



**SAFETY, HEALTH & ENVIRONMENT (SHE)
SPECIFICATION FOR
CONSTRUCTION WORK AT THE
PORT OF CAPE TOWN**

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Abbreviations and Definitions

- **TNPA**= Transnet National Ports Authority
- **SHEQ**=Safety, Health, Environment &Quality
- **OHS**= Occupational Health and Safety
- **SHE Spec** = Safety, Health & Environment Specification
- **HCS**= Hazardous Chemical Substances
- **SOP**= Standard operation procedures
- **CEMP**= **Construction Environmental Management Plan**
- **ECP**= **Environmental Control Plan**
- **SAMSA**= **South African Maritime Safety Authority**
- **DEA** **Department of Environmental Affairs**

1. INTRODUCTION AND BACKGROUND

1.1. Background to the Health and Safety Specification

The Construction Regulations 2014 place the onus on the Client to prepare a pre-construction health & safety specification, highlighting all risks before and during construction.

1.2. Purpose of the Health and Safety Specification

The purpose of this specification is to assist in achieving compliance with the Occupational Health & Safety Act 85/1993 and with Construction Regulations 2014 in order to reduce incidents and injuries.

The application of this Health and Safety specification shall

- Ensure that health and safety requirements are incorporated into the contract, conditions of tender and pricing documents.
- Establish a systematic approach in evaluating the bidding contractors, and
- Act as the basis for the drafting of the construction phase health & safety plan and ensure that the contractor's performance is adequately monitored and managed for the duration of the contract.

These specifications in no way release Contractors from compliance with the relevant Legal requirements.

2. SCOPE

This Specification applies to all principal contractors, contractors and sub-contractors contracted directly or indirectly to do work on behalf of TNPA at the following stages of the projects; Pre tender stage; Contract award stage; Project execution and Project closes out and hand over.

3. Interpretations

3.1. Application

This specification is a compliance document drawn up in terms of South African legislation and is therefore binding. It must be read in conjunction with relevant legislation as noted previously.

3.2. Definitions

The definitions as listed in the Occupational Health & Safety Act 85/1993 and Construction Regulations 2014 shall apply.

4. Minimum Administrative Requirements

- The principal contractor must prepare, implement and administer the Contractor's Health and Safety Management Plan. The Plan is in writing and accepted by TNPA, prior to mobilisation to the construction site for work under the Contract, to TNPA or TNPA nominated Representative, for acceptance.
- The Health and Safety Management Plan must comply with this Contract including Project Site Rules, and applicable law relating to Workplace Health and Safety and Environmental Health. Any proposed amendments or revisions to the Contractor's Safety Management Plan is submitted to TNPA for acceptance, and once accepted, it becomes part of the TNPA Safety Management Plan.
- The Health and Safety Management Plan must provide a systematic method of managing hazards according to the risk priority, and must include all mobilisation and site set-up activities.
- **The Contractor's Health and Safety Management Plan must demonstrate Management's commitment to safety and must include, but not be limited to, the following minimum auditable elements:**

4.1. Notification of Intention to Commence Construction Work (CR 3)

- The Contractor shall notify the Provincial Director of the Department of Labour in writing before construction work commences. A copy of this notification must be forwarded to the Client on appointment.

4.2. Legal Appointments.

- The Contractor shall submit supervisory appointments as well as any relevant appointments in writing (as stipulated by the OHS Act and Regulations (85 of 1993)), prior to commencement of work. Proof of competency must be included. See Annexure B.

4.3. Competency for Contractor's Appointed Competent Persons

- Contractors' competent persons for the various risk management portfolios shall fulfil the criteria as stipulated under the definition of Competent in accordance with the Construction Regulations 2014. Proof of competence for the various appointments must be included.

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

- The Principal Contractor shall submit a letter of good standing with its Compensation Insurer to the Client as proof of registration. Sub-Contractors shall submit proof of registration to the Principal Contractor before they commence work on site.

4.5. Occupational Health and Safety Policy

- The Principal Contractor and all Sub Contractors shall submit a Health and Safety Policy signed by their Chief Executive Officer. The Policy must outline

objectives and how they will be achieved and implemented by the Company / Contractor.

4.6. Health and Safety Organogram

- The Principal Contractor and all Sub Contractors shall submit an organogram, outlining the Health and Safety Site Management Structure including the relevant appointments/competent persons.
- In cases where appointments have not been made, the organogram shall reflect the intended positions. The organogram shall be updated when there are any changes in the Site Management Structure.

4.7. Preliminary Hazard Identification and Risk Assessment and Progress

Hazard Identification and Risk Assessment

- The Contractor shall cause a hazard identification to be performed by a competent person before commencement of construction work, and the assessed risks shall form part of the construction phase health and safety plan submitted for approval by the Client.
- The risk assessment must include;
 - a) A list of hazards identified as well as potentially hazardous tasks;
 - b) A documented risk assessment based on the list of hazards and tasks;
 - c) A set of safe working procedures (method statements) to eliminate, reduce and/or control the risks assessed;
 - d) A monitoring and review procedure of the risks assessment as the risks change.
- The Principal Contractor shall ensure that all Sub Contractors are informed, instructed and trained by a competent person regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop. Proof of this must be kept for inspection by the Client or Client Representative.

- The Principal Contractor shall be responsible for ensuring that all persons who could be negatively affected by its operations are informed and trained according to the hazards and risks and are conversant with the safe work procedures, control measures and other related rules (tool box talk strategy to be implemented).

4.8. Health and Safety Representative(s)

- The Principal Contractor and all Contractors shall ensure that Health and Safety Representative(s) are appointed under consultation and trained to carry out their functions. The appointment must be in writing.
- The Health and Safety Representative shall carry out regular inspections, keep records and report all findings to the Responsible Person forthwith and at health and safety meetings.

4.9. Health and Safety Committees

- The Principal Contractor shall ensure that project health and safety meetings are held monthly and minutes are kept on record. Meetings must be organised and chaired by the Principal Contractor's Responsible Person.
- All Contractors' Responsible Persons and Health and Safety Representatives shall attend the monthly health and safety meetings. Sub-Contractors shall also have their own internal health and safety committees in accordance with the OHS Act 85/1993 and minutes of their meetings shall be forwarded to the Principal Contractor on a monthly basis.

4.10. Health and Safety Training

4.10.1. Induction

- The Principal Contractor shall ensure that all site personnel undergo a risk-specific health and safety induction training session before starting work. A

record of attendance shall be kept in the health & safety file. **A suitable venue must be supplied to house this training.**

4.10.2. Awareness

- The Principal Contractor shall ensure that, on site, periodic toolbox talks take place daily. These talks should deal with risks relevant to the construction work at hand.
- A record of attendance shall be kept in the health & safety file. All Contractors have to comply with this minimum requirement. At least one of the Toolbox talks shall be on any environmental related issue.

4.10.3. Competency

- All competent persons shall have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out.
- This will have to be assessed on regular basis e.g. periodic audits by the Client, progress meetings, etc. The Principal Contractor is responsible to ensure that competent Sub Contractors are appointed to carry out construction work.

4.10.4. Rules of conduct.

- Principal contractors, their sub-contractors and all employees under their control, including any visitor brought onto site must adhere to the following Rules of conduct on site.

YOU MAY NOT:

* Partake, possess or sell drugs or alcoholic beverages on site. Any employee or visitor whose action and demeanour show symptoms of possible narcosis or drunkenness shall be removed from site.

* Indulge in practical jokes, horseplay, fighting or gambling.

- * Destroy or tamper with safety devices, symbolic signs or wilfully and unnecessarily discharge fire extinguishers.
- * Bring onto site or have in your possession a firearm, lethal weapon.
- * Assault, intimidate or abuse any other person.
- * Operate construction equipment (vehicles or plant) without the necessary training and authorisation.
- * Display insubordination toward any supervisor, foreman or Manager in respect to carrying out of properly issued instructions or orders for health and Safety reasons.
- * Enter any area where you have no business unless authorised to do so by the person in charge.
- * Negligently, carelessly or wilfully cause damage to property of others.
- * Refuse to give evidence or deliberately make false statements during investigations.

4.11. General Record Keeping

The Principal Contractor and all Sub Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993; and with the Construction Regulations (July 2003). The Principal Contractor shall ensure that all records of incidents/accidents, training, inspections; audits, etc. are kept in a health & safety file held in the site office. The Principal Contractor must ensure that every Sub Contractor opens its own health & safety file, maintains the file and makes it available on request.

4.11.1. Inspection of equipment and tools.

The following items of equipment must be regularly inspected and maintained and appropriate records kept.

- * First Aid dressing registers.
- * Fire equipment
- * Lifting equipment
- * Lifting Gear
- * Portable electrical equipment
- * Stacking and storage inspections
- * Explosive power tools
- * Materials hoist (where applicable)
- * Pressure Vessels
- * Ladders
- * Excavations
- * Safety harnesses
- * Scaffold - static and mobile.
- * Pneumatic tools
- * Construction vehicles and mobile plant.
- * Health and Safety Representatives checklists.

4.12. Health & Safety Audits, Monitoring and reporting

The Client shall conduct monthly health & safety audits of the work operations including a full audit of physical site activities as well as an audit of the administration of health & safety. The Principal Contractor is obligated to conduct similar audits on all Sub Contractors appointed by them. Detailed reports of the audit findings and results shall be reported on at all levels of project management meetings/forums. Copies of the Client audit reports shall be kept in the Primary Project Health & Safety File while the Principal Contractor audit reports shall be kept in their file, a copy being forwarded to the Client. Sub-Contractors have to audit their sub-contractors and keep records of these audits in their health & safety files, available on request.

4.13. Emergency Procedures

The Principal Contractor shall submit a detailed Emergency Procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan including the following key elements:

- a) List of key competent personnel;
- b) Details of emergency services;
- c) Actions or steps to be taken in the event of the specific types of emergencies;
- d) Information on hazardous material/situations.

Emergency procedure(s) shall include, but shall not be limited to, fire, spills, accidents to employees, use of hazardous substances, bomb threats, major incidents/accidents, etc. The Principal Contractor shall advise the Client in writing forthwith, of any emergencies, together with a record of action taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

4.14. First Aid Boxes and First Aid Equipment

The Principal Contractor and all Sub Contractors shall appoint in writing First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training. Valid certificates are to be kept on site. The Principal Contractor shall provide an on-site First Aid Station with first aid facilities, including first aid boxes adequately stocked at all times. All Sub Contractors with more than 5 employees shall supply their own first aid box. Sub-Contractors with more than 10 employees shall have a trained, certified first aider on site at all times.

4.15. Accident / Incident Reporting and Investigation

Injuries are to be categorised into first aid; medical; disabling; and fatal. The Principal Contractor must stipulate in its construction phase health & safety plans how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. The Principal Contractor shall investigate all injuries, with a report being forwarded to the Client forthwith. All Contractors have to report on the 4 categories of injuries to the Principal Contractor at least monthly. The Principal Contractor must report all injuries to the Client in the form of a detailed injury report at least monthly. **A 24 hour notification report must be submitted immediately before the end of the shift (see 24 Hour report template)**

4.16. Hazards and Potential Situations

The Principal Contractor shall immediately notify other Sub Contractors as well as the Client of any hazardous or potentially hazardous situations that may arise during performance of construction activities.

4.17. Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall ensure that all workers are issued and wear hard hats, safe footwear and overalls. The Principal Contractor and all Sub Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times. The Principal Contractor shall clearly outline procedures to be taken when PPE or Clothing is:

- a) Lost or stolen;
- b) Worn out or damaged.

The above procedure applies to Sub Contractors and their contractors, as they are all Employers in their own right.

4.18. Occupational Health and Safety Signage

The Contractor shall provide adequate on-site OHS signage. Including but not limited to „no unauthorised entry, report to site office „,“ site office, beware of overhead work, „hard hat area“. Signage shall be posted up at all entrances to site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations.

4.19. Permits

Permits may include the following:

- a) Use of Explosives and Blasting
- b) Work for which a fall prevention plan is required
- c) Use of cradles
- d) Excavation
- e) Construction work Permit (to be displayed on site)

4.20. Contractors and their Sub-contractors

The Principal Contractor shall ensure that all Sub Contractors under its control comply with this Specification, the OHS Act 85/1993, Construction Regulations 2014, and all other relevant legislation that may relate to the activities directly or indirectly.

4.21. Incentives & Penalties

Penalties will be implemented for ongoing non-compliance to the provisions of the construction-phase health & safety plan as submitted by the Principal Contractor.

5 Physical Requirements

5.1. Demolition Work

Prior to any demolition work being carried out, the Principal Contractor shall submit a safe working procedure and a detailed engineering survey for approval by the Client. Acceptance will then be issued to the Principal Contractor to proceed with the demolition work. The Principal Contractor shall ensure that demolition work complies with the Construction Regulations 2014.

5.2. Excavations, Shoring, De watering or Drainage

The Principal Contractor and any relevant Sub Contractors shall make provision in their tender for shoring, dewatering or drainage of any excavation as per this specification.

The Contractor shall make sure that:

- a) The excavations are inspected before every shift each occurrence of rain or change to the excavation / shoring and a record is kept;
- b) Any excavation shall be adequately shored if people are required to work in the excavation and the depth is more than 1.5 metres or where conditions render this necessary at lesser depths. Undercutting is not allowed.
- c) Safe work procedures have been communicated to the workers;

- d) Excavated material shall be placed as far from the trench as practically possible. a close watch shall be maintained at all times for signs of slipping, e.g. cracks developing at the edges of the excavation)
- e) The safe work procedures are enforced and maintained by the Contractor's Responsible Persons at all times)
- f) The requirements as per section 13 of the Construction Regulations are adhered to.

5.3. Edge Protection and Penetrations

The Principal Contractor must ensure that all exposed edges and openings are guarded and demarcated at all times until permanent protection has been erected. The Principal Contractor's risk assessment must include these items. E.g. protection of decking edges, finished floor slab edges, stairways, floor penetrations, lift shafts, and all other openings and areas where a person may fall.

5.4. Explosives and Blasting

The Principal Contractor shall ensure that a competent Contractor undertakes the use of explosives and blasting (where required). A Safe Work Procedure (SWP) must be submitted to the Client for approval before commencement of blasting work.

5.5. Piling

The Contractor shall ensure that piling is undertaken by a competent Contractor. A SWP shall be submitted to the Client for approval before commencement of this work.

5.6. Stacking of Materials

The Principal Contractor and other relevant Sub Contractors shall ensure that there is an appointed staking supervisor and all materials, formwork and all equipment is stacked and stored safely.

5.7. Speed Restrictions and Protection

The Principal Contractor shall ensure that all persons in its employ, all Sub Contractors, and all those that are visiting the site are aware and comply with the site speed restriction(s). Separate vehicle and pedestrian access routes shall be provided, maintained, controlled, and enforced.

5.8. Hazardous Chemical Substances (HCS)

- The Principal Contractor and other relevant Sub Contractors shall provide the necessary training and information regarding the use, transport, and storage of HCS.
- The Principal Contractor shall ensure that the use, transport, and storage of HCS are carried out as prescribed by the HCS Regulations.
- The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals.
- The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.
- No bulk storage of chemicals and cleaning substances are allowed on TNPA premises (20 litres per substance)
- No illegal or banned substance are allowed on site

5.9. Asbestos

- The principal Contractor is responsible for ensuring that all work involving asbestos complies with the Asbestos Regulations. Any Contractor involved in asbestos work must obtain temporary registration as an asbestos contractor from the Dept of Labour.
- Written safe work procedures and the relevant risk assessments must govern all asbestos work. An asbestos contractor must provide exposed employees with the necessary training and information regarding asbestos, as well as the necessary personal protective equipment.
- Wetting down and low speed cutting techniques must be employed wherever possible to prevent airborne asbestos.

Should any asbestos work involving asbestos (e.g. lagging or insulation) which falls under the definition of Demolition work, defined under the Asbestos Regulation. An Approved Inspection Authority (AIA) must be utilised to carry out air monitoring plus a decontamination unit must also be provided.

6. Plant and Machinery

6.1. Construction Plant

- “Construction Plant” includes all types of plant including but not limited to, cranes, piling rigs, excavators, road vehicles, and all lifting equipment.
- The Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act 85/1993 and Construction Regulations 2014. The Principal Contractor and all relevant Sub Contractors shall inspect and keep records of inspections of the construction plant used on site.
- Only authorised/competent persons are to use machinery under proper supervision. Appropriate PPE and clothing must be provided and maintained in good condition at all times.

- Proofs of medical test as required by the Construction regulations 2014 are available for inspection by the Client.

Vehicles shall not enter site with:

- * Defective exhaust systems
- * Serious oil or fuel leaks
- * Unsafe bodywork or loads
- * Non-standard equipment fitted.
- * Improperly seated passengers
- * Any obvious mechanical defects.

All earth moving equipment shall be operated in accordance with good safety practice so as to protect the safety of the operator and other workers or persons in the area. All earth moving equipment shall be equipped with a reverse siren

6.2. Vessels under Pressure (VuP) and Gas Bottles

The Principal Contractor and all relevant Sub Contractors shall comply with the Vessels under Pressure Regulations, including:

- a) Providing competency and awareness training to the operators;
- b) 2. Providing PPE or clothing;
- c) 3. Inspect equipment regularly and keep records of inspections;
- d) 4. Providing appropriate firefighting equipment (Fire Extinguishers) on hand.

6.3. Fire Extinguishers and Fire Fighting Equipment

- The Principal Contractor and relevant Sub Contractors shall provide adequate, regularly serviced firefighting equipment located at strategic points on site, specific to the classes of fire likely to occur.
- The appropriate notices and signs must be posted up as required. A Fire risk survey must be conducted by a competent person; proof of survey must be kept in the Site Safety File.

6.4 Hired Plant and Machinery

- The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use.
- The necessary requirements as stipulated by the OHS Act 85/1993 and Construction Regulations 2014 shall apply.
- The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health and safety file. All relevant Sub Contractors must ensure the same.
- Under no circumstances shall the contractors or unauthorized employees be permitted to Transnet NPA cranes, hoist, lifts or any other equipment including vehicles and forklift trucks. If the use of any of the above equipment is required, application must be made to the person in charge, i.e. the Project Manager or OHS Manager.

6.5. Scaffolding / Working at Heights

- Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall prevention plan in accordance with the Construction Regulations 2014 before this work is undertaken.
- The Client must approve the fall prevention plan before work may commence. Mechanical hoist to be used to carry material up the scaffold, depending on height.
- All scaffolding that are erected on site, shall comply with the provisions of relevant SANS codes and regulations.
- The scaffolding must be erected by competent personnel and such personnel shall be appointed in writing.
- In case of overhead work the area must be safely secured and identified with signs
- Scaffolding must be inspected by a competent person (Scaffolding Inspector) and signed off for safe to use and the register must be kept on site

- All scaffoldings declared shall be tagged as safe or unsafe to use by a competent person
- Safety harnesses/ belts must be inspected/checked and are used as required by legislation

6.6. Temporary work

- The Principal Contractor shall ensure that the provisions of section 12 of the Construction Regulations 2014 are adhered to.
- These provisions must include but not be limited to ensuring that all equipment used is examined for suitability before use; that all formwork and support work is inspected by a competent person immediately before, during and after placement of concrete or any other imposed load and thereafter on a daily basis until the formwork and support work has been removed.
- Records of all inspections must be kept in a register on site.

6.7. Lifting Machines and Tackle

- The Principal Contractor and all Contractors shall ensure that lifting machinery and tackle is inspected before use and thereafter in accordance with the Driven Machinery Regulations and the Construction Regulations (section 22).
- There must be competent lifting machinery and tackle inspector who must inspect the equipment daily or before use, taking into account that:
 - a) All lifting machinery and tackle has a safe working load clearly indicated
 - b) Regular inspection and servicing is carried out;
 - c) Records are kept of inspections and of service certificates;
 - d) There is proper supervision in terms of guiding the loads that includes a trained banks man to direct lifting operations and check lifting tackle;
 - e) The tower crane bases have been approved by an engineer;

- f) The operators are competent as well as physically and psychologically fit to work and in possession of a medical certificate of fitness to be available on site.

6.8. Ladders and Ladder Work

- The Principal Contractor shall ensure that all ladders are inspected monthly, are in good safe working order, are the correct height for the task, extend at least 1m above the landing, fastened and secured, and at a safe angle.
- Records of inspections must be kept in a register on site. Sub-Contractors using their own ladders must ensure the same. Ladders shall not be used as horizontal walkways or as scaffolding.
- Tools or equipment must be carried in suitable slung containers or hoisted up to the working position.

6.9. General Machinery

- The Principal Contractor and relevant Sub Contractors shall ensure compliance with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing, and training those who use machinery

6.10. Portable Electrical Tools and Explosive Actuated Fastening Devices

- The Principal Contractor shall ensure that use and storage of all explosive actuated fastening devices and portable electrical tools are in compliance with relevant legislation.
- The Principal Contractor shall ensure that all-electrical tools, electrical distribution boards, extension leads, and plugs are kept in safe working order.
- Regular inspections and toolbox talks must be conducted to make workers aware of the dangers and control measures to be implemented e.g. personal protection equipment, guards, etc.

The Principal Contractor shall consider the following:

- a) A competent person undertakes routine inspections and records are kept;
- b) Only authorised trained persons use the tools;
- c) The safe working procedures apply;
- d) Awareness training is carried out and compliance is enforced at all times; and
- e) PPE and clothing is provided and maintained.
- f) A register indicating the issue and return of all explosive round;
- g) Ensure that the cartridges and explosive devices is lock up separately
- h) Signs to be posted up in the areas where explosive actuated fastening devices are being used. **(WARNING - EXPLOSIVE ACTUATED FASTENING DEVICES).**
- i)

6.11. High Voltage Electrical Equipment

- No high voltage electrical equipment is present on, under or above the construction area.

6.12. Public and Site Visitor Health and Safety

- The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers.
- Appropriate health and safety notices and signs shall be posted up, but shall not be the only measure taken.
- Both the Client and the Principal Contractor have a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

Site visitors must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A

record of these „induction“ must be kept on site in accordance with the Construction Regulations.

6.13. Night Work

- The Principal Contractor must ensure that adequate lighting is provided to allow for work to be carried out safely.

6.14. Transport of Workers

The Principal Contractor and other Sub Contractors shall not:

- a) Transport persons together with goods or tools unless there is an appropriate area or section to store them;
- b) Transport persons in a non-enclosed vehicle, e.g. truck; there must be a proper canopy (properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle.

7. Occupational Health and Hygiene.

7.1. Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Principal Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, and absorption of any hazardous substance and high noise level exposure.

7. Occupational Health

7.1. Fitness for Duty

The Contractor must ensure that personnel under its control and authority comply with the requirements of the Fitness for Duty and are bound by its Disciplinary Provisions, regarding the possible effects of:

- General level of personal fitness and/or medical conditions
- The consumption of alcohol
- The use of other drugs (prescription, pharmaceutical or illicit)
- Fatigue
- Stress

7.2 Health Assessments and Health Monitoring

The principal contractor must ensure that all his personnel are healthy and medically fit for their respective assignments and must certify the same to TNPA if so requested. The Principal Contractor is responsible for Pre-placement, Exit Medicals and On-going Health Assessments.

The Contractor must ensure that Operators of mobile equipment undergo “fit for work” medical examination every 1 year and Crane Operators engaged in lifting man boxes every 5 years. This medical is to certify that the Medical Practitioner has examined the Operator and formed the opinion that the Operator is free from deafness, defective vision, epilepsy, heart disease, and any other infirmity likely to cause the Operator to lose control of the machine being operated.

The Contractor is responsible for the medical welfare of its own employees, servants or agents and their families.

7.3. Welfare Facilities

The Principal Contractor must supply Sufficient toilets (1 toilet per 30 workers), showers (1 for every 15 workers), changing facilities, hand washing facilities, soap, toilet paper, and hand drying material must be provided. Waste bins must be strategically placed and emptied regularly. Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment. Workers should not be exposed to hazardous materials/substances while eating and must be provided with sheltered eating areas.

7.4 Alcohol and other Drugs

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report, this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Principal Contractor or Sub Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

3 RESPONSIBILITIES

2.1 TNPA SHEQ Department shall;

- Ensure that the Transnet SHEQ Risk Management Policy Statement and Port of Cape Town, SHE Management Statement of Commitment is made available to all contractors performing work for TNPA in the Port.
- To ensure contractors submit the necessary documents to ensure compliance with the Occupational Health & Safety Act and other requirements.
- To provide an Induction regarding the Safety, Health, Environmental & Security rules of the Port of Cape Town.
- This induction will include but not limited to Port Rules, road traffic rules, security, fire protection, evacuation procedures, housekeeping, reporting of incidents and environmental requirements
- The contractor may opt to conduct his/her own induction upon approval from TNPA. The facilitator will need to attend the port induction to become a trainer.
- To ensure that approved Contractor Train-the-Trainer is issued with a letter of approval from TNPA.
- Ensure that TNPA SHE Induction requirements are incorporated onto the Contractor SHE induction.
- Ensure that approved Contractor Train-the-Trainer is audited for compliance purposes at least once during the duration of the contract or when required.

- Ensure the environment is not harmful to health or the well-being of people as well as promotion of environmental protection and conservation.
- Provide a safe and healthy work environment to employees, stakeholders, client and agents
- Conduct site inspections and audits to verify whether the project, contractor(s) are complying with TNPA safety rules and specifications.
- Communicate all the Port risks & hazards to the Contractor employees.
- To ensure that no access will be given to the Contractor who fails to comply with TNPA minimum SHE requirements.

The TNPA Project or Engineering Manager shall:

- Ensure statutory notifications are made to the appropriate government authorities by the Contractor.
- Ensure appointed designer comply with their responsibility to eliminate, mitigate and reduce risks during demolition, excavation, construction, commissioning and maintenance has made available all relevant information about the design of the relevant structure that may affect the pricing of the construction work.
- Ensure co-operation between the designers to identify anticipated dangers, hazards relating to the construction work are communicated in order to eliminate and mitigate risks. If designs are being altered, necessary relevant information should be available and shared on the safe execution of the work.
- Ensure that a SHE file is available for each Contractor and is handed over the SHEQ department for record purposes after the completion of the project.
- Ensure inspections are carried on the structure upon completion in order to render it safe for continued use and legislative inspections are carried at stipulated intervals that is once every six month for the first two years and thereafter yearly.

- All necessary records, surveys, reports are stored and made available to the inspector upon request.
- Ensure the project does not commence prior the approval of the submitted SHE plan by the SHEQ department.

2.2 Client/Contractor shall;

- Ensure that all activities are in-line with the Transnet SHEQ Risk Management Policy Statement and Port of Cape Town, SHE Statement of Commitment.
- Communicate the Policies to his/her employees and sub-contractors
- Conduct risk assessment before the commencement of the actual work in terms of the contract. Duly completed risk assessment must be signed by the relevant appointed Contractor representative(s).
- Ensure that all employees, contractors and visitors are provided SHE induction prior accessing the site.
- Communicate all identified risk and control measures to their employees.
- The Contractor/client shall report all the reportable incidents/accidents according to:
 - the OHS Act No. 85 of 1993 to the Department of Labour and/or
 - Merchant Shipping Act to SAMSA and/or
 - National Environmental Management Act, to DEA as stipulated within the respective Act(s).
- Develop safe work procedures for their employees specific to the nature of the work they contracted to undertake.
- Monitor and review a plan for risk and hazard identification.
- Ensure that the copy of risk assessment is always available on site on the file.
- Ensure that a Certificate of Good Standing is issued by the Workman's

Compensation Commissioner.

- Appoint all Competent Persons in writing.
- Ensure that all employees under his control are medically declared fit to work, in particular for work being done in elevated positions, confined spaces etc.
- Make provision for health & safety budgets in its tender price as required by law.
- Provide specification to the contractor on measures to prevent exposures, injuries and harm to the environment.
- Carry out regular inspections to assess if they comply with SHE specification.
- Provide all employees with personal protective equipment-free of charge. Ensure that the required PPE or clothing is worn on site and appropriate signage is displayed.
- Ensure that all incidents (including near miss cases) are reported to the appropriate role players and relevant government institutions.

2.3 Other Joint Responsibilities:

- The Client, Agent, Principle and contractors shall ensure that all cleaning activities do not contradict the company policies and other applicable procedures.
- The contractor shall provide and maintain systems of work, plant and machinery that is safe and without risks to health, environment, and safety of people within Transnet National Ports Authority.
- The Contractor will give access to TNPA for inspection of plant, machinery and equipment to ensure compliance.

Agent and contractors shall take steps to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, contractors, visitors and suppliers, before resorting to personal protective equipment.

2.4. Other Requirements

- The hazards identified by contractors and control measures should be communicated to the contractor's employees.

- A proof of communication of risk assessment should be kept in the contractors file as records.
- TNPA reserves the right to request this information from the contractor at any given time.
- In a situation where a risk assessment is not readily available or not communicated to contractor employees, the activity will be stopped until such time the contractor complies.

3 SAFETY, HEALTH AND ENVIRONMENTAL FILE

3.1 The SHE file will contain but not limited to the following documentations;

- Notification of Construction
- Letter of Good standing
- All OHSACT legal appointment letters
- SHE Plan approved by TNPA Port of Cape Town
- Risks Assessments (initial each page by the relevant appointed personnel)
- Method Statements
- Induction Training
- Certificates of medical fitness
- Equipment maintenance and inspection
- PPE Issue control sheet
- Training Records
- Standard Operating Procedures (SOP's)
- Accident and Emergency Procedure
- Environment Management/Control Plan (EM/CP)
- Excavation plan (where applicable)
- Fall protection plan(where applicable)
- Scaffolding plan (where applicable)
- Demolition Plan (where applicable)
- Explosive & Blasting Permits and Method Statements (where applicable)

3.2 This file will be kept on site and will be available at all times to TNPA, Safety/Environmental Officer(s) conducting his/her compliance routine

inspections, Department Of Labor, DEAT or any other Government body whom happen to visit the area for any reason.

3.3 At completion of contract, a combined exit inspection between TNPA(Construction/Projects Safety/Environmental Officer or his/her assistants) and the Contractor must be conducted at areas where work has commenced. The Health and Safety file will be included in the consolidated file and it will be handed over to the TNPA representative and be kept at the SHEQ Department for future record purposes (Project leader/Manager).

3.4 Notification of Construction

When a contractor intends to carry-out construction, excavation or demolition work shall before carrying out that work, notify the Department of Labor Provincial Director in writing if includes but not limited:

- The demolition of a structure exceeding a heights of 3 meters
- The use of explosives to perform construction work
- The dismantling of fixed plant at a height greater than 3 meters
- Exceeding 30 days or will involve more than 300 person days of construction work
- This Includes excavation work deeper than 1 meter; or
- Includes working at a height greater than 3 meters above a ground

The principal contactor shall ensure that a copy of notification is kept safe on site for inspection by Department of Labor Inspector or TNPA Representative (Project leader/Manager).

4 Letter of Good standing (Workman's Compensation Certificate)

- A letter of good standing is the registration certificate issued by the Workman's Compensation Fund or any other licensed insurer when the insured has complied with all the requirements of the insurer and the requirements of the act.

The certificate will reflect the -

- Name of the insured company
- Expiry date-the certificate must be valid during the contract period.
- The registration number.

The certificate will be issued without any alterations.

No contractor may do any work for TNPA without a valid letter of good standing.

5. OSH Act legal Appointment

Appointments are legal documents and shall be made in accordance to the provisions of relevant/applicable legislation. Legal appointments of competent persons are used to assist the Employer in executing his/her duties, and to ensure that all work is done safely and that proper supervision is performed at all times.

- All required statutory appointments shall be done in writing.
- All appointed persons shall be competent and be able to prove their competency (Training Certificates).
- An appointment shall include but not limited to the following:
- Any termination of any appointment will be done in writing and a copy placed on file.

6. Section 37(2) Agreements

- **This document is a legal agreement in terms of section 37(2) of the Occupational Health and Safety Act. The agreement is between the clients (Transnet National Ports Authority) and the contractor.**
- The agreement will confirm that the appointed person of any company will remain responsible and accountable for his own employees, including any labour hire employees.
- Have the agreement form completed and signed by the Chief Executive Officer or Managing Director of your company as soon as possible and return it to the relevant project manager for his signature.
- The relevant TNPA Project Manager will sign the agreement on behalf of the client.

7. SHE inspections

- TNPA SHEQ department will conduct SHE inspections at a frequency determined by themselves based on the level of risk of the project.
- The Contractor is always expected to be compliant at all time within the workplaces where the contractor delivers a service to TNPA Port of Cape Town.
- Construction Projects will be classified into High/Medium/Low risk with the frequency of inspections being higher depending on the level of risk.

8. PPE

The contractor shall ensure that all employees are provided with appropriate personal protective equipment suitable for the type of activities that the employees will perform. These shall include but is not limited to;

- Hand protection
- Ear protection
- Eye protection
- Non-slippery safety shoes
- Overalls
- Reflective vests
- Hard hats
- Life jacket when working 5m from the quay side
- Safety harnesses/safety Belts
- Rain Suit

The contractor shall furthermore ensure that all PPE is worn during the carrying out of activities/tasks at all times.

9. Handling and Storage of HCS

- The contractor shall before commencement of the contract provide TNPA Port of Cape Town with a complete list of solvents and or chemicals contractor/client intend to use at the various workplaces
- The contractor shall have a contingency plan in place that adequately addresses solvent and or chemical spillages at the various workplaces.
- The contractor shall ensure that its employees are informed of the hazards and risks associated with the use of the solvents and or chemicals, and records must be kept of such information session.
- The contractor shall provide each location with a file of all solvents and or chemicals to be used at that work place and one comprehensive file must be submitted to TNPA, SHE with all MSDS documents

- MSDS documents must comply with the criteria set out in the Hazardous Chemical Substances Regulations Section 9A.
- No bulk storage of chemicals and cleaning substances are allowed on TNPA premises (<20Liters per substance).
- All chemical containers shall be kept closed after use or when stored
- No illegal or banned substances are allowed on site

10. Labelling of containers

- The contractor shall ensure that all containers containing solvents and or chemicals are clearly labelled and no decant takes places or allow its workers to decant solvents and or chemicals into unlabelled containers.

11. Equipment and machinery

- All equipment and machinery shall be in good working order and compliant with legal requirements.
- Cleaning or repairing of equipment is not permitted in premises unless permission is granted.
- All lifting equipment is identified and load-tested
- Equipment and machinery (band saw or band knives) must be effectively Safely guarded
- The contractor shall ensure that all tools and materials are kept under lock and key and an inventory be kept on site.
- Contractors shall provide their own equipment which must comply with the standards put down in the Occupational Health and Safety Act (85 of 1993
- Under no circumstances shall the contractors or unauthorized employees be permitted to operate Transnet NPA cranes, hoists, lifts, or any other equipment including vehicles and forklift trucks. If the use of any of the above equipment is required, application must be made to the person in charge, i.e. the Project Manager or OHS Manager.

12. Health and Safety Training

12.1 Induction

- The Principal Contractor shall ensure that all site personnel undergo a risk-specific health and safety induction training session before starting work. A record of attendance shall be kept in the health & safety file. **A suitable venue must be supplied to house this training.**

12.2 Awareness

- The Principal Contractor shall ensure that, on site, periodic toolbox talks take place daily. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the health & safety file. All Contractors have to comply with this minimum requirement. At least one of the Toolbox talks shall be on any environmental related issue.

12.3 Competency

- All competent persons shall have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out. This will have to be assessed on regular basis e.g. periodic audits by the Client, progress meetings, etc. The Principal Contractor is responsible to ensure that competent Sub Contractors are appointed to carry out construction work.

12.3 Rules of Conduct

12.4 Rules of conduct

12.5

- he first aider should ensure that the contents of the first aid box comply with the minimum legal requirement
- Trained first-aid personnel are available on site

14. Periodic Medical

- All employees of contractors working within TNPA, Port of Cape Town shall undergo annual medical surveillance which will include:
 - Hearing Tests
 - Audio Tests and /or
 - Other legislative required tests
- The contractor shall confirm in writing to TNPA, SHEQ Department that the intended employees to work at TNPA, Cape Town sites have been declared medically fit.

15. SHE Signage on plant and in buildings

- The contractors employees shall comply with all SHE signage posted at various locations of TNPA Port of Cape Town
- The contractor shall after occupation of the construction site ensure that appropriate SHE signs are displayed on site.
- Compliance to the signs shall be monitored by the TNPA Audit team (Engineers/Technicians & SHE Officer for the project).
-

16. SHE Communication & Awareness

- The Contractor shall notify TNPA of any complaints lodged by a third party, and request appropriate information and measures to address such complaints. The Contractor is responsible for maintaining a complaints register in which all complaints are recorded, as well as action taken. This register shall be available to TNPA on request. Monthly news flashes are communicated by e-mail and SHE notice boards
- The contractors employees will refer to the SHE notice boards in their areas of work for SHE communication
- Monthly news flashes are communicated by e-mail and SHE notice boards

17. Incidents & Accident reporting/investigation

- The contractor shall ensure that its employees report all incidents and accidents to TNPA, SHEQ Department immediately or before the end of their shift.
- It is the responsibility of the Contractor to report the reportable incident/Accident according to the relevant legislation (OHS Act 85 of 1993, NEMA Act 107 of 1998, Merchant Shipping Act) to the Department of Labour as stipulated within the Act
- The contractor or a duly authorized representative shall form part of the investigation process
- The contractor shall ensure that the recommendations upon acceptance are implemented successfully.

18. Scaffolding

- All scaffolding that are erected on site, shall comply with the provisions of relevant SANS codes and regulations.

- The scaffolding must be erected by competent personnel and such personnel shall be appointed in writing.
- In case of overhead work the area must be safely secured and identified with signs
- Scaffolding must be inspected by a competent person (Scaffolding Inspector) and signed off for safe to use and the register must be kept on site
- Safety harnesses/ belts must be inspected/checked and are used as required by legislation
- All scaffoldings declared shall be tagged as safe or unsafe to use by a competent person

19. INSURANCE

The contractor shall effect at his own cost any insurance which he deem necessary in his own interest to cover lose and/or damage to the property of Transnet National Port Authority or a third party. At the time of award of the contract, the contractor shall submit to the Project Engineer copies of the policy or policies of insurance and the receipts for payment of the current premiums. These insurances shall be maintained in force for the duration of the contract and shall be affected with insurers and on terms approved by Transnet National Port Authority.

The Contractor will be required to certify that he does carry the following insurance cover for the full duration of the Contract:

- 1) Contractor's property - the full value of all material, plant and equipment brought on to the site by the Contractor for the performance of his obligations in terms of the contract.
- 2) Public liability - the contractor shall take out a public liability insurance policy in an amount of R1 000 000, 00 (One Million Rand) per occurrence on terms approved by Transnet NPA.

20. SECURITY

The Contractor shall adhere to the Port security measures as enforced by TNPA Port of Cape Town. The contractor is responsible for the safeguarding of his/her own equipment and material while on site and/or working in the Port.

- Ensure that the contractor/ client has been screened and has a security clearance
- Ensure has signed the confidentially agreement
- Ensure that all the employees on his/her site adhered to security rules and Visitors card are worn at all times.

21. ENVIRONMENTAL REQUIREMENTS

The contractor must carry-out an Environmental risk assessment that will identify all environmental risks. All employees must be familiar with environmental risks, their impact and preventatives measures. The contractor must have an environmental management plan(EMP) or Environmental Control Plan (ECP) at all times on site. The contractor/ client must comply with all applicable environmental legislation at all time in the site.

22.1 Waste management

A **Waste Management Method Statement** must be submitted to the TNPA for written approval.

WASTE LEGISLATION

Definition of Waste:

“Waste” means any substance , whether or not that substance can be reduced, re-used, recycled and recovered.

- (a) that is surplus, unwanted, rejected, discarded, abandoned or disposed of;
- (b) Which the generator has no further use of for the purposes of production;
- (c) that must be treated or disposed of;

The Contractor shall institute on-site waste management general duties

* 16 (1e-f) Holder of waste must' within the holders power' take all reasonable measures

- Disposed responsible manner:
- Not endanger health/environment/cause nuisance-noise, odour or visual impact
- Prevent any employee/any person under supervision from contravening this Act
- Prevent the waste used for unauthorised purpose

* Contravenes or fails to comply – liable with a fine not exceeding R10M

The waste management program will address, but is not limited to, the following:

- An inventory of expected wastes and their categories;

- Categories of waste;
- Plan of dealing with waste;
- Compliance with local authority requirements;
- Auditing and monitoring;
- Methods for dealing with spillages and clean up.

All waste shall be collected and contained immediately. Contractor shall institute a clean-up of the site if so instructed by the TNPA SHEQ Officials. This clean up shall be for the contractor's account.

Contractor shall not dispose of any waste and/or construction debris by burning or burying. The use of waste bins and skips is recommended. The bins shall be provided with lids and an external, secure closing mechanism to prevent their contents blowing out. Contractor shall ensure that all waste is deposited by his/her employees in the waste bins for removal by the local authority. Bins shall not be used for any purposes other than waste collection and shall be emptied on a regular basis. All waste shall be disposed of off-site at approved landfill sites and disposal certificate must be produced.

22.2 Dust/smoke control

- A **Dust Control Method Statement** must be submitted to the SHEQ Manager for written approval, where applicable.
- The Contractor shall be responsible for the continued control of dust arising from his operations. The Contractor shall inform the TNPA SHEQ Manager/Construction/Projects Safety Officer 48 hours in advance of anticipated "unavoidable" dust/smoke-generating activities.
- No vehicles are allowed to leave the Port covered with dust/mud/sand; vehicles must at all times be kept clean.
- Special precautions should be taken to minimise the generation of dust in the vicinity of the following sensitive areas:
 - Administration office blocks
 - Residential areas
 - Other (as specified by TNPA)

22.3 Noise control

- The Contractor shall take precautions to minimise noise generated on site as a result of his operations, especially when working in areas or on activities that may impact on neighbouring land users.
- The Contractor shall comply with the applicable Bylaw Regulations with regards to noise, to be included into their detailed method statements.

22.4 Transportation

- Transportation of passengers in the load box of a bakkie will not be permitted in the Port.
- No transportation of passengers and material/equipment on the same load box will be allowed on site and in the Port.
- No hanging over the back of a bakkie or truck by people will be allowed within the Port of Cape Town. Bakkie(s) with an appropriate canopy and appropriate seating should be used for the transportation of people in the Port and on site.
- Speed limit within the Port is strictly 60 km/h unless otherwise indicated and no speeding will be tolerated.

22 GENERAL SITE PROCEDURES

22.1 Site establishment

- The Contractor is advised that certain areas within the port have been identified as being Environmentally Sensitive Areas. The contractor shall ensure that the construction activity has been carried out in a manner which the environment is been protected.
- In order to minimize adverse impacts to the sensitive area during construction activities the, sensitive area shall not be entered or used for any purpose unless a written motivation has been submitted to the SHEQ Manager by the Responsible Person, and a written approval has been received from the SHEQ Manager.
- The Contractor shall prevent physical disturbance or pollution of these areas. The SHEQ Manager may impose conditions on operations in or near sensitive area including instructing the Responsible Person to restrict the number of construction personnel and equipment operating near sensitive area in the port

22.2 Site camp

- Prior to establishment TNPA shall approve the location and size of the Contractors' Camp.
- It is also the responsibility of the Contractor to ensure that the Contractor's Camp is neat and tidy and labourer's facilities are of acceptable standards.
- Proper housekeeping should be maintained at all times by the Contractor as it will also form the basis of the routine TNPA inspections.

22.3 Demarcation of the site

- It is important that activities are conducted within a limited area to facilitate control and to minimise the impact on the existing natural environment and the surroundings landowners.
- Contractor shall demarcate the boundaries of the site in order to restrict construction activities to the site.
- The method of demarcation and the location of the demarcated area shall be determined by the Contractor and approved by the TNPA prior to any work being undertaken.
- The Contractor shall ensure that all his plant, labour and materials remain within the boundaries of the site. Failure to do so may result in the Contractor being required to fence off the boundaries of the site at his own expense to the satisfaction of the TNPA.

22.4 Handling of waste in site camp

- Waste generated at the construction camps shall be separated into recyclable and non-recyclable waste, and shall be separated as follows:
 - Hazardous waste (including old oil, diesel, petrol tins, paint, bitumen, etc.)
 - Recyclable waste (paper, tins, glass etc)
 - General waste
 - Reusable construction material
- Wastewater from any other ablution or kitchen facilities on site shall be discharged into a suitable, well-managed conservancy tank. The design

specifications for conservancy tanks shall be submitted to the TNPA for approval. Contractor shall be responsible for ensuring that the system continues to operate effectively throughout the project and that the conservancy tank is emptied as required during the project. Contractor shall employ a suitably qualified sub-contractor or the local authority to empty the conservancy tank.

- Recyclable waste shall be deposited in separate skips/bins and removed off site for recycling. Contractor may wish to enter into an agreement with the surrounding communities and/or his staff with regard to the collection and sale of recyclable and reusable materials.
- Hazardous waste, including waste oil and other chemicals (e.g. paints, solvents) shall be stored in (an) enclosed area(s) for the duration not exceeding the required time of the Waste legislation, and shall be clearly marked. If deemed necessary by the TNPA, the Contractor shall obtain the advice of a specialist waste expert with regard to the storage of hazardous waste. Such waste shall be disposed off site by a specialist waste contractor, at a licensed hazardous waste disposal site. The Responsible Person (Holder of Waste) must maintain records proving the correct disposal of hazardous waste.
- The TNPA shall be consulted about, and agree to, the method of storage and disposal of hazardous waste prior to the submission of a method statement.

22.5 Servicing/fuelling of construction equipment

- Servicing and fuelling should preferably occur off site at designated Fuel Service Stations.
- However if these activities occur on site, the contractor shall ensure that all servicing of vehicles and equipment takes place in designated areas agreed upon by the TNPA. All waste generated by these activities shall be managed. The waste shall be collected and disposed of off-site at an appropriately licensed landfill site. All equipment that leaks onto the ground shall be repaired immediately or removed at the Contractor's cost.

- Similarly, no vehicles or machines shall be refuelled on site except at designated refuelling locations, unless otherwise agreed with the TNPA. The contractor shall not change oil or lubricants anywhere on site except at designated locations, except if there is a breakdown or an emergency repair. In such instances, the contractor shall ensure that he/she has appropriate absorbent materials (or equivalent) and/or preferably drip trays available to collect any oil, fluid, etc.

22.6 Fuels and chemicals

- Contractor shall keep the necessary materials and equipment on site to deal with ground spills of any of the materials used or stored on site.
- Contractor shall ensure that no oil, petrol, diesel, etc. is discharged onto the ground. Pumps and other machinery requiring oil, diesel, etc. that is to remain in one position for longer than two days shall be placed on drip trays. The drip trays shall be emptied regularly and the contaminated water disposed of off-site at a facility capable of handling such wastewater. Drip trays shall be cleaned before any possible rain events that may result in the drip trays overflowing and before long weekends and holidays.
- Used oil shall be stored at a central location on site prior to removal off site. Contractor shall remove all oil-, petrol-, and diesel-soaked sand immediately and shall dispose of it as hazardous waste.

Should the TNPA SHEQ Manager and/or the relevant authorities deem it necessary to institute a programme for the removal of contaminated ground resulting from the non-compliance of the controls detailed above, these costs will be for the contractor's account. The TNPA SHEQ Manager and relevant authorities, if appropriate shall approve remedial action.

22.7 Tanker terminal

- The contractor should comply with all applicable legislation, procedures and good practise of the tanker terminal. The contractor shall adhere to all the rules of this tanker terminal. These rules includes but not limited to the following:

- Cameras equipment that contains batteries may produce incentive spark from the flash or the operation of electrically-powered items aperture control and films winding mechanism. Therefore this equipment should not be used in hazardous areas, unless it is certified as being suitable for use in the hazardous area.
- Communication equipment can be used unless it is certified intrinsically safe or other approved design.
- All communication equipment such as telephone, talk back system, signal lamps, search lights loud hailer, cellular phoned, cigarette lighters , closed circuit television and electrical control for ship whistling should neither be used nor connected or disconnected when the area in which they are positioned come within the boundary of shore hazardous zone
- No open flame as well as smoking is allowed in the Class 1 zone.

23. SITE REHABILITATION

- Contractor shall be responsible for rehabilitating any areas cleared or disturbed for construction purposes that are to be incorporated into the open space or buffer zones (e.g. pipeline routes, road fringes and roads).
- All construction equipment and excess aggregate, gravel, stone, concrete, bricks, temporary fencing and the like shall be removed from the site upon completion of the work. No discarded materials of whatsoever nature shall be buried on the site without the written approval of the TNPA. No dumping of many materials or aggregate without written approval from the SHEQ Manager.

24. MANAGEMENT AND MONITORING

- This section focuses on the systems and procedures required to ensure that the SHE Specification are effectively implemented. The emphasis is on monitoring, training and penalties/incentives aimed at ensuring compliance to the SHE Specification, Method Statements and SHE Legal requirements. Suitable documentation and external checks are crucial to ensure compliance and methods to achieve this are also presented in this section.

24.1 General inspection monitoring and reporting

TNPA shall:

- Conduct SHE inspections at a frequency determined by the level of risk of the project.
- The Contractor is always expected to be legally compliant at all time within the workplaces where the contractor delivers a service to TNPA Port of Cape Town.
- Construction Projects will be classified into High/Medium/Low risk with the frequency of inspections being higher depending on the level of risk.
- Provide the contractor with a monthly written report, detailing compliance and non-compliance with the SHE Specification, Method Statements and applicable SHE Legislation, as well as SHE performance. This SHE Performance and Compliance Report will be available to the Authorities, if it required by a RoD or Environmental Authorisation.
- Maintain a record of major incidents (spills, impacts, complaints, legal transgressions etc) as well as corrective and preventive actions taken, for submission to the SHEQ Manager at the scheduled monthly report back meetings.
- If any major non-conformance and/or incident occur, TNPA reserves the right to stop work on site until the incident/non-conformance has been cleared or remedied to the satisfaction of TNPA. All costs incurred will be for the contractor's account including stoppage time, or time lost.
- Conduct regular internal audits to ensure that the system for implementation of the SHE Specification, Method Statements and Risk Assessment are operating effectively. The audit shall check that a procedure is in place to ensure that:
 - the method statements, SHE Specification and Risk Assessment being used are the current versions;
 - variations to the Risk Assessment/Method Statements and non-compliances and corrective actions are documented;
 - appropriate SHE training of personnel is undertaken;
- Emergency procedures are in place and effectively communicated to personnel.

25 Licensing and Permits

Any activity that requires a licence, permit of authorisation from the Port Authority or any Government Authority that is prescribed by legislative requirements must be

obtained before the undertaking of the work. The contractor shall strictly comply with conditions and requirements pertaining to the issue of such permits. The contractor shall ensure compliance to these licences, permits or authorisations at all times. These include, but are not limited to the following;

- Hot work permit
- Cold work permit
- Working in confined spaces,
- Lock out certificate (in particular when doing electrical work)
- Working at height (above 3 meters)
- EIA-Record of Decision/Environmental Authorisation(usually conducted independently and provided by TNPA)
- Gas free certificates
- Isolation permits
- Diving permits
- Working with spark (Tanker terminal)
- Heavy lifts
- Work on electrical equipment

The permit is essentially a document which describes the work to be done and the precaution to be followed while doing the work; it sets out all necessary safety procedures and the equipment. The permit should clearly specify the particular item of equipment or area involved the extent of work permitted, what condition are to be observed and time and duration of validity. The number of permit required will vary with the complexity of planned activity.

SHE Department Contact Details:

Physical Address:

Risk Management Building
 Duncan Road
 Port of Cape Town
 8001

Postal Address:

P.O. Box 4245
 Cape Town, Western Cape
 8000

NAME	DESIGNATION	TELEPHONE	E-MAIL
Motlagomang	SHEQ Manager	083 283 3451	Motlagomang.chobokoane@transnet.net

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Jeanette Ramatapa	Risk Specialist	021 449 2152 060 579 7889	Jeanette.ramatapa@transnet.net
Michael Jacobs	Risk Specialist	021 449 2725 083 419 4580	Michael.jacobs@transnet.net
Thozama Khophe	Risk Specialist	021 449 2471 083 260 3474	Thozama.khophe@transnet.net
Michael Melato	Environmental Specialist	021 4492152 083 460 0021	Michael.melato@transnet.net
Bongani Dilima	Environmental Specialist	021 4492736 083 460 3261	Bongani.Dilima@transnet.net
Johnny Loji	Fire Chief	021 449-5848 083 561 8803	Johnny.loji@transnet.net