



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

Project Health and Safety Plan

In terms of Construction Regulations 2003

Project Client

Description of Project Works

Project Location

By

ELECTRICAL DISTRIBUTION COMPANY

Project Health and Safety Plan developed by:

Mark Traut

Cell: 082 738 3043

Tel: 021 712 1643

Fax: 086 670 5817

Email: marktraut@safeppractice.co.za



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

PROJECT HEALTH AND SAFETY PLAN AMENDMENT RECORD SHEET

Date	Brief Description of Amendment

INITIAL DISTRIBUTION LIST

Name	Contact Person	Email	Fax
Principal Contractor			
Contractor			
Client			
Client Agent			
Consulting Engineer			
Architect			
Other			



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

CONTENTS

- 1.0 INTRODUCTION**
- 1.1 OBJECTIVES AND TARGETS FOR THE PROJECT**
- 1.2 PLANNING AND PROCEDURES**
- 1.3 IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**
- 1.4 PROJECT DETAILS**
- 2.0 DEFINITIONS**
- 3.0 HEALTH AND SAFETY PROVISIONS**
- 4.0 OCCUPATIONAL SAFETY**
- 5.0 PLANT, MACHINERY AND EQUIPMENT**
- 6.0 OCCUPATIONAL HEALTH AND WELFARE**
- 7.0 IMPLEMENTATION AND COMPLIANCE/PERFORMANCE MONITORING**
- 8.0 SITE RULES**
- 9.0 ENVIRONMENTAL ISSUES AND RESTRICTIONS**
- 10.0 SELECTION PROCEDURES**
- 11.0 WASTE DISPOSAL ARRANGEMENTS**

APPENDICES

APPENDIX 1 – FALL PROTECTION PLAN

APPENDIX 2 – RISK ASSESSMENTS



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

PROJECT HEALTH AND SAFETY PLAN

1.0 INTRODUCTION

This document will reflect the Safety Management system that will be implemented by ELECTRICAL DISTRIBUTION COMPANY on this project.

ELECTRICAL DISTRIBUTION COMPANY Management is determined to identify all planned and unplanned risks which may lead to circumstances that can result in an incident, accident or injury on site.

This process includes methods of risk control, legal compliance adherence and hazard identification in order to promote a culture of health and safety amongst workers on site or any other individual which may be exposed to activities taking place.

The purpose of this document is to present to the client a proposal as to how all Health and Safety aspects will be implemented, monitored and managed on this project.

Once the Principle Contractor has approved the Plan (as required by the Construction Regulations, 2003) a copy will be made available to all contractors tendering to ELECTRICAL DISTRIBUTION COMPANY to work on this site, along with relevant sections of the safety specification for discussion purposes, so that they are aware of the site health and safety standards and requirements. Contractors **MUST** note the legal requirements placed upon them by the Construction Regulations. Contractors must ensure that their tenders are sufficient to include carrying out the works in a safe and legal manner in accordance with the requirements of the Occupational Health and Safety Act and Regulations

ABBREVIATIONS AND REFERENCE DOCUMENTS

- Occupational Health and Safety Act no.85 of 1993 and regulation (OHSA)
- Construction Regulations 2003
- SABS 400 Application of National Building Regulations
- SABS 810 Portable rechargeable fire extinguishers
- SABS 400 General Safety Regulations 13a
- Project Health and Safety Specification

A copy of the Occupational Health and Safety Act and regulations will be maintained on site.

Reference should be made to the following documentation in conjunction with this safety plan (including existing surveys, drawings and reports):

Drawings (Site office) –
Tender Documents



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

1.1 OBJECTIVES AND TARGETS FOR THE PROJECT

ELECTRICAL DISTRIBUTION COMPANY is committed to ensure a safe and healthy environment for all employees to work in. All subcontractors, visitors or consultants must adhere to the provisions of this Safety Plan.

- All accidents are avoidable
- Everyone is responsible for assisting with accident prevention at his or her own level on site
- Safety training is essential
- Prevention is an integral part of the quality approach

ELECTRICAL DISTRIBUTION COMPANY Project Management commits itself to the above objectives and targets for all projects undertaken. ELECTRICAL DISTRIBUTION COMPANY targets a Disabling Injury Frequency Rate (DIFR) of 0. This is to ensure Legal Compliance, the minimisation of risks and the protection of the workforce and persons affected by company activities.

1.2 PLANNING AND PROCEDURES

1.2.1 Introduction

The purpose of planning and procedures is to ensure that the established targets and objectives are met as defined in paragraph 1.2

ELECTRICAL DISTRIBUTION COMPANY Site Safety Management team will be adhering to the following policies and procedures:

- Administration
- Appointments
- Risk Assessment
- Safety training and Induction
- Incident Management
- Premises and Housekeeping
- Mechanical and Electrical Safe Guarding
- Fire Prevention

As a result of the above, Risk Assessments incorporating the HIRA system will be compiled after thorough job observations and task analysis have been done.

1.3 IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

In full compliance with the OHSA, ELECTRICAL DISTRIBUTION COMPANY will implement the safety specification as propagated and will ensure that this remains an integral part of the project. Further it is ELECTRICAL DISTRIBUTION COMPANY' intention to make this available to other contractors, subcontractors or suppliers which may come on site.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

1.4 PROJECT DETAILS

1.4.1 FULL DESCRIPTION OF THE WORKS

Construction of Data Centre, including:

Electrical work (Low and high voltage)
Installation of generator

1.4.2 COMMENCEMENT DATE AND DURATION

Start Date:

Duration: +-

Finish Date:

1.4.3 THE EXISTING ENVIRONMENT

1.4.3.1 Land Use, Structures, Traffic Systems, Parking, Access, Etc

Land Use and Structures: Existing Warehouse

Traffic Systems/Access to Site: Access via motorized gate into parking lot, roads leading to site are tarred.

Parking: Plenty of parking available onsite in parking lot.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

1.4.3.2 Arrangements for Deliveries, Storage Areas, Site Camp

Stacking of Materials

ELECTRICAL DISTRIBUTION COMPANY shall ensure that stacking will be supervised by a person competent to supervise the activities.

ELECTRICAL DISTRIBUTION COMPANY shall ensure that clearly defined and allocated storage areas are provide for and identified, and that materials being stored within this area are stacked in accordance with sound stacking principles of sort-by sort, access to be maintained, level surface, and the height will not exceed three times the base width.

1.4.3.3 Existing Services

Location of storage area/s: Inside of warehouse

Location of site camp: Parking lot

Arrangements for deliveries: via parking lot through motorized gate.

The location and nature of existing services should be made known by the Client to ELECTRICAL DISTRIBUTION COMPANY, in order for the Principal Contractor to fully appreciate how services may affect the contract works.

Where information on location of services on site is not available, ELECTRICAL DISTRIBUTION COMPANY site management will satisfy themselves as to services layout and condition by making reasonable enquiries of service providers, obtaining way leaves, consulting relevant information and a competent person surveying the work areas before the work starts. The information obtained from this survey will be included in information kept on site, and made available to interested parties to the project.

All appropriate provisions will be provided to safeguard the work force and others affected by ELECTRICAL DISTRIBUTION COMPANY and our sub-contractors activities whilst works are in progress and the integrity of services will be in good, safe order on completion of the project.

Services on Site:

Overhead Services: Internal electrical services

Underground Services: Sewer, storm water, electrical

Services at ground level: Electrical



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

1.4.4 PROJECT DIRECTORY:

Project Client		Tel: Fax:
Contact Person		
Consulting Engineer (Structural) Name and Address		Tel: Fax:
Contact Person		
Consulting Engineer (Mechanical) Name and Address		Tel: Fax:
Contact Person		
Electrical Engineer Name and Address		Tel: Fax:
Contact Person		Cell:
Architect Name and Address		Tel: Fax:
Contact Person		
Contractor Name and Address		Tel: Fax:
Contact Person		Cell:
Construction Work Supervisor		Cell:
Assistant Construction Work Supervisor		Cell:
EDC Health and Safety Consultant Name and Address		Tel: 021 712 1643 Fax: 086 670 5817 Cell: 071 603 2213 e-mail: marktraut@safeppractice.co.za
Contact Person		



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

1.4.5 OTHER PARTIES DIRECTORY

Department of Labour	Cape Town P. O. Box 872 8000	Tel: 021 460 5911 Fax: 021 462 0981
Telecommunications	Company: No land lines in building	Tel: Fax:
Water	Company: C/o Boron	Tel: 079 492 4565 Fax:
Electricity	Company: C/o Boron	Tel: 079 492 4565 Fax:

1.4.6 SUB CONTRACTORS DIRECTORY

No subcontractors to be used by EDC.

Other sub contractors to be advised as they are appointed.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

1.4.7 APPOINTED PERSON DIRECTORY

Chief Executive Officer or Delegated Person (OSHACT 16(1))	Tel:
Contracts Manager (OSHACT 16(2))	Tel:
Site Supervisor (6.1)	Tel:
Site assistant Supervisor	Tel:
Construction Safety Officer	Tel:
Health and Safety Representative (where ≥ 20 employees on site)	Tel:
Construction risk assessor	Tel:
Construction Vehicle and Mobile Plant Operator	Tel:
Controller of Temporary Electrical Installations	Tel:
Stacking Supervisor	Tel:
Fire Extinguishing Equipment Inspector	Tel:
Fall Protection Plan Developer	Tel:
Fall Protection Plan Supervisor	Tel:
Incident Investigator	Tel:
Hand Tools Inspector	Tel:
Ladder Inspector	Tel:
Safety Committee Responsible Person	Tel:

2.0 DEFINITIONS

This Safety Plan makes reference to certain terminology applicable to the construction industry.

The following definitions apply to this Safety Management Plan.

Construction/Building Work (as defined by the Construction Regulations)

Means any work in connection with:-

- a) The erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any other similar structure;
- b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

- c) The construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure ; and
- d) The moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work

Hazard identification, Risk Assessment and Risk Control

Means a document plan, which identifies hazards, assess the risks and detailing the control measures and safe working procedures, which are used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

Site

Means the area in the possession of the Contractor for the construction works, where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities of the Contractor, and approved for such use by the engineer.

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act 85 of 1993 and regulations promulgated there under. (OHSA)

Hazard

Means a source of exposure to danger (source which may cause injury or damage to persons or property).

Risk

Means the probability or likelihood that a hazard could result in injury or damage.

Contractor's Responsible Person

Means any person appointed in writing by the contractor to supervise construction or building work. The appointment shall be as required by the OHSA which shall stipulate Health and Safety responsibilities, area of responsibility and the proposed duration of the project.

Hazardous Chemical Substances

Means any toxic, harmful, corrosive, irritant or asphyxiant substance, or a mixture or substances for which an occupational exposure limit is prescribed, or an expositional limit is not prescribed, but which creates a hazard to health.

Construction Plant

Encompasses all kinds of plant including but not limiting to, cranes, piling frames, boring machines, excavators, draglines, dewatering equipment and road vehicles with or without lifting equipment.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

3.0 HEALTH AND SAFETY PROVISIONS

3.1 Notification of Intention to Commence Construction Work

ELECTRICAL DISTRIBUTION COMPANY shall notify the Provincial Director of the Department of Labour on the prescribed Annexure A form immediately upon receipt of the Letter of Acceptance from the Client of project commencement.

A copy of the notification letter to the Provincial Director shall be forwarded to the Engineer for record purposes and a copy will be kept on site for inspection purposes.

3.2 Assignment of Principal Contractor's Responsible Persons to Supervise Health and Safety on Site

ELECTRICAL DISTRIBUTION COMPANY shall ensure that copies of the appointment letters of the responsible persons on site will be forwarded to the Client upon receipt of the Letter of acceptance, if so required by the Client.

3.3 Competency of Principal Contractor's Responsible Persons

ELECTRICAL DISTRIBUTION COMPANY acknowledges that all management personnel responsible for health and safety shall be competent in their knowledge and application of health and safety standards on site.

3.4 Site Security

ELECTRICAL DISTRIBUTION COMPANY will ensure, so far as is reasonably practicable, that the site is made secure against unauthorised entry, particularly by members of the public. These security measures will include warning signage. Existing security measures in force will be taken into account when deciding on the measures required, in order to restrict access to authorised personnel only. The security of plant and equipment when not in use, and outside of working hours, is of utmost importance. Plant and equipment must be left in a safe condition when not in use.

Storage of materials: In warehouse

Storage of Plant: Parking lot

Security of site / site camp against unauthorized access: Security Company to be appointed at a later stage

3.5 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

ELECTRICAL DISTRIBUTION COMPANY's letter of good standing is attached to the Safety Management Plan for reference purposes. (See Implementation File)

3.6 Occupational Health and Safety Policy

ELECTRICAL DISTRIBUTION COMPANY's Health and Safety Policy signed by the Chief Executive Officer is attached for reference purposes. (See Implementation File)

3.7 Health and Safety Organogram



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

ELECTRICAL DISTRIBUTION COMPANY's site organogram outlines the management structure on the contract. (See Implementation File)

3.8 Principal Contractor and Contractor Communication on Site

Lines of communication for ELECTRICAL DISTRIBUTION COMPANY are as indicated on the Management Structure organogram in the Implementation File. Communication between the various parties on the site will principally be co-ordinated through the Principal Contractor. Means of communication will typically be through informal means, formal progress meetings and documentation.

Any known matters potentially affecting the health and safety of sub contractors' or the Principal Contractor's own operatives adversely on site will be communicated at the site induction stage. Sub-contractors are required to advise Site Management of their activities that may adversely affect the health and safety of other personnel on site.

Sub-contractors personnel are required to channel any health and safety concerns to ELECTRICAL DISTRIBUTION COMPANY Site Management, who will obtain health and safety assistance, as required. ELECTRICAL DISTRIBUTION COMPANY will make every effort to keep the Client/Client's Agent, Consulting Engineer and any other relevant party informed on relevant health and safety matters during the project.

Safety issues will form part of the progress meeting agenda.

3.9 Health and Safety Representatives(s)

Where legislation requires ELECTRICAL DISTRIBUTION COMPANY shall ensure that at least one (1) Health and Safety Representative is elected and trained to carry out his/her functions in his/her area of responsibility. ELECTRICAL DISTRIBUTION COMPANY shall ensure that the elected persons are designated in writing for a specific area and period of time.

ELECTRICAL DISTRIBUTION COMPANY shall further ensure that the designated persons conduct at least monthly inspections within their area of responsibility, the records to be kept for 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.

As applicable the designated person/s shall be permitted to attend Health and Safety Committee Meetings.

3.10 Health and Safety Committee

Where applicable in terms of legislation, ELECTRICAL DISTRIBUTION COMPANY shall convene a health and safety committee meeting quarterly. All members required to be in attendance shall be notified of such meeting by means of a formal agenda.

ELECTRICAL DISTRIBUTION COMPANY shall ensure that the meetings be organized and chaired by ELECTRICAL DISTRIBUTION COMPANY's Responsible Person, and that an attendance register and minutes are kept for auditing purposes.

ELECTRICAL DISTRIBUTION COMPANY shall ensure that a copy of the minutes be circulated to all members in attendance well before convening the next meeting.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

3.11 Health and Safety Training

ELECTRICAL DISTRIBUTION COMPANY acknowledges that training of personnel is both a legal requirement and a contractual requirement.

The purpose of training is to show and create an understanding of the management system, from the policy statement through to the company System Procedures, HIRA's through to the Safe Operating Procedures and the inspections to be done. Copies of all training records will be submitted to the Client where required.

3.11.1 Induction

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all employees engaged will attend a health and safety induction before commencement on site. All employees in attendance shall sign the attendance register, which shall be kept for record purposes. Induction contents are kept in the Implementation File.

3.11.2 Toolbox Talks

Toolbox talks shall be conducted at a frequency determined by site management and all in attendance shall sign the attendance register and records of toolbox talk content shall be kept on site for auditing purposes.

3.11.3 Competency

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all training identified through the HIRA process be implemented and that all the relevant employees will attend this training.

ELECTRICAL DISTRIBUTION COMPANY shall keep records of all training attended and certificates of competency associated with the training.

3.12 Record Keeping

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all the Health and Safety records, required by both the Occupational Health and Safety Act, 85 of 1993 and Regulations, and the Occupational Health and Safety Specification from the client are kept for reference purposes and auditing on site.

Further to the requirements set out above, ELECTRICAL DISTRIBUTION COMPANY will also maintain records that may be defined through the risk assessment process, for auditing purposes, on site.

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all injury and incident records (Near Hits, First Aid, Medical cases, Disabling Lost Time Incidents), training records etc. referred to above are kept on site.

In terms of the Occupational Health and Safety Act, 85 of 1993, all documents will be made available for inspection by the client, including the Department of Labour's Inspectors, as required.

3.13 Registers

ELECTRICAL DISTRIBUTION COMPANY will implement and monitor the completion of all relevant registers and take immediate action where non compliance is noted. The following registers are included in the Implementation File attached.

- ✓ Minimum Contents of First Aid Box
- ✓ Fire Fighting Equipment inspection record



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

- ✓ Health and Safety Committee Meeting Minutes
- ✓ Health and Safety Representative Monthly Checklist
- ✓ Personal Protective Equipment Issue Record
- ✓ Portable Electrical Tools inspection record
- ✓ Plant Inspection Registers
- ✓ Excavation Inspection Register
- ✓ Environmental Management Checklist
- ✓ Pollution Control register
- ✓ Hand tools inspection record
- ✓ Scaffold inspection register, as applicable
- ✓ Ladder, hoist inspection record, as applicable

3.14 General Safety Inspection, Monitoring and Reporting

ELECTRICAL DISTRIBUTION COMPANY shall comply with the requirements of the safety management plan upon which the dates of inspections and training and awareness will be entered, conducted and monitored.

ELECTRICAL DISTRIBUTION COMPANY shall ensure that they comply with procedure reference to Accident, Non-Conformance and corrective and preventive action management.

ELECTRICAL DISTRIBUTION COMPANY shall keep all records of inspections and investigations undertaken during the contract for the specified legal period as defined in the OHSA and Regulations.

3.14.1 Internal Audits

- ELECTRICAL DISTRIBUTION COMPANY Site Management will carry out daily informal visual inspections of site during normal course of work. In the event of a known unsafe condition or environment arising, Site Management will either rectify the matter so as to provide a safe working environment, or, if this cannot be readily achieved, competent health and safety assistance will be obtained.
- Internal Audits will be conducted monthly by competent ELECTRICAL DISTRIBUTION COMPANY personnel, or persons acting on their behalf. Refer to the Project Appointments section for details of these persons.
- Records of these audits will be kept on site for auditing purposes.
- Deviations identified and non-conformances reported shall be investigated and corrective action taken to prevent re-occurrences, which arise out of the internal audits.

3.14.2 External Safety Audits

- These audits are to be conducted at least monthly by the Client or their appointed Agent.
- Findings of these audits should be made known to the Principal Contractor for corrective action purposes.
- A copy of the audit shall be kept on site by the Principal Contractor for inspection purposes.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

3.15 Fire and Emergency Procedures

Escape routes on the site are to be defined by Site Management, kept clear and regularly checked. Signage will indicate fire escape routes where routes are not easy to see.

The fire procedures will be overseen by Site Management and will be an integral part of the site induction training.

The following action is to be taken in the event of a fire or explosion occurring on site:-

Upon discovery of a fire/hearing explosion:

- Sound the alarm and attempt to put out the fire with an extinguisher if you have been trained to do so – do not place yourself at any risk of injury
- Inform your Supervisor immediately
- Call the fire services if required
- Leave the site and assemble at the assembly point

Upon hearing the fire alarm

- Vacate the works area
- Report to the assembly point
- Do not return to the works area until given the all clear by Site Management.

Name of Fire Marshal/s?

Location of Fire Extinguishers?

Tel and address of the nearest Fire Station:

Location of Assembly Point:

Fire alarm Type:

Testing Emergency Procedures

Procedures will be tested during the works at appropriate intervals.



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

3.15.1 Fire Extinguishers and Fire Fighting Equipment

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all fire equipment to be used on site will comply with the following:

- Extinguishers shall be placed in positions to ensure fast and easy access is maintained at all times.
- Placement of all extinguishers shall be depicted with the required pictograms.
- Extinguishers shall be serviced once annually, and after discharge or visible signs of depressurization.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure a person is appointed to inspect the extinguishers on a monthly basis and the results of which are to be entered into a register designed for that purpose.

3.16 First Aid

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all working areas are adequately provided with first aiders and first aid boxes/equipment, as necessary and in accordance with legal requirements. The First Aid attendant shall be trained in accordance with the requirements set out in the OHSA with recognized and accredited service providers.

Proof of training attended (certificate) shall be attached to the written acceptance of appointment. It will be the first aid attendant's responsibility to ensure the contents of the first aid boxes are monitored and inspections recorded on the contents of the first aid box register.

Name of the First Aider/s on site:

First Aid box location:

Tel and address of the nearest Hospital:

First Aid procedure in the event of an accident:

- Notify First Aider and site management immediately
- Site management to call ambulance if required.
- Site safety officer to be informed as well as client/client agent

3.17 Accident/Incident Reporting and Investigation

Should accident investigation need to be conducted, ELECTRICAL DISTRIBUTION COMPANY shall appoint a competent person in writing to conduct the said investigation. The name of this person is in the Appointments section of this Plan. The procedure to be followed will be in accordance with the OHSA requirement on the Annexure 1 and on a Detailed Accident Investigation Document. (See Implementation File)

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



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

3.18 Preliminary Hazard Identification and Risk Assessment (HIRA)

ELECTRICAL DISTRIBUTION COMPANY shall conduct hazard identification, job observations and task analysis of activities on site.

3.18.1 Risk Assessment

Risk assessments will be carried out by the ELECTRICAL DISTRIBUTION COMPANY competent person, who will be appointed in writing prior to the commencement of any construction work. The Risk Assessor will do these studies in order to assess the risks which shall form part of the safety plan applied on site. The risk assessments will be placed in the Implementation File on site. Sub Contractors are likewise required to assess risks associated with their works and they are required to provide a copy of their assessment to ELECTRICAL DISTRIBUTION COMPANY.

All risk assessments must state the nature of the hazard and the control measures required to reduce or eliminate such hazards to a legally acceptable level. Representative groups of employees, as applicable, must be consulted on the contents of the risk assessments where no health and safety committees exist on site. It is the intention of ELECTRICAL DISTRIBUTION COMPANY that the site be as free from hazard and risk as is reasonably practicable.

The ELECTRICAL DISTRIBUTION COMPANY HIRA Team that will be established will comprise members as follows:

- Health and Safety Representative(s), where numbers of employees requires the appointment of Health and Safety Representatives.
- Health and Safety Committee Member(s) where numbers of Health and Safety Representatives requires that a Committee be established
- Management Representative

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all HIRA's conducted will be conveyed to all personnel and sub-contractors through the site training program and that these training sessions will be presented by the competent person regarding the hazard and related work procedures before any work commences.

Where a Fall Protection Plan is required in terms of the Regulations, this will be compiled by ELECTRICAL DISTRIBUTION COMPANY and will form part of the safety plan on site.

Sub-Contractors are required to ensure that their operatives are conversant with the risks that their operations pose during the project, as well as the control measures required to address such risk.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

Hazards applicable to this site include:

Cutting disc
Electrical tools and installations
Fire
Form work
Hand tools
Hazardous substances
Hot works
Lifting operations
Manuel handling of general items
Noise and dust
Overhead services
Equipment Operation
Scaffolding
Tower scaffold
Working at height
Other Contractors

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all other contractors or sub-contractors are warned of hazardous or potentially hazardous situations, which may prevent them from effectively performing their duties.

Risk Assessments will be re-assessed by the ELECTRICAL DISTRIBUTION COMPANY Risk Assessor if there is a significant change to the matter to which it relates.

Permits to work will be issued for any activities that are deemed by site management to warrant such issue.

3.18.2 Hazardous Substances:

Material Safety Data Sheets will be provided by ELECTRICAL DISTRIBUTION COMPANY for all known hazardous substance on site. Sub-contractors working on site are also required to produce all relevant material safety data sheets for hazardous substances which they use on site. The aim is to prevent foreseeable risk of injury to persons coming into contact with hazardous substances on site.

Hazardous substances on site include the following:

List of Hazardous Substances

- Petrol



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

3.18.3 Designers Input

The Designer for the project is required under regulation 9(2)(b)(c) and (d) of the Construction Regulations to inform the contractor in writing of any known or anticipated dangers or hazards relating to the construction work and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered.

Further, the regulations require that the designer not include anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to the health and safety of persons which could be avoided by modifying the design or by substituting materials.

Design Co-Ordination:

The Designer/Consulting Engineer will be informed of any design changes of proposals which are proposed by ELECTRICAL DISTRIBUTION COMPANY, and where a situation arises.

Designs produced by, or on behalf of ELECTRICAL DISTRIBUTION COMPANY, will be assessed for risk and the safety plan amended, as appropriate. Where design change occurs by a designer or the Client, ELECTRICAL DISTRIBUTION COMPANY must be informed by the relevant party so that risk can be assessed.

Sub contractors which either produce designs for their project works or employ a third party to carry out the design function must ensure that the works are approved by ELECTRICAL DISTRIBUTION COMPANY as Principal Contractor.

3.18.4 Method Statements

Method statements will be prepared for activities required by legislation to be accompanied by such documentation. Typically this includes demolition, working with asbestos and excavating using explosives. Where applicable, method statements applicable to the works will be kept in the Implementation File on site.

3.19 Personal Protective Equipment (PPE) and Clothing

Personal protective equipment (PPE) shall be provided to employees by ELECTRICAL DISTRIBUTION COMPANY where risk assessment has shown it to be required. Users of PPE are will be trained in its usage and maintenance by ELECTRICAL DISTRIBUTION COMPANY. Defective PPE will be replaced immediately by ELECTRICAL DISTRIBUTION COMPANY. PPE must be signed for by personnel receiving such issue.

Visitors to site will also be required to wear the appropriate PPE before going on site. Sub contractors must ensure that they and their employees wear the appropriate PPE at all times on site.

3.20 Noise

The provisions of Noise Induced Hearing Loss (NIHL) Regulations promulgated in the OHSAct, will be complied with. This includes the provision of hearing protection to employees where the noise levels exceed legislated limits (85 dba) and the noise levels cannot reasonably be reduced by other means.

Exposure of pedestrians, employees and other contractors to excessive noise will be the subject of ongoing noise level assessment. Where required Noise Zones will be declared with the appropriate signage being displayed.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

3.21 Occupational Health and Safety Signage

ELECTRICAL DISTRIBUTION COMPANY shall assess the Health and Safety Signage requirement in conjunction with the HIRA's conducted and will place the signage at strategic positions on the site works.

ELECTRICAL DISTRIBUTION COMPANY shall also maintain the signage to ensure its effectiveness at all times and under all conditions. Signage, which cannot be repaired, shall be replaced.

3.22 Sub-contractors/Suppliers

Refer to the list of Sub Contractors in section 1.5 for information on their details. ELECTRICAL DISTRIBUTION COMPANY shall enter into an Agreement with Mandatory in terms of Section 37(2) of the Occupational Health and Safety Act, 85 of 1993, with all sub-contractors appointed. ELECTRICAL DISTRIBUTION COMPANY shall assist and ensure the Sub-contractors engaged comply with all of these requirements and adhere to the requirements set out in the OHSA. ELECTRICAL DISTRIBUTION COMPANYX will appoint each contractor in writing and maintain an updated list of contractors on site.

All sub contractors on site working for ELECTRICAL DISTRIBUTION COMPANY will be required to produce the following information to ELECTRICAL DISTRIBUTION COMPANY for approval prior to commencing work on site:

- Section 37(2) Mandatory Agreement
- Confirmation that they have allowed sufficient funds for compliance with applicable legislation
- Their Project Health and Safety Plan, risk assessments and fall protection plan
- Their Letter of Goodstanding from Workmans Compensation
- Appropriate training certificates for, eg: First Aiders, Plant Operators, etc

ELECTRICAL DISTRIBUTION COMPANY site management will audit contractors against their safety plans during the course of their involvement on the project. Further, ELECTRICAL DISTRIBUTION COMPANY site management will monitor tat contractors are carrying out work in a safe manner.

3.23 Project Health and Safety File Arrangements

The Project Health and Safety File is a working document that requires updating as the project progresses with registers being filled in, appointment letters being changed, possible design changes etc. On completion of the project the Safety Plan and Implementation File will be handed to the Client for safe keeping.

Sub contractors are also required to maintain Project Health and Safety Files for their activities. These Files must include the relevant appointment letters and inspection registers. These Files must be handed over at the completion of their involvement on the project to the Project Client or ELECTRICAL DISTRIBUTION COMPANY.

3.24 Medical Certificates of Fitness

ELECTRICAL DISTRIBUTION COMPANY site management will be responsible for ensuring that employees who are required to have medical certificates of fitness issued for activities as laid down in the Construction Regulations and Occupational Health and Safety Act, are in possession of such certificates. This includes those required for plant operation and working at height, as applicable.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

4.0 OCCUPATIONAL SAFETY

4.1 Excavations, Sloping, Dewatering or Drainage

ELECTRICAL DISTRIBUTION COMPANY shall ensure that for all activities involving excavations, sloping, dewatering or drainage, a safe working procedure is submitted to the Engineer for approval prior to work commencing.

5.0 PLANT, MACHINERY AND EQUIPMENT

5.1 Construction Plant

- ELECTRICAL DISTRIBUTION COMPANY will ensure that all relevant operators have undergone pre-medical testing and are certified fit.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure that all construction plants moving parts are adequately protected.
- Pre-start inspections shall be conducted daily on all motorized equipment; deviations of such inspections shall be recorded.
- A trained and authorized operator, whom will be appointed accordingly, shall operate construction plant identified for use.
- All construction plant shall be operated under the direct supervision of a person competent to identify potential hazards in the work being conducted
- Work involving the use of construction plant shall be conducted in accordance with an approved Hazard Identification Risk Assessment.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure all operators are equipped with the necessary PPE.
- Construction Plant Machinery will initially include the following:

1. Hand tools
2. Cable Jack
3. Jack Hammer
4. Grinders
5. Generators
6. Drilling Machines
7. Hydraulic Crimper
8. Hydraulic Cutters

5.2 Hired Plant and Machinery

ELECTRICAL DISTRIBUTION COMPANY shall ensure the following criteria are adhered to when considering hired plant and machinery:

- Only approved hire companies shall supply equipment to the site.
- Hired plant shall be checked for safety compliance by the operator prior to being accepted for use on site.
- Should hired equipment be accompanied by an operator, ELECTRICAL DISTRIBUTION COMPANY shall ensure that the operator's competency is verified.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure that all operators are equipped with the required PPE before commencing work on site.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

5.3 General Machinery

In accordance with General Machinery Regulation 2(1), ELECTRICAL DISTRIBUTION COMPANY shall:

- 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.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure that records are maintained of the services conducted.

5.4 Portable Electrical/Explosive Power Tools

ELECTRICAL DISTRIBUTION COMPANY shall ensure the following procedure is adhered to regarding Portable Tools and Explosive Power tools:

- Minimum compliance with legislation regarding inspection and maintenance intervals by competent person.
- Only competent persons shall be permitted to conduct routine and formally recorded inspections on the equipment.
- Persons competent to inspect the equipment shall be appointed in writing.
- Persons who are trained to operate such equipment shall be appointed and shall be the only authorized person to operate the equipment.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure operation of the equipment is in accordance with the approved HIRA and Safe Working Procedure set out.
- All users shall undergo regular awareness training to ensure compliance.
- ELECTRICAL DISTRIBUTION COMPANY shall ensure the required PPE and clothing is provided and maintained.

5.5 Transport of Workers

ELECTRICAL DISTRIBUTION COMPANY shall ensure that whilst working on the contract, all employees will be transported in accordance with the requirements set out in the National Road Transport Regulations, 2000. The requirements shall include but are not limited to the following:

- Personnel shall not be transported on vehicles which are already conveying other goods or tools;
- Personnel shall not be transported in open vehicles. An adequate canopy or cover shall be provided;
- No employees shall stand or sit on the edge of the vehicle conveying them;
- Drivers shall be appointed and in possession of a valid public drivers permit.

6.0 OCCUPATIONAL HEALTH AND WELFARE

Occupational Health is important to ELECTRICAL DISTRIBUTION COMPANY. Often employees are unaware of the dangers they are exposed to from hazardous substances through inhalation, ingestion, absorption and radiation and therefore cannot protect themselves against these risks. It is therefore ELECTRICAL DISTRIBUTION COMPANY's intention to ensure that the employees engaged do not conduct work in high risk areas and on high risk activities unless a proper HIRA has been conducted.

ELECTRICAL DISTRIBUTION COMPANY shall ensure that all employees are adequately protected by providing the required PPE and clothing which will help eliminate the potential risk.

Welfare facilities will be provided in accordance with the provisions of the Construction Regulations, 2003. Where the client, or other party, has made facilities available for use on site, ELECTRICAL DISTRIBUTION COMPANY will co-ordinate such provision with the party concerned.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

In all cases the site requirement is that the welfare facilities provided are in a clean and hygienic condition and are suitable and sufficient for the site needs.

If necessary, suitable decontamination facilities will be provided.

Specific Welfare Arrangements on Site

Toilets: 4 Portable toilets plus internal toilets for staff

Toilet paper and soap: to be provided by PC

Drinking Water: on site

Washing facilities: N/A

Arrangements for shelter: Plenty available inside of building

7.0 IMPLEMENTATION AND COMPLIANCE / PERFORMANCE MONITORING

7.1 Management Review

- Management reviews of the Safety Management System will be done.

7.2 Control Review

- HIRA's will be assessed and evaluated for adequacy and consistency when required.
- Safe Operating Procedures will be evaluated for adequacy and compliance.
- As part of the monthly Contractor's Report, the Client will be informed of the progress to date and the problems incurred with regards to the implementation of the Health and Safety Plan.

8.0 SITE RULES

1. LEARN the safe way to do your job before you start.
2. THINK safety, and ACT safely at all times.
3. OBEY safety rules and regulations – they are for your protection.
4. WEAR proper clothing and protective equipment.
5. CONDUCT yourself properly at all times – horseplay is prohibited.
6. OPERATE only the equipment you are authorised to use.
7. INSPECT tools/equipment for safe condition before starting work.
8. ADVISE your superior promptly of unsafe conditions or practices.
9. REPORT any injury or safety hazard immediately to your superior.
10. SUPPORT your safety program and take an active part in safety meetings.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

Additional Site Rules for this Project

Additional rules to be advised at induction. (Refer to company policy rules and regulations)

9.0 ENVIRONMENTAL ISSUES AND RESTRICTIONS

ELECTRICAL DISTRIBUTION COMPANY will liaise with the Client, Local Authority and other appropriate bodies with regards to restrictions on working hours, noise, dust, waste, and any other environmental matters pertaining to the project.

10.0 SELECTION PROCEDURES

All sub-contractors who attend site shall have satisfied ELECTRICAL DISTRIBUTION COMPANY's selection assessment procedure. ELECTRICAL DISTRIBUTION COMPANY will evaluate and approve their sub-contractors health and safety competence and resources for this project.

11.0 WASTE DISPOSAL ARRANGEMENTS

Waste disposal will be carried out in accordance with statutory and local authority restrictions and requirements. Copies of any relevant documentation will be held on site.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

APPENDIX 1 – FALL PROTECTION PLAN

FALL PROTECTION PLAN FOR CONSTRUCTION

Date Plan Prepared or Modified:

Fall Protection Plan Developer: Mark Traut

Plan Approved By:

Fall Protection Plan Supervisor:

Construction Supervisor:

Plan issued to: Fall Protection Plan Supervisor and Construction Supervisor

NB: The processes for evaluation of the employees' physical and psychological fitness necessary to work at elevated positions and the records thereof, are being dealt with by ELECTRICAL DISTRIBUTION COMPANY.

The following Fall Protection Plan is prepared for the prevention of injuries associated with falls.

1. STATEMENT OF COMPANY POLICY

ELECTRICAL DISTRIBUTION COMPANY is dedicated to the protection of its employees from on-the-job injuries. All employees and sub contractors of ELECTRICAL DISTRIBUTION COMPANY have the responsibility to work safely on the job. The purpose of the plan is to supplement our existing safety and health program and to ensure that every employee and sub contractor who works for ELECTRICAL DISTRIBUTION COMPANY recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

Each employee working at a height of more than 3 metres will be trained in the contents of this Fall Protection Plan (see record sheet attached) and will be required to strictly adhere to this Plan except when doing so would expose them to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the Fall Protection Plan Supervisor of their concern and have the concern addressed before proceeding.

The Fall Protection Plan Supervisor is responsible for monitoring the following:

- a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
- b) no person works in an elevated position, unless such work is performed safely as if working from a scaffold or ladder;
- c) notices are conspicuously placed at all openings where the possibility exists that a person might fall through such openings;



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

- d) fall prevention and fall arrest equipment is-
 - i) suitable and of sufficient strength for the purpose or purposes for which it is being used having regard to the work being carried out and the load, including any person, it is intended to bear; and
 - ii) securely attached to a structure or plant and the structure or plant and the means of attachment thereto is suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who is liable to fall;
- e) fall arrest equipment shall only be used where it is not reasonably practicable to use fall prevention equipment; and
- f) suitable and sufficient steps shall be taken to ensure, as far as is reasonably practicable, that in the event of a fall by any person, the fall arrest equipment or the surrounding environment does not cause injury to the person.

Continual observational safety checks of work operations and the enforcement of the safety policy is the responsibility of the Fall Protection Plan Supervisor, who is also responsible for co-ordinating the correction of any unsafe practices or conditions immediately.

2. FALL PREVENTION AND PROTECTION SYSTEMS TO BE USED ON THIS PROJECT

The means of Fall Prevention and Protection on this project will comprise one or all of the following:

Guard Rails	yes
Toe Boards	yes
Warning Notices	yes
Catch Nets	No
Scaffold fans	No
Safety Harnesses and Lanyards	yes, if required
Ladders	yes

3. TRAINING REQUIREMENTS

Persons working at height will be trained in the following:

- The contents of this Fall Protection Plan.
- Safe use, fitting and maintenance of safety harnesses and lanyards.

4. HAZARDOUS WORKING ZONES WHEN WORKING AT HEIGHT

When using the Plan to implement the fall protection options available, workers must be protected through limited access to hazardous working zones at height. Such zones shall be clearly defined by means of signage, induction, ropes, barriers, tape, chains, instruction, toolbox talks or other means of communication by the Fall Protection Plan Supervisor.



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

5. ENFORCEMENT

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The Fall Protection Plan Supervisor and Construction Supervisor have the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

6. ACCIDENT INVESTIGATIONS

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that investigation takes place as soon as possible so that the cause of the accident and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

7. PROCEDURES FOR INSPECTION, TESTING AND MAINTENANCE OF FALL PROTECTION EQUIPMENT

Fall protection equipment will be entered onto a register in the Safety File on site for inspection purposes. Such equipment (safety harnesses, lanyards) will be inspected visually by the user each time for damage and, if not in a safe condition, will be replaced before any work at height is allowed.

Formal inspections will be carried out weekly and recorded on the register.

Thorough examination of the fall protection equipment will be at the frequency stipulated by the supplier of the equipment and will be carried out by a person competent to carry out such thorough examinations.



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

8. RISK ASSESSMENT OF WORKS FROM ELEVATED POSITIONS

ACTIVITY	RISK	CONTROL MEASURES	ADDITIONAL HAZARDS AND CONTROL MEASURES REQUIRED
Scaffold Erection/ Dismantling/ Use	Personnel falling from scaffold whilst erecting, using, dismantling Items of scaffold falling onto personnel Scaffold collapsing onto those below Ladders over loaded Ladders being used as working platforms Ladders in poor condition	Ensure <ul style="list-style-type: none"> • scaffold is designed to take the imposed loads • scaffolding is constructed properly • scaffold is not overloaded • scaffold erectors are fully trained and supervised • scaffolding is regularly checked by competent person and record of inspection retained. Written inspections to be recorded on weekly basis and after severe weather • scaffolders must adhere to safe systems of work and must wear safety harness where possible. • Scaffolds must be erected on firm ground and using sound materials • all fall arrest equipment (safety harnesses, safety nets, etc) to be checked and certified in good working order • that ALL understand the safe system of work • safe access provided on scaffold 	
Working at Height from other access equipment such as Ladders, plant	Personnel falling from height Falling debris Those beneath being injured	<ul style="list-style-type: none"> • All access equipment must be properly constructed (inspections record must be maintained) • Only trained personnel construct, dismantle or control the access equipment • All access equipment must have full toe boards and guardrails - comply with SABS 085 on erection use and dismantling of scaffolding • No access equipment may be loaded above the level of the guardrail • No access equipment to be loaded above its safe working load • Where work involves leaning out on an open leading edge, then all personnel are to be fitted with full body harness. The harness must be connected at all times • All fall arrest equipment to be correctly maintained • Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at the correct level of 1 in 4 or approximately 75° • All necessary certification and registers for plant and equipment associated with working at height (eg: man riding cages, boatswain chairs, suspended working platforms, cherry pickers, scissor lifts, etc) must be up to date and in place and be in possession of the appropriate medical certificates • Construction Supervisor must evaluate weather conditions before allowing work at heights if safety of personnel can be compromised – wind, lightening, rain, ice must be considered 	



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

ACTIVITY	RISK	CONTROL MEASURES	ADDITIONAL HAZARDS AND CONTROL MEASURES REQUIRED
Working at leading edges	Personnel falling from height Falling debris Those beneath being injured	<p>Leading edges are exposed edges where a fall risk exists, eg: lift shafts, slabs.</p> <p>Fall Protection Plan Supervisor will ensure the following:</p> <ul style="list-style-type: none"> • Edge protection when working near an exposed leading edge will be primarily by means of a guard rail and, where materials can be kicked or otherwise fall to ground below, a toe board. • Where a guard rail cannot be reasonably provided or the worker has to work outside of the guardrail protection then use must be made of alternative fall protection means such as safety harness or catch net. It is anticipated on this project that safety harnesses will be used in such circumstances. Harnesses must be anchored to secure points and workers must be trained in usage of the harness. • A “green” wall, that is an uncured wall, may not be used as a barrier to a fall until the mortar holding the wall has set, has been approved by the Fall Protection Supervisor and is at a height sufficient to act as a proper barrier against a fall. • Any work on the outside of the building must be undertaken off a scaffold provided for the purpose. Such scaffold must comply with the requirements of SABS 085. • When wet weather (rain, snow, or sleet) are present, works at height shall be suspended unless safe footing can be assured for those workers working at height. <p>When strong winds are present, working at height operations are to be suspended unless safe working from detrimental effects of the wind can be ensured. Note that the decision as to whether works can continue in conditions of weather and wind is that of the Fall Protection Plan Supervisor.</p> <ul style="list-style-type: none"> • Persons not required to be near leading edges should be warned away from such edges. • Materials for operations must be conveniently staged to minimize fall hazards; and • Workers required to work near or at leading edges must complete as much cutting of materials and other preparation as possible away from the edge. 	



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

ACTIVITY	RISK	CONTROL MEASURES	ADDITIONAL HAZARDS AND CONTROL MEASURES REQUIRED
Roof work	Personnel falling from roof Overloading of roof causing collapse	Fall Protection Plan Supervisor to ensure: <ul style="list-style-type: none"> • that the roof work has been properly planned; • that the roof erectors are competent to carry out the work; • that no employees are permitted to work on roofs during inclement weather conditions or if weather conditions are a hazard to the health and safety of the employees; • that prominent warning notices are placed where all covers to openings are not of sufficient strength to withstand any imposed loads and where fragile material exists; • that the areas mentioned in paragraph above are to be barricaded off to prevent persons from entering; • that suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and • that there is suitable and sufficient guard-rails or barriers and toe-boards or other similar means of protection to prevent, so far as is reasonably practicable, the fall of any person, material or equipment. 	



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

TRAINING FOR EMPLOYEES WORKING FROM ELEVATED POSITIONS

NAME	EMPLOYER	CONTENT OF TRAINING	DATE	SIGNATURE



APPENDIX 2 – RISK ASSESSMENTS

RISK ASSESSMENTS AND GENERAL SAFE WORK PROCEDURES

Irrespective of the risk presented on site, it will be ensured that sufficient supervision is in place on site, that personnel are trained in accordance with legislation, including the requirement for site specific inductions on site to inform personnel on site of the risks and hazards applicable to the site. Site supervision is responsible for ensuring that the control measures required below are implemented on site.

Risk Rating:

H = High, M = Medium, L= Low

Risk Assessment Methodology:

Rating the risks

Quantitative risk assessments produce a probability estimate based upon known risk information applied to the circumstances being considered. They can be found in 'safety cases' in high risk industries where, for example, they might indicate the probability of a nuclear incident or serious chemical leak.

Qualitative assessments are subjective, based on the personal judgement of the assessor, backed by more general information about probability. These are much simpler to make, and are those normally referred to by legal requirements.

An assessment of risk is nothing more than a careful examination of what, in your work, could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more.

There is no need to make assessments complicated. Nevertheless, there are benefits to be gained by estimating the level of risk associated with hazards, in particular because we can then make an evaluation of the expected benefits of the control measures contained in the assessment – a before and after evaluation. The choice of how to do this, or at all, is left to the individual.

A descriptive approach simply uses words such as 'insignificant', 'low', 'medium' and 'high' in their normal sense to evaluate the product of the likely severity of the outcome and the probability of its occurrence. Most people have an appreciation of what 'Medium Risk' means for them in their business context and can appreciate that with controls in place the risk should be lowered – preferably to 'Insignificant' or at the least to 'Low'.

In this assessment we have used a Descriptive Approach.



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Cutting Off Disc	Noise Cuts from machine Fire (particularly at refuelling) Flying debris Blade shattering Contamination by fume created or exhaust fume	<ul style="list-style-type: none"> • Use competent personnel. • Hot works control- fire extinguisher, fire watchman. (Permit may be required) • PPE to include gloves, eye protection, hearing protection • Solid working position. • Clear working area • Correct grade of blade must be used. • Good ventilation to be provided (forced if necessary). • Changing of wheels to be by competent persons only • Cut off discs must not be used for grinding (grinding disc thicker) • Bystanders to wear hearing protection, as applicable 					
Electric Tools and Electrical Installations	Electric shock Fire	<ul style="list-style-type: none"> • Electric tools and installations to be in good condition • Inspect electric tools before use • Do not use electric tools in wet/damp conditions • Use personal protective equipment such as insulated gloves • Electrical installations register to be maintained, inspected by competent person 					



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Fire	Injuries to workers, pedestrians, residents, road users, damage to property through fire	<ul style="list-style-type: none"> No littering on site which could become fire hazard, maintain site in clean condition. No fires to be lit on site. Have a working fire extinguisher at hand at all times. No smoking or naked flame near flammable substances or in unauthorised areas Ensure proper storage/use of Petrol/diesel/flammable substances – post warning notices 					
Hand tools	Injuries caused by use of hand tool Impact with the tool Falls due to access problems Contamination with substance being worked	<ul style="list-style-type: none"> Ensure: Tool is correct for job Tool is in good order and suitably sharp Personnel must be competent/instructed in tool usage and tool safely Lighting is sufficient Access is safe, working platform is secure, leading edge is guarded Operative is wearing all necessary PPE 					
Hazardous Substances	Injuries to workers through use of hazardous substances, eg: injuries to eyes, skin, etc	<ul style="list-style-type: none"> Use substances in accordance with data sheet, particularly reference protective clothing required (example: gloves, goggles, etc) Know what First Aid measures are Have welfare facilities available for washing of hands, etc 					



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Lifting Operations	Falling material Crushing by materials Hand injuries to the slinger Toppling crane	<ul style="list-style-type: none"> • Check test certificate • Check examination certificate • Check inspection have been carried out • Check certificates for lifting equipment (chains, slings, shackles, etc) • Ensure lifting gear is rated to carry load (SWL) • Ensure materials being lifted are properly packaged and slung. • Be aware that there should be a minimum clearance of 600mm between any slewing parts of a crane and any fixed installation to prevent being trapped. • Access to the work area during lifting operations is to be restricted to those involved with and trained in the work in hand. Do not allow members of the public to gain access to the area. • Only trained banksmen to be used. • The crane driver and the banksman are to ensure that the signals given are clearly understood. 					



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Manual Handling of General Items	Muscular skeletal injuries if the load is too heavy or awkward Operative falling/ tripping Contamination from the substance being carried Fall of material being carried	<ul style="list-style-type: none"> Personnel should be aware of safe manual handling techniques Personnel to wear Personal Protective Equipment when carrying items, eg: safety footwear and gloves. Ensure good housekeeping against tripping/fall hazards. Operative to get assistance if load too heavy- team lift if necessary. Utilise mechanical lifting and carrying aids where possible. Personnel to ensure access equipment, ladders will take weight of operative and load being carried. Personnel to ensure item being carried is properly bonded or will not be liable to break apart whilst being manually handled. 					
Noise and Dust	Breathing in dust can cause long term health problems, noise can damage hearing	<ul style="list-style-type: none"> Wear respiratory and hearing protection Dampen down and minimise dust where possible. 					



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Overhead Services (Working near)	Contact with live services causing injury to personnel Damage caused to services	<ul style="list-style-type: none"> Maintain safe clearance levels Establish presence of any services via proper walk through survey of site and/or means of service drawings Wear personal protective clothing Ensure height of plant/vehicles does not compromise or exceed clearance levels for overhead services Obtain information on clearance levels from service provider 					
Protection of other contractors	Injury to contractors	<ul style="list-style-type: none"> Barriers and signage to be in place 					
Scaffold Erection/ Dismantling	Personnel falling from a height Items of scaffold falling onto personnel Scaffold collapsing onto those below	<ul style="list-style-type: none"> Ensure scaffold is designed to take the imposed loads scaffolding is constructed properly scaffold is not overloaded scaffolders are fully trained scaffolding is regularly checked by competent person and record of inspection retained. Written inspections to be recorded on weekly basis scaffolders must adhere to the safe systems of work. all fall arrest equipment to be checked and certified in good working order that ALL understand the safe system of work 					



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Tower (Mobile Aluminium Tower) Scaffold	Over Turning Falls	<ul style="list-style-type: none"> • Tower to be on firm level ground with wheels or feet properly supported. • Height not to exceed 3 times the base dimension. i.e. 2x3m Base Tower not exceed 6m. • Erection by competent person • Inspection before first use • Weekly record of inspection required • Guard rails and Toe boards as per normal scaffolds • Beware when moving of overhead obstructions, such as power lines • Never move in strong winds 					



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

HAZARD	RISK	CONTROL MEASURES	RISK RATING H, M, L	ADDITIONAL RISKS OR CONTROL MEASURES REQUIRED	DATE OF RISK ASSESSMENT	REVISION DATE	SIGNATURE
Working at Height	Personnel falling from height Falling debris Those beneath being injured	<ul style="list-style-type: none"> • All access equipment is properly constructed (inspections record must be maintained) • Only trained personnel construct, dismantle or control the access equipment • All access equipment must have full toe boards and guardrails - comply with SABS 085 on erection and dismantling of scaffolding • No access equipment may be loaded above the level of the guardrail • No access equipment to be loaded above its safe working load • Where work involves leaning out on an open leading edge, then all personnel are to be fitted with full body harness. The harness must be connected at all times • All fall arrest equipment to be correctly maintained • Ensure if ladders are being used for access, they are either footed or tied. Also the ladder must be set at the correct level of 1 in 4 or approximately 75° 					



Safe Working Practice

Construction•Industry•Schools•Agriculture•Offices•Transport

Safe Work Procedure - Working with Small Tools			
Task	Risk	Precautions	Equipment
1. Compressor	<ul style="list-style-type: none"> Noise injury if hammer slips towing of compressor injury occurs when incorrectly used 	<ul style="list-style-type: none"> wear ear muffs must be used by trained personnel must have correct tow bar fitted must be correctly used by trained personnel 	Ear muffs Towbar
2. Compactor	<ul style="list-style-type: none"> moving parts can cause injury compactor can fall into trench and land on someone if placed on the edge of unstable trench incorrect handling can cause injury dust can cause choking and sparks can cause blindness 	<ul style="list-style-type: none"> all safe guards must be in place make sure trench is stable before placing compactor in edge user of compactor must be trained in correct usage 	
3. Grinder	<ul style="list-style-type: none"> noise irresponsible usage can cause injury 	<ul style="list-style-type: none"> wear dust mask and goggles make sure all wires are properly placed make sure no loose wires are visible – if yes, repair 	Ear muffs, dust mask and goggles
4. Drill	<ul style="list-style-type: none"> electrical shock injury through misuse – i.e. drill slips and penetrates hand dust can cause choking 	<ul style="list-style-type: none"> use ear muffs use grinder responsibly; no joking around make sure all wires are properly placed use drill responsibly wear dust mask and goggles 	Ear muffs



Safe Working Practice

Construction • Industry • Schools • Agriculture • Offices • Transport

Safe Work Procedure - Storage of Materials

Task	Risk	Precautions	Equipment
Storage of concrete pipes	Placing on sloped may lead to runaway	Place chocks	Chocks
	Unchecked stacking may lead to collapse and runaway	Place chocks / timber spreaders	Chocks / timber spreaders
Storage of flammables (Paint, petrol, etc)	Flammables may ignite and cause damage to other material	Store flammables in separate room with lock on door	Lock
	Drinking dangerous chemicals	Dangerous chemicals must be clearly marked and locked away	
	Theft of flammables	Keep monthly record of usage and user	
	Inhalation of chemicals	Storage should be in well ventilated room	
	Theft	Keep weekly record	
	Water damage	Keep cement in dry place	
Storage of Cement Bags	Theft	Keep storage room locked at all times (competent person must have key) Monthly check	
	Leakage	No open flames	Lock
Diesel storage	Explosion	No smoking within a 5m radius Put No Smoking signs up	Signs (No Smoking, No Open Flames, etc)
	Fire	Fire fighting equipment	Fire extinguishers