:2015, ISO9001:2015)
(j) SABS: SANS 347and Annexures, SANS 10089:2010 (Applicable to this project)

3. **Definitions**

**The following definitions will apply to the AIDC Safety Health and Environmental Specification, acronyms given hereunder:**

**Construction Work (Construction Regulations 2014):**

Means any work in connection with –

(a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or an addition to a building or any similar structure; or
(b) The construction, erection, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system, or the moving of earth, cleaning of land, the making of excavation, piling, or any similar engineering structure or type of work.

**Automotive Industry Development Centre (Client):** Means any person for whom construction work is performed (AIDC)

**Construction Work Permit:** Means document issued in terms of Regulation 3 of the Construction Regulation 2014.

**Designer:** Means –

(a) Competent person who:
  i. Prepares a design
  ii. Checks and approves design; or
  iii. Arranges for any person at work under his/her control to prepare a design (Including the employee of that person where his/her is the employer).
  iv. Designs temporary works including its components,
(b) An architect or engineer contributing to, or having overall responsibility for the design;
(c) A building services engineer designing details for the fix plant;
(d) A surveyor specifying articles or drawing up specifications;
(e) A contractor carrying out design work as part of design and building projects;
(f) An interior designer, shopfitter or landscape architect.

**Competent Person:** Means a person who –

(a) Has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and

(b) Is familiar with the Act and with the applicable regulations made under the Act.
(c) In this project the competent person is also required to be registered with appropriate registration body for servicing and maintenance of the Fire Pump Stations **(SAQCC, ASIB)**

**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.

**Construction Supervisor:** means a competed person responsible for supervising construction activities on a construction site.

**Ergonomics:** Means the application of scientific information concerning human to the design of objects, system and the environment for the human use in order to optimise human wellbeing and overall system performance.

**Explosive actuated fastening device:** Means a tool that is activated by an explosive charge and is used for driving bolts, nails and similar objects for the purpose of proving fixing.

**Hazard Identification, Risk Assessment and Controls (HRAC):** Means a documented plan, which identifies hazards, assesses the risks and detailing the control measures and safe working procedures, which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

**Construction Site:** Means any workplace where construction work is being performed

**The Act:** Means the Occupational Health and Safety Act, 1993 (ACT NO. 85 of 1993), National Environmental Management Act, 1998 (ACT NO. 107 of 1998) and Regulations promulgated there under.

**National Building Regulations:** Made under National Building Regulation 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 Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008.

**Hazard:** Means a source of or exposure to danger (source which may cause injury or damage to persons, or property)

**Person day:** means one normal working shift of carrying out construction work by a person on construction site

**Risk:** Means the probability or likelihood that a hazard can result in injury or damage.

**PRINCIPAL CONTRACTOR:** means an employer/Contractor appointed by the AIDC to perform construction work **(Be registered with SAIB in a position to carry out fire system maintenance)**

**Electrical Contractor:** means a person who undertakes to perform electrical installation work on behalf of any other person,

**Professional Engineer or Professional Certificated Engineer:** means any person holding registration as either a professional engineer or professional certificated engineer in terms of the Engineering professions act, 2000.

**Provincial Director:** Means a provincial director as defined in regulation 1 of General Administrative Regulations, 2003.

**Hazardous Chemical Substance (HCS):** Means any toxic, harmful, corrosive, irritant or asphyxia substance, or a mixture or substances for which an occupational exposure limit is prescribed, or an occupational exposure limit is not prescribed, but which creates a hazard to health.

**Construction Plant (TEM):** Encompasses all types of plant including but not limiting to, cranes, piling frames, boring machines, and excavators, dewatering equipment and road vehicles with or without lifting equipment.

**Contractor:** Means an employer who performs construction work.

**Health and Safety Plan (HSP):** Means a site, activity or project specific documented plan in accordance with the AIDC health and safety specification.

**Health and Safety File**

Describes the safety file holding all records on health and safety for the project, which shall be available at all, times for evaluation, and copy of which will be forwarded to the AIDC upon completion of the project.

**Safety, Health and Environmental Specification:** Means a site, activity or project specific document of all safety, health and environmental requirements pertaining to the associated works on a specific site so as to ensure the health and safety of persons on or near the site. The document is compiled by AIDC in terms of Regulation 4(1)(a) of Construction Regulations 2014.

**Method Statement:** Means a written document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.

## 4. Responsibilities

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 (Department of Labour) in writing in a form similar to Annexure 2 if the intended construction work will –

(a) Include excavation work;

(b) Include working at height where there is a risk of falling

(c) Erection and the use of scaffolding

(d) Use of Explosive Actuated Fastening Device

(e) Include demolition of structure; or

- Include the use of explosives to perform construction work A copy of the notification letter to the Provincial Director must be forwarded to the AIDC for records keeping purpose.
- PRINCIPAL CONTRACTOR shall appoint in writing a Construction Manager and a Construction Work Supervisor as a minimum prior to commencing work on site and copies of all the appointment letters of the responsible persons shall be forwarded to the AIDC prior commencement of work on site. These appointees shall be registered with the SACPCMP as per requirement by construction regulation 2014 as from the 7th day of August 2014.
- In the new regulations, an electric fence means “an electrified barrier consisting of one or more bare conductors erected against the trespass of persons or animals”. A person registered as an electric fence system installer is required to have “sufficient knowledge of the safety standards applicable to electric fence systems”. Further, proof of “electric fence system installer proficiency” must be given before registration will be approved.

### 4.1. Assignment of PRINCIPAL CONTRACTOR /Responsible Persons to Supervise Safety Health and Environment on Site

The Principal Contractor Shall appoint a full-time safety officer on site and it is compulsory to provide the name and CV with the competency certificates of your elected Full-time safety officer to the AIDC prior work commencing on site. The safety officer/s shall be tasked with monthly inspections of the site, conduct and review risk assessment, conduct weekly toolbox talks, develop SOP/SWP’s are followed by all workers on site. All documents shall be audited monthly by AIDC SHEQ Team Member or AIDC’s appointed representative. The appointed safety officer/s shall be registered with SACPCMP as per requirement by Construction Regulation 2014 as from the 7th day of August 2014.

#### 4.1.1. Risk Assessment Competent Person (Appointed in terms of CR 9(1) of 2014.

PRINCIPAL CONTRACTOR shall appoint a competent person in writing at commencement of the project to control the risk assessment process on site.

#### 4.1.2. Competency for PRINCIPAL CONTRACTOR’s Responsible Persons

PRINCIPAL CONTRACTOR shall ensure that all management personnel (responsible for health and safety) shall undergo Safety, Health and Environmental Induction training, which is to be arranged and conducted by the AIDC.

### 4.2. Electrical contractor

No person may do electrical installation work as an electrical contractor unless that person has been registered as an electrical contractor in terms of Electrical Installations Regulations 2009.

Any person who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector.

### 4.3. Safety Health and Environmental Plan (SHE)

PRINCIPAL CONTRACTOR shall provide to the AIDC, a Safety Health and Environmental Plan in accordance with this Specification. The **SHE Plan** shall be included in the **SHE FILE** to be submitted for approval to the AIDC before work commences on site

4.4. **Safety Health and Environmental Representatives**

PRINCIPAL CONTRACTOR shall ensure at least one (1) SHE Representative be nominated, elected and trained to carry out his / her functions in his / her area of responsibility. This shall also be required in areas where less than fifty (50) employees are engaged in activity. PRINCIPAL CONTRACTOR shall ensure employees elected are designated in writing for a specific area and period.

The designated persons shall be required to conduct monthly inspections within their area of responsibility; the records must be kept for AIDC SHE auditing purposes and that deviations recorded are reported to the responsible supervisor within the designated person/s area so that appropriate action can be taken. The designated person/s shall be permitted to participate in the Joint SHE Committee Meetings

## 5. Objectives and targets

PRINCIPAL CONTRACTOR shall include in the SHE Plan and the Policy the objectives and targets in respect of compliance with SHE Requirements for the project.

5.1. **Planning and Procedures**

PRINCIPAL CONTRACTOR shall define in the Plan, the method of planning i.e. **method statement** to be used on the project and the procedures to be adhered to.

## 6. Implementation of the Safety Health and Environmental Specification

PRINCIPAL CONTRACTOR shall ensure that the AIDC SHE Specification is implemented on the project through PRINCIPAL CONTRACTOR's SHE Plan which must be submitted to AIDC for approval prior work commencing on site.

## 7. Application of the Safety Health and Environmental Specification

### 7.1 Compensation of Occupational Injuries and Diseases Act, Act No. 130 of 1993

### (COIDA)

PRINCIPAL CONTRACTOR shall ensure a valid **letter of good standing** will be provided to the AIDC prior to work commencing on site for reference purposes as proof of good standing.

PRINCIPAL CONTRACTOR shall ensure all other Contractors appointed also comply with the above requirements defined in the COIDA.

### 7.2. SHE Policy

PRINCIPAL CONTRACTOR SHE Policy is to be attached to the SHE Plan for review by the AIDC SHEQ Team.

### 7.3. Hazard Identification Risk Assessment and controls (HIRAC)

AIDC shall conduct the baseline risk assessment and issue to PRINCIPAL CONTRACTOR and PRINCIPAL CONTRACTOR shall conduct risk assessments of all work on site guided by AIDC baseline risk assessment, Task Risk Assessment shall be submitted for approval to the **AIDC SHEQ Management Team** prior to work commencing on site.

PRINCIPAL CONTRACTOR must ensure that training forms part of the HIRACC process and proof of training attendance is made available to the AIDC upon request.

PRINCIPAL CONTRACTOR shall ensure a HIRAC team be established comprising members as follows, but not limited to:

7.3.1. Safety Health and Environmental Representative(s).
7.3.2 Safety Health and Environmental Committee Member(s).
7.3.3 Management Representative of PRINCIPAL CONTRACTOR
7.3.4 Person with skill / knowledge of task to be performed.

Method Statements and Safe Work Procedures must form part of the HIRAC Process and must be conducted in conjunction with the HIRAC Process described above.

### 7.4. Safety, Health and Environmental Committee

PRINCIPAL CONTRACTOR shall convene a health and safety committee meeting monthly. All members required to be in attendance shall be notified of such meeting by means of a formal agenda which must be made available to the AIDC upon request.

PRINCIPAL CONTRACTOR shall ensure an attendance register and minutes are kept for auditing purposes by the AIDC. A copy all minutes must be forwarded to the AIDC monthly.

### 7.5. Safety, Health and Environmental Training

Training of personnel is a legal requirement and is required of PRINCIPAL CONTRACTOR to provide to the AIDC a training Matrix which must be included in the Health and Safety Plan to be submitted prior work commencing on site.

Training should include the following but is not limited to:

7.5.1. **Induction Training**
Induction training must be attended by all PRINCIPAL CONTRACTOR with the AIDC which shall be separate to PRINCIPAL CONTRACTOR own induction training requirement. PRINCIPAL CONTRACTOR must keep records of all attendees to the induction and provide records of the same during the AIDC site audits.

7.5.2. **Awareness Training (Toolbox Talks)**
Weekly awareness training must be conducted and records of these must be made

available to the AIDC upon request. Proper environmental awareness training is a requirement for all construction crews working on site.

7.5.3. **Competency**
Training identified through the HIRAC Process and conducted through this process shall be kept on file as proof of competency and training and must be made available to the AIDC upon request. (This shall include operator competency training and assessments)

7.5.4. **First Aid and Health & Safety Health and Environmental Representative Training including Fire Fighting**
PRINCIPAL CONTRACTOR shall provide proof of competency of all Safety Health and Environmental Representatives elected and designated, including first aiders to the AIDC, which must be available on site for auditing purposes.

### 7.6. General Record Keeping

PRINCIPAL CONTRACTOR must ensure that all the Health and Safety records, required by both the Occupational Health and Safety Act, 85 of 1993 and Regulations are kept for reference purposes and auditing by the AIDC.

Further to the requirements set out above, PRINCIPAL CONTRACTOR must also maintain records that may be defined through the risk assessment process, for auditing purposes.

In accordance with the requirements set out in the Construction Regulations 2014 and the requirement set out in the AIDC Specification PRINCIPAL CONTRACTOR must ensure a copy of all SHE records generated during the course of construction, are handed over to the AIDC upon completion of construction.

7.6.1. Statistics
PRINCIPAL CONTRACTOR must ensure injury and incident records (Near Miss, First Aid, Medical cases, Disabling Lost Time Incidents, and oil/chemical spillage), training etc. referred to above be kept on site and submitted monthly to the AIDC. All documents shall be made available to the AIDC for inspection including the Department of Labour's Inspectors as required by the Occupational Health and Safety Act, 85 of 1993.

The statistics formula as listed below shall be adhered to during construction:

DIFR (Disabling Injury Frequency Rate) $\frac{\text{DI's x 1 000 000}}{\text{Man-hours}}$

DISR (Disabling Injury Severity Rate) $\frac{\text{Days Lost x 1 000}}{\text{Man-hours}}$

7.6.2. **General Inspection, Monitoring and Reporting**

PRINCIPAL CONTRACTOR shall comply with the requirements set out by the AIDC. PRINCIPAL CONTRACTOR must provide to the AIDC a safety management action plan upon which the dates of inspections and training and awareness will be entered, conducted and monitored.

PRINCIPAL CONTRACTOR shall keep all records of inspections and investigations undertaken during the contract for the specified legal period as defined in the OHSA and Regulations and Environmental Management Act

7.6.3. **Internal Audits**

internal audits shall be conducted a minimum once per month by the AIDC or AIDC's appointed Safety Manager / Officer, however weekly inspections shall be carried out. The Results shall be tabled and discussed at the Joint Health and Safety Committee meetings/ Site Meetings with the PRINCIPAL CONTRACTOR.

PRINCIPAL CONTRACTOR must also conduct his/her own internal audits, the results of which must be submitted to the AIDC on monthly basis.

## 7.7. Incentives

Incentive schemes are left to the discretion of PRINCIPAL CONTRACTOR.

7.7.1. **Penalties**

Non-compliance with the AIDC SHE specifications will result in work stoppages and possible expulsion from site until the problem has been remedied. Costs will be paid by PRINCIPAL CONTRACTOR.

## 7.8. Emergency Preparedness and Response

PRINCIPAL CONTRACTOR must make available to the AIDC a detailed Emergency Plan and Procedures to tie into the evacuation plan already in place on the AIDC ASP premises.

## 7.9. First Aid Box and Contents

PRINCIPAL CONTRACTOR shall appoint in writing a competent First Aider Where more than 10 employees are employed at any workplace, the PC of such workplace shall take steps to ensure that for every group of up to 50 employees at that workplace at least one person, who is in possession of a valid certificate of competency in first aid issued or endorsed by – a) The SA Red Cross Society b) The St John's Ambulance c) The SA First Aid League; or d) Any person or organisation approved by an inspector for this purpose is readily available during all working times; provided that the qualification required by this sub-regulation shall not apply to any registered nurse or medical practitioner, as the case may be, is readily available at all working

times..
The AIDC shall inspect the contents of the first aid box and dressing record from time to time.

#### 7.9.1. Accident and Incident Reporting and Investigation

Should an accident or incident occur, PRINCIPAL CONTRACTOR shall conduct an investigation into the incident PRINCIPAL CONTRACTOR must ensure that a competent person be appointed in writing to conduct the said investigation. The procedure to be followed must be in accordance with the OHSA requirement on the Annexure 1 – Recording and Investigation of Incident form.

PRINCIPAL CONTRACTOR shall ensure that the results of all investigations are communicated to the employees engaged through incident recall and prescribed meetings. PRINCIPAL CONTRACTOR must ensure that the investigations are kept for record purposes in accordance with the prescribed requirements set out in the OHSA.

Should there be an incident; the AIDC must be notified within 24-hours of the occurrence. The AIDC reserves the right to participate in all investigations into accidents or incidents.

### 7.10. Hazards and Potentially Hazardous Situations

PRINCIPAL CONTRACTOR shall ensure that all other CONTRACTORS are warned of hazardous or potentially hazardous situations, which may prevent them from effectively performing their duties, which includes the placement of adequate warning signs.

### 7.11. Personal Protective Equipment and Clothing

PRINCIPAL CONTRACTOR shall comply with OHSA requirements to provide PPE.
PRINCIPAL CONTRACTOR shall through the HIRACC process identify the specific PPE needs per activity and then issue the PPE accordingly. (Reference to the OHSA General Safety Regulation 2 – Employer to provide Personal Protective Equipment)
Should PPE be lost or stolen, then the employee will be issued with a new set of PPE by PRINCIPAL CONTRACTOR**.**
PRINCIPAL CONTRACTOR shall ensure adequate training in the use of PPE is provided to all employees, and proof of training shall be kept at the office for auditing purposes.

Overalls and hardhats shall be identifiable. Sub-Contractor shall be different from PRINCIPAL CONTRACTOR

PPE must be provided to visitors as well.

7.12. **Safety Signage**

PRINCIPAL CONTRACTOR shall assess the SHE Signage requirements in conjunction with the HIRACC's conducted and place the signage at strategic positions on the site works accordingly.

PRINCIPAL CONTRACTOR shall also maintain the signage to ensure its effectiveness at all times and under all conditions. Signage, which cannot be repaired, must be replaced.

7.13. **Permits**

7.13.1. PRINCIPAL CONTRACTOR shall ensure that access to site works is restricted to construction personnel.
7.13.2. All attempts must be made to restrict spectator access.
7.13.3. Access to the site shall be provided by AIDC.
7.13.4. Special permits for hot work and isolation permits shall be applied for to the AIDC representative prior to commencing with the activity.

7.14. **Contractors and Suppliers**

PRINCIPAL CONTRACTOR shall enter into an Agreement with Mandatory in terms of Section 37(2) of the Occupational Health and Safety Act, 85 of 1993, with the AIDC and all other CONTRACTOR's appointed by PRINCIPAL CONTRACTOR.

PRINCIPAL CONTRACTOR shall also be required to appoint its CONTRACTORs in accordance with Construction Regulation 5(1)(k). *of 2014*

PRINCIPAL CONTRACTOR must ensure all other CONTRACTORS are issued with the **AIDC SHE** Specification were reasonably practicable. PRINCIPAL CONTRACTOR shall assist and ensure CONTRACTORS engaged comply with all these requirements and adhere to the requirements set out in the OHSA/ **AIDC SHE Specification.**

PRINCIPAL CONTRACTOR will be stopped from working in the event of unsafe conditions and activities being observed.

**7.15. Housekeeping and Waste management**

PRINCIPAL CONTRACTOR shall ensure Housekeeping must also be always maintained as this will be inspected and evaluated by the AIDC during daily inspection.

All waste generated during the work activities shall be collected in the suitable receptacle and disposed by the contractor in an environmental sound manner. The contractor to implement clean as you move principle to ensure no materials are left on site.

**7.16. Traffic Management**

PRINCIPAL CONTRACTOR shall conduct work to ensure minimum interference with on-site and off-site roads, streets, sidewalks, and occupied or used facilities. Special attention is directed towards maintaining safe and convenient access to the existing facilities remaining in operation by plant personnel and plant associated vehicles,

including trucks and delivery vehicles. Do not close or obstruct streets, sidewalks, or other occupied or used facilities without permission from the ASP. Provide alternate routes around closed or obstructed traffic in access ways.

## 8 Safety Health and Environment in Practice

**Project specific requirements, contractor to provide AIDC with the following;**

1. Valid Letter of Good Standing (COIDA)
2. Valid Public Liability Insurance (minimum value of 5 million rands)
3. Medical certificates of all employees
4. List of all employees that will be working onsite and ID copies. (Passport to include valid works permits).
5. Site specific SHE Plan
6. Signed SHE Policy
7. Organogram with names and roles (For employees that will be onsite)
8. Legal Appointments and proof of competencies
    a. CEO/Managing director/ Deputy- 16.1/16.2
    b. Supervisor
    c. Hand tools inspector.
    d. First aider and Firefighter
    e. Risk assessor
    f. SHE representative/ SHE Officer
    g. Incident Investigator
9. Risk Assessments
10. List of tools and equipment including maintenance logs.
11. Inspection checklist and registers of all tools and equipment.
12. DSTI and Toolbox talks
13. Lockout/tagout procedure.
14. Detailed site-specific method statement.
15. Incident management procedures including incident report forms (WCL1 & WCL2).
16. Emergency response plan and including emergency contact details.
17. Material Safety Data Sheets – for products that are brought to site
18. Environmental Management with Waste Management plan
19. Principal Contractor shall comply with OHSA requirements to provide PPE.
    - Fully stocked first Aid box
    - Fire extinguisher
    - Signage and Demarcation net/Cones

### 8.1 General Service/maintenance:

8.1.1 PRINCIPAL CONTRACTOR shall ensure that work is carried under the supervision of a competent person appointed in writing.
8.1.2 PRINCIPAL CONTRACTOR shall ensure that the activity is included in the method statement to be submitted to AIDC for evaluation.
8.1.3 PRINCIPAL CONTRACTOR shall ensure that the activity to be carried out is included in the Risk Assessment and Safe Working Procedures.
8.1.4 PRINCIPAL CONTRACTOR shall ensure Risk Assessment is conducted by a competent person and appointed in writing. (Appointment letter and proof of competency to be included in the SHE files).
8.1.5 PRINCIPAL CONTRACTOR shall ensure that all employees executing the task are medically fit prior to the commencement of the project.
8.1.6 PRINCIPAL CONTRACTOR shall ensure all hand tools and portable electrical tools used during the projects are deemed safe for use. No man-made tools shall be permitted on site.
8.1.7 PRINICPAL CONTRACT shall ensure that all electrical tools are inspected daily prior to us- Inspection must be conducted by a competent person appointed in writing. Proof of appointment and competency letter to be included ins SHE File to be submitted to AIDC for evaluation.
8.1.8 PRINCIPAL CONTRACTOR shall ensure that all hand tools used during the project are inspected by a competent person appointed in writing.
8.1.9 PRINCIPAL CONTRACTOR shall ensure lockout and tagout procedure is conducted prior to execution of the task.
8.1.10 PRINCIPAL CONTRACTOR shall ensure that material safety data sheets is communicated with the employees before the commencement of any task or job.
8.1.11 PRINCIPAL CONTRACTOR shall ensure that all generated waste during the project is disposed in environmental manner.

### 8.2 Standby power generator switchgear:

8.2.1 PRINCIPAL CONTRACTOR shall provide the employees with all required equipment to conduct the work, and no man-made equipment shall be allowed on site.
8.2.2 PRINCIPAL CONTRACTOR shall ensure that the work is carried under the supervision of a competent person appointed in writing.
8.2.3 PRINCIPAL CONTRACTOR shall ensure the activity is included in the risk assessment to be submitted to AIDC for evaluation.
8.2.4 PRINCIPAL CONTRACTOR shall ensure that all generated waste during the project is disposed in environmental manner.
8.2.5 PRINCIPAL CONTRACTOR shall ensure that all employees executing the task are provided with PPE identified in the risk assessment.
8.2.6 PRINCIPAL CONTRACTOR shall ensure lockout and tagout procedure is conducted prior to execution of the task.

### 8.3 Batteries service/maintenance - lead acid unsealed:

8.3.1 PRINCIPAL CONTRACTOR shall ensure that all activity is carried out under the supervision of a competent person

8.3.2 PRINCIPAL CONTRACTOR shall ensure that risk assessment is conducted prior to roof work.

8.3.3 PRINCIPAL CONTRACTOR shall ensure that all generated waste during the project is disposed in environmental manner.

8.3.4 PRINICIPAL CONTRACTOR shall ensure that employees executing the task are provided with the correct PPE. (Tools used for maintenance must be insulated to SABS standard on handling, protective clothing and eye shields must be worn).

8.3.5 PRINCIPAL CONTRACTOR shall ensure lockout and tagout procedure is conducted prior to execution of the task.

### 8.4 Oil storage tanks:

8.4.1 PRINCIPAL CONTRACTOR shall ensure that work is carried under the supervision of a competent person appointed in writing.

8.4.2 PRINCIPAL CONTRACTOR shall ensure that the activity is included in the method statement to be submitted to AIDC for evaluation.

8.4.3 PRINCIPAL CONTRACTOR shall ensure that the activity to be carried out is included in the Risk Assessment and Safe Working Procedures.

8.4.4 PRINCIPAL CONTRACTOR shall ensure Risk Assessment is conducted by a competent person and appointed in writing. (Appointment letter and proof of competency to be included in the SHE files).

8.4.5 PRINCIPAL CONTRACTOR shall ensure that all generated waste during the project is disposed in environmental manner.

8.4.6 PRINCIPAL CONTRACTOR shall ensure lockout and tagout procedure is conducted prior to execution of the task.

### 8.5 Housekeeping

8.5.1 PRICIPAL CONTRACTOR must ensure proper storage of materials and equipment

8.5.2 PRINCIPAL CONTRACTOR must ensure the removal of scrap, waste and debris at appropriate intervals

8.5.3 PRINCIPAL CONTRACTOR must ensure that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals

8.5.4 PRINCIPAL CONTRACTOR must ensure materials required for use, are not placed on the site so to obstruct means of access to and egress from workplaces and passageways

8.5.5 PRINCIPAL CONTRACTOR must ensure that a net is erected above an entrance or passageway or above a place where persons work or pass under, or place to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects

### 8.6 Site Access Control

8.6.1 PRINCIPAL CONTRACTOR shall ensure entrance to the construction site is monitored and minimised to authorised personnel only.
8.6.2 The principal contractor to provide its own security for on-site control.
8.6.3 Entrance gate shall be closed all the time and visitors shall be registered at the gate
8.6.4 AIDC security Officer shall ensure access to the facility is granted to the PRINCIPAL CONTRACTOR.

### 8.7 Notification of construction work

8.7.1 PRINCIPAL CONTRACTOR shall ensure that they notify the DOL in writing of the construction work, notice to be included in the SHE file.
8.7.2 PRINCIPAL CONTRACTOR shall ensure that they provide AIDC with a valid letter of good standing, the letter to be included in the SHE file

### 8.8 Construction rubbles management

8.8.1 PRINCIPAL CONTRACTOR shall ensure construction rubbles are stockpiled correctly on site before being disposed to the waste management facility.
8.8.2 PRINCIPAL CONTRACTOR shall ensure that the waste mentioned above is disposed in the environmentally friendly manner.
8.8.3 PRINCIPAL CONTRACTOR shall at no circumstances leave the construction rubbles or any other waste generated on site. Waste is entirely the responsibility of the PRINCIPAL CONTRACTOR to dispose at their own cost

## 9. Hired Plant and Machinery

9.1. PRINCIPAL CONTRACTOR shall ensure the following criteria are adhered to when considering hired plant and machinery:

9.1.1. Hired plant must be checked for safety compliance prior to being accepted for use on site, should a deviation be identified; AIDC reserves the right to order the removal of such equipment from site.
9.1.2. Should hired equipment be accompanied by an operator, PRINCIPAL CONTRACTOR shall ensure that the operators' competency be verified and the operators undergo an induction training session.
9.1.3. PRINCIPAL CONTRACTOR shall ensure the operators of hired plant attend weekly toolbox talks in conjunction with PRINCIPAL CONTRACTOR site personnel.
9.1.4. PRINCIPAL CONTRACTOR shall ensure that all operators are equipped with the required PPE before commencing work on site.

## 10. General Machinery

10.1. In accordance with General Machinery Regulation 2(1), PRINCIPAL CONTRACTOR shall:

(a) Ensure a competent person be appointed as defined in the above clause from the Occupational Health and Safety Act, 85 of 1993 and Regulations, to service and maintain all machinery in use on site.
(b) Appoint additional competent persons to assist the competent person mentioned above in accordance with General Machinery Regulation 2(7) (a), as and when required.
(c) Ensure Vehicles, machinery and equipment operating on site are regularly checked to ensure that none have leaks or cause spills of oil, diesel, grease or hydraulic fluid
(d) Ensure that records of all services conducted are maintained.
(e) Provide to the AIDC a copy of the above appointments prior to work commencing on site.

10.2. **Lighting and Power**

PRINCIPAL CONTRACTOR shall ensure lighting circuits and power circuits are fitted with suitable earth leakage systems and installed by an approved authority.

PRINCIPAL CONTRACTOR shall ensure that

(a) Earth leakage system will be tested monthly.

(b) Malfunctions shall be repaired immediately or replaced.

(c) Lighting shall be so positioned as not to interfere with construction activities.

(d) Lighting shall be provided to ensure adequate visibility under all conditions.

(e) Lighting and electrical installations shall be weatherproof.

## 11. Portable Electrical Tools

PRINCIPAL CONTRACTOR shall ensure the following procedure is adhered to regarding Portable Electrical Tools:

11.1. Minimum compliance with legislation.
11.2. Only competent persons shall be permitted to conduct routine and monthly inspections on the equipment.
11.3. Persons competent to inspect the equipment must be appointed in writing.
11.4. Persons must be trained to operate such equipment and must be appointed and shall be the only authorised person to operate the equipment.
11.5. Ensure operation of the equipment is in accordance with an approved Risk Assessment and Safe Working Procedure.
11.6. All users shall undergo regular awareness training to ensure compliance.
11.7. Ensure the required PPE and clothing is provided and maintained

## 12. Hand Tools

PRINCIPAL CONTRACTOR shall ensure all hand tools are in good condition. No manmade hand tools shall be involved during the execution of this work.

## 13. Public Health and Safety

In the interests of public safety, PRINCIPAL CONTRACTOR shall ensure that all persons who may be affected by the work being conducted on site are informed and kept aware of the dangers, which may arise from the work being conducted on site. The Principal Contractor shall submit a valid Public Liability Insurance Certificate to AIDC SHEQ Team.

This awareness shall be in the form of posters and inductions for visitors to site and warning signs.

Loud music shall not be allowed on site.

## 14. Night Work

Night work shall only be conducted upon approval by the AIDC, with the same safety standard being applied for these activities as with day work activities.

## 15. Facilities for Safe Keeping / eating areas

PRINCIPAL CONTRACTOR shall ensure that adequate facility is provided for the personnel on site. The area shall be provided with the following:

(a) Sufficient seating;
(b) Seating under cover;
(c) Toilets and Change rooms with showers
(d) Hand wash facility.
(e) Suitable Eating area

## 16. Monitoring and Auditing

The following penalty system will be implemented as per Environmental best practice specification for construction 3rd edition February 2005 during monitoring and auditing for various persistent non-conformities specification items:

| Specification Item | Penalty amount |
|---|---|
| **Persistent un-repaired machinery leaks** | R 1500 |
| **Litter on site** | R 500 |
| **Lighting of fires outside of designated areas** | R 2500 |
| **Individual not making use of site ablution facilities** | R 500 |
| **Persons, vehicles, items or plant causing a public nuisance** | R 1000 |
| **Other recurring non-conformities not specified above.** | R 1000 (Maximum) |

| | |
|---|---|
| **Operation of the plant/ Machinery by unauthorized person** | R 2500 |
| **Not Wearing appropriate personal protective equipment i.e. Hard hat, Safety boots, Reflector vest, Welding helmet, goggles, etc. as required by the specific job.** | R 500 |
| **Faulty tools or equipment's** | R 200 |
| **Improper staging/storage of material – Poor housekeeping** | R 200 |
| **Rubble left on site after completion of project** | R10 000 Max |

## 17. Registers and Record Keeping

The following registers will be maintained and kept on site by the Contractor at all times:

(a) Complaints register.

(b) Visitor's register

(c) Training attendance register.

(d) PPE Issuing register and PPE inspection Register

(e) Incident register

(f) Hand tools register and Portable Electric Power tools

(g) Ladder register and other high access equipment and inspection Checklist

(h) Construction vehicle and mobile plant register.

(i) SHE File shall be handed over to the AIDC upon completion of the Project

## 18. Conclusion

The Specifications and guidelines included in this document have been drafted with the express purpose of identifying Heath Safety and Environmental issues which may be applicable to the various forms of Building and civil projects and is applicable to this PROJECT. Contractors are

required to submit the SHE file (Safety, Health and Environment file), taking into consideration all the issues raised above in this document.

SHE SPEC COMPILED BY: Ingrid Nkateko Mongwe Date: 03 July 2026

Signature: _____

Approved by: SHEQ Manager

Sharon Mashala Date: 3 July 2026

Signature: _____