

## **PFD 04.06     INSULATION**

Ductwork shall be internally or externally insulated as specified. If no mention is made in the Supplementary Specification, external insulation shall be offered.

Internal duct insulation shall consist of not less than 25mm thick neoprene or flexible fabric faced fibreglass which shall be secured to the duct by means of suitable adhesive in addition to metal fasteners, generally in accordance with SANS 1238 - 1979.

External insulation shall generally be in accordance with SANS 0173 - 1980.

Fibreglass density shall be a minimum of 24kg/m<sup>3</sup> for internal insulation and external insulation in unexposed areas.

For external insulation in exposed areas such as plantrooms, service trenches and service ducts, the minimum density shall be 48kg/m<sup>3</sup>.

Thermal conductivity in both instances shall not exceed 0,037 W/m<sup>2</sup>K.

All air conditioning ductwork externally insulated shall be provided with a continuous vapour barrier, sealed with adhesive aluminium tape or equal.

The vapour barrier shall comply with the flammability requirements for sealing membranes as per SANS 1238 - 1979.

External insulation in exposed areas shall comprise 40mm thick fibreglass to cover all flanges, joints, etc. It shall be externally clad with a galvanised sheet metal skin over a vapour barrier and painted to specification.

Horizontal surfaces and joints in the sheet metal cladding shall be such that they shed water. Alternatively, the outer metal skin may be substituted with 25mm mesh wire netting, stapled to the insulation and then covered with a 10mm layer of hard setting plaster trowelled to a smooth even finish.

The plaster shall be coated with one coat liquid polymer, followed by a reinforced fibreglass scrim, fixed with a suitable adhesive, and a second coat of liquid polymer. The duct shall then be painted as specified.

The method employed shall be as set out in this Specification.

In unexposed areas such as roof spaces, etc., external insulation shall be protected with a neoprene or aluminium foil cover. These shall be strapped at intervals not exceeding 500mm with nylon straps and buckle clips or similar approved method.

Particular care shall be taken with insulation at ductwork joints to ensure maximum possible insulation of duct surfaces, special reference shall be made to clauses 4.8.3 to 4.8.7 of SANS 1238.

Flexible ducting will only be accepted for lengths not longer than 1000mm. It shall be installed complete with insulation at least 40mm thick fibreglass equivalent and an acceptable fire-retardant outer layer.

Where flexible ducting join on to sheet metal ducting the joints shall be sealed with foil backed adhesive tape.

#### **PFD 04.07     FILTER TYPES**

Provide filters of the type, size, quantity and efficiency as specified in the Project Specification. Protect filters installed close to exposed air inlets, with weather louvres and a wire mesh screen. Use only dry media filters unless specified otherwise in the Project Specification. Select fan and systems for the expected final resistance to ensure a supply air quantity in excess of 90% of design air quantity immediately prior to filter replacement.

The Mechanical Services subcontractor/s shall ensure that the correct filter types and media are used with positive locking devices, satisfactory filter bedding and air does not bypass around cells and frames, filters are easily removable for cleaning and/or replacement.

Provide one complete set of spare filters where washable filters are specified. Hand the installation to the Department with a clean set of filters.

#### **PFD 04.08     FILTER EFFICIENCIES**

Select the filters to suit the particular applications as per the Project Specification.

#### **PFD 04.09     PRIMARY FILTERS**

Panel filters shall be of the pleated type and not less than 50mm thick. The filter shall be washable or as specified in the Project Specification.

Use synthetic media bound together with galvanised wire for reinforcing and bonded in the frame ensuring no air bypass.

#### **PFD 04.10     SECONDARY FILTERS (EXTENDED SURFACE INTERMEDIATE EFFICIENCY FILTERS)**

Filter media shall be self-supporting, leak-free and stable under all air-flow conditions. "Slide-in" type of arrangements is not acceptable for filters in this class. Filter depths less than 100mm are not acceptable.

**PFD 04.11     FILTER HOLDING FRAMES**

Filters and filter holding frames shall be of approved manufacture with standardised dimensions to enable replacement with equivalent filters of all recognised manufacturers. Construction and manufacture of all components shall be such that un-filtered air can under no circumstances by-pass filters or filter banks. This requires that filters are suitably pressed in the frame against closed cell neoprene rubber gaskets with a minimum thickness of 8mm.

Filter holding frames shall be the manufacturer's standard product installed and used in accordance with his recommendations. Fasteners shall match the particular filter, filter arrangement and frame.

**PFD 04.12     MOTOR CONTROL CENTRE FOR MECHANICAL EQUIPMENT**

One Motor Control Centres (MCC) is required for the control of the ventilation systems. The MCC will be fitted in the common MCC room and next to the power and lighting control panel of the facility. The MCC will have switchgear as detailed below.  
Air conditioning units and fans.

There is a need to manage the air conditioning units and fans for operating times as well as energy saving such as peak demand and running hours.

The air conditioning units also require motor protection as well as maintenance monitoring.

Certain fans need to operate when the a/c units run whereas others would operate independently.

**PFD 04.13     SPLIT TYPE DUCTED AIR CONDITIONING UNITS:**

The split type units consist of an air handling unit positioned in the ceiling void and a condenser unit which is located external to the building.

The units has a control unit which allows for on/off, timer, temperature setting and mode setting (heating or cooling), fan speed etc.

**PFD 04.14     FRESH AIR FANS**

The fans will operate independently and on a timer.



**PFD 05**

**LABOUR RATES**

The following labour rates shall be completed by the tenderer.

The following rates shall only be used where the cost of variations can neither be determined from the costs of the different sections of the works as entered in the Price Schedule, nor from the schedules of rates for variations. The costs of variations shall be determined and approved by the Engineer prior to any work being carried out.

Overtime rates shall only be allowed for work carried out after hours at the specific request of the Employer.



### Labour rates

TRADESMEN	ARTISAN	OPERATOR	LABOURER	SUPERVISOR	TEAM RATE
Normal time rates	.....R/hr	.....R/hr	.....R/hr	.....R/hr	.....R/hr
Overtime rates	.....R/hr	.....R/hr	.....R/hr	.....R/hr	.....R/hr
Saturdays	.....R/hr	.....R/hr	.....R/hr	.....R/hr	.....R/hr
Sundays and Public	.....R/hr	.....R/hr	.....R/hr	.....R/hr	.....R/hr
Holidays					
Traveling	.....R/km				

### Materials mark up

DESCRIPTION	MARK UP
Mark up on actual cost of material i.e. cost of material after deduction of all applicable trade discounts.	..... %

### **PFD EQUIPMENT DATA SHEETS (COMPULSORY TO BE COMPLETED)**

[illegible]



## **TECHNICAL SPECIFICATION**

### **PFM**                    **MOTOR CONTROL CENTRES AND AUTOMATION**

#### **CONTENTS**

PFM 1	SCOPE
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#### **PFM 01**                    **SCOPE**

This specification covers the installation, testing, commissioning of motor control centres, with low-voltage cables and appurtenant devices.

#### **PFM 02**                    **STANDARD SPECIFICATIONS**

##### **PFM 02.01**                    **GENERAL STANDARD SPECIFICATIONS, REGULATIONS AND CODES**

The latest edition, including all amendments up to date of tender, of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof:

SANS 60947-1: 2012	Low-voltage switchgear and controlgear Part 1: General rules
SANS 60947-2: 2014	Low-voltage switchgear and controlgear Part 2: Circuit breakers
SANS 60947-3: 2012	Low-voltage switchgear and controlgear Part 3: Switches, disconnectors, switch-disconnectors and fuse-combination units
SANS 60947-4-1: 2013	Low-voltage switchgear and controlgear Part 4-1: Contactors and motor-starters - Electromechanical contactors and motor-starters
SANS 60947-4-2: 2012	Low-voltage switchgear and controlgear Part 4-2: Contactors and motor-starters - AC semiconductor motor controllers and starters
SANS 60947-4-3: 2012	Low-voltage switchgear and controlgear Part 4-3: Contactors and motor-starters - AC semiconductor controllers and contactors for non-motor loads
SANS 60947-5-1:2010	Low-voltage switchgear and controlgear Part 5-1: Control circuit devices and switching elements - Electromechanical control circuit Devices.



**PFM 02.02      OCCUPATIONAL HEALTH AND SAFETY ACT OF 1993**

All regulations and statutory requirements as lay down in the latest edition of the Occupational Health and Safety Act, 1993 (Act no 85 of 1993) shall be adhered to.

**PFM 02.03      MANUFACTURERS' SPECIFICATIONS, CODES OF PRACTICE AND INSTALLATION INSTRUCTIONS**

All equipment and materials shall be installed, serviced and repaired strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

**PFM 02.04      MUNICIPAL REGULATIONS, LAWS AND BY-LAWS**

All municipal regulations laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.

**PFM 03            AS-BUILT INFORMATION AND OPERATING AND MAINTENANCE MANUALS**

The Contractor shall be responsible for the compilation of an inventory and operating and maintenance manuals.

This shall be done in accordance with Additional Specification SB: Operating and Maintenance Manuals.

**PFM 04            MOTOR CONTROL CENTRE DESIGN AND MANUFACTURE**

- (a) Motor control centres (MCCs) for chillers, pumps, motor drive valves, etc. shall all be wired to comply with the requirements as specified in this clause.

(i)      Wiring

The new replacement motor control centre for the water pumps shall be wired to comply with the requirements as set out in this clause.

Allowance shall be made for the entire electrical installation and wiring of the pumps and controls, including level control probes which must be connected the nickel cadmium battery. Three phase supply cables must be supplied to the control boards of the pumping plants. The cable needed to supply power to the pump house from the nearest convenient point will be measured separately.

(ii)     Control Boards

The control boards housing the starting and control equipment shall be of the free standing, weatherproof, corrosion resistant, kiosk type.

Control boards shall be properly sealed by suitable rubber gaskets or similar materials.

The material must be of 2.0mm thick IP65, 3CR12, coated steel.

The face plate of the motor control centre must be inside the complete panel and the complete panel must have a lockable door, capable of locking with a padlock.

The faceplate of the motor control centre must have a lockable isolator to ensure that the panel is isolated (switched off) when the face plate cover is opened.

Engraved labelling must be used on the door of the Control Board with the relevant MCC number on. Labels shall be secured with screws and nuts.

All labelling on the face plates of the control board shall be engraved and must indicate all the functions of the Control Board on each section.

(iii) Hour meters

Hour meters shall be provided for each pump. These shall be nonresettable.

(iv) Earth leakage protection

The electrical motors for the pumps are not to be equipped with earth leakage protection. All other electrical fittings however must be provided with earth leakage protection.

(v) Flexible cables

Flexible cables between control boards and submersible pumps, flow makers, and individually mounted electric motors shall have sufficient slack to enable the equipment to be withdrawn from the castings by at least 1m, without the necessity of disconnecting the cable.

(vi) Float switches

The float switches to be used in the contract, shall be of the hermetically sealed, mercury switch type.

(vii) Motor

The motor shall have a speed not exceeding 1500 r/min and shall be suitable for the equipment offered. It shall be of sufficient capacity to bring the unit up to maximum speed against full load and shall have a rating of not less than 25% in excess of the maximum power required to drive the unit when working under normal maximum load.

(viii) Lightning arrester

The control boards shall be equipped with lightning/surge arresters.

(ix) Lightning and socket point

For external motor control a board lightning with an illumination of 200 lux and one industrial 3 pin outlet point is to be provided.

(x) Volt and Amp meter

Each motor control centre shall be equipped with one interchangeable (between L1, L2 & L3) voltage and currents, power and power factor. Each electrical motor shall be equipped with one 92x92mm LCD digital power meter with these minimum quantities.

Main MCC incomer shall be equipped with similar digital meter with/including additional measurements as frequency, active, real, and reactive powers

(xi) Adjustable 24 Hour Quarts Clock

If specified the electrical control panel is to be equipped with an adjustable (at half an hour intervals) 24 hour cycle quarts clock/time switch, which must be capable of activating the pump any number of times per day (48 minimum) at any preselected time intervals. The timer shall only provide an on impulse when each of the preselected times is reached. If the pumps have not switched off and are still running when the next preselected time is reached, it must only be confirmed by the timer that the pump should be running. The quarts clock unit shall have its own nickel cadmium battery unit incorporated and must power itself for at least 72 hours in case of a power failure. The clock and battery unit shall be as MICOREX QT, R150 HOUR with reference no.926401 or similar approved (dimensions 52 x 102mm).

- (b) In the event of an existing MCC being replaced by a new MCC, the power supply cable from the MCC to the pump shall be tested for conformity to be reused. In the event that the cable might not pass such testing by the Contractor, the Contractor shall inform the Engineer in writing. The Engineer will instruct the Contractor with regard to a new cable to be installed. Remuneration, in the event of a new power supply cable being required from the MCC to the borehole pump, will be measured under the re-measurable electrical repair quantities and must not be included in the payment item for the replacement and equipping of the Motor Control Centre.
- (c) Provide an engraved label on the door of the MCC with the relevant MCC number on. The label shall be secured with screws and nuts.
- (d) Switchgear and equipment shall be installed in the MCC to:
- Automatically regulate the start and stop of the mechanical equipment
  - Indicate the time that the motor has been operating since commissioning (hour meters)
  - Start/ stop the motor manually.
  - Indicate that the motor running
  - Indicate that the motor has tripped
  - Manually override the motor
  - Timer in order to alternate the equipment every 24 hours
  - Indicate Amps for each motor
  - Indicate Main Supply Voltage (L1, L2 & L3) & ((L1/L2, L2/L3 & L3/L1)
  - Ensure Phase failure protection
  - Insulation resistance before start-up
  - Temperature (Tempcon, Pt sensor and PTC/thermal switch)



- Overload/under load
  - Overvoltage/under voltage
  - Phase sequence
  - Power factor
  - Power consumption
  - Harmonic distortion
  - Run and start capacitor (single-phase)
  - Operating hours and number of starts
  - Lightning and surge protection
- (e) Test for correct functioning on completion of electrical work.
- (f) Emergency stop buttons shall be installed at each pump in all-weather boxes for emergency stop functions, but is measured separately.

**PFM 06**

**OPERATION AND MAINTENANCE MANUAL**

This specification shall be read in conjunction with specification SB: Operation and Maintenance Manuals. Operation and Maintenance Manuals shall include, but shall not necessarily be limited to:

- Description of Pump system
- Pump system Performance Data Sheets
- Local Control Panel Operation Description
- Master Control Panel Operation Description
- General Arrangement Drawing
- Process and Instrument Diagram
- Local Control Panel Interconnect Diagram
- Master Control Panel Interconnect Diagram
- Pump system Test Procedures
- Pumps Test Reports per pump
- Motor Test Reports
- Control Panel(s) System Function Test Report
- Factory Acceptance Test Certificates
- Control Panel(s) System Function Test Report
- Sample Factory Acceptance Test
- Warranty
- Safety Precautions
- Coating System

**PFM 07**

**TESTING AND COMMISSIONING**

**PFM 07.01**

**TEST TO BE PERFORMED**

- (a) All pumping equipment shall be subject to the commissioning tests as described in the applicable specification
- (b) At least one of each type or size of pump supplied, repaired or reconditioned, shall be subject to a delivery flow rate test. The Contractor shall supply flow rate or volumetric flow testing facilities
- (c) The operating point of each pump shall be determined
- (d) Efficiency tests shall be performed
- (e) NPSH tests shall be performed.



#### **PFM 07.02     PUMP OPERATING POINT**

During the day 1 commissioning tests the duty point of mechanical equipment shall be determined by observing the following:

- (a) Pump delivery and suction pressures, and
- (b) Mixer
- (c) Electric motor power consumption (Amps and Voltage).

If no efficiency tests are required, then the motor power consumption shall be calculated from the voltage and current measurements obtained during the commissioning test.

The Contractor shall supply the necessary adaptors, fittings and pressures gauges to measure the suction and delivery pressures. If no gauge fittings exist on the suction side, then the suction pressure conditions will be calculated from the system properties.

#### **PFM 07.03     FLOW RATE (DELIVERY), EFFICIENCY AND NPSH TESTS**

- (a) Testing shall be done in accordance with BS 5316 Part 1, class C tests.
- (b) Power consumption of electric motors shall be as determined by the three-wattmeter method where efficiency tests are required in the detail specification.

#### **PFM 07.04     TEST CONDITIONS**

- (a) All tests shall be performed in situ.
- (b) The pumped medium or liquid shall be air.

#### **PFM 07.05     ADDITIONAL TESTS**

Additional tests may be specified in the detail of work.

#### **PFM 08     MEASUREMENT AND PAYMENT**

##### **PFM 08.01     SUPPLY, DELIVERY AND INSTALLATION OF EQUIPMENT ..... Unit: number**

The unit of measurement shall be the number of pumping and other equipment units supplied, delivered and installed.



The tendered rates shall include full compensation for the design, manufacture, corrosion protection, patent rights, pre-delivery testing and test certificates, transport for delivery to site and off-loading, including all handling of the equipment. The equipment shall include the following:

- (a) The pump and motor as an integrated unit
- (b) Electrical power cable
- (c) Installation of the guide rails and sealing frame
- (d) Controllers, timers and devices for automation of equipment
- (e) Coupling of all required pipes flanges, including all required gaskets, nuts, bolts and washers
- (f) Routing and fastening of the power cable up to the isolator box
- (g) All required installation materials, labour and consumables to render a complete and working installation.

Separate items will be listed in the Schedule of Quantities for different types and sizes of equipment.

**PFM 08.02 TESTING AND COMMISSIONING OF EQUIPMENT.....Unit: number**

The unit of measurement shall be the number of pumping equipment units, tested and commissioned.

The tendered rates shall include full compensation for the site handling and positioning of the equipment, including the fastening of the equipment in its designated position.

The tendered rates shall include full compensation for all preliminary tests, efficiency tests if required and commissioning tests. Commissioning tests shall comply with the section dealing with testing and commissioning.

Separate items will be listed in the Schedule of Quantities for different types and sizes of equipment.

**PFM 08.03 DECOMMISSIONING AND REMOVAL OF EQUIPMENT.....Unit: number or m**

The unit of measurement for the decommissioning and removal of the following equipment shall be as follows:

MCC's.....Unit: number  
Motors, pumps, valves, non-return valves.....Unit: number  
Pipes, rods, cables.....Unit: meter

The tendered rates shall include full compensation for all labour, machinery, tools, transport and site handling necessary for the decommissioning and removal of removal of electrical equipment.



**PFM 08.04 SUPPLY AND INSTALLATION, TESTING AND COMMISSIONING OF DISTRIBUTION BOARDS OR OTHER ELECTRICITY BOARDS.....Unit: number**

The unit of measurement shall be the number of MCC boards or other electricity boards manufactured and installed. The tendered rates shall include for the compilations of shop drawings and line diagrams prior to delivery of the Control Board.

The tendered rates shall include full compensation for all components and materials and for tools, transport, site handling and labour necessary for the complete installation of all components of the board.

The unit of measurement shall be the number of MCC boards or other electricity boards tested and commissioned. Commissioning must be carried out as described in specification SC General Decommissioning, Testing and Commissioning Procedures.

**PFM 08.05 COMPILATION OF WIRING DIAGRAMS ..... Unit: number**  
The unit of measurement shall be the number of wiring diagrams compiled.

The tendered rates shall include full compensation for drawing, printing, computer time and any other associated costs necessary for the compilation of a wiring diagram.

**PFM 08.06 RECONDITIONING OF TELEMETRIC SYSTEMS (where required) Unit: number**

The unit of measurement shall be the number of telemetric systems repaired/reconditioned.

The tendered rates shall include full compensation for replacement of components and materials and for tools, transport, site handling and labour necessary for the complete reconditioning/repair of all components of the telemetric system.



**SPECIFICATION**

**FOR THE**

**ELECTRICAL INSTALLATIONS**

**OF A**

**REPAIR AND MAINTENANCE SERVICE**

**FOR**

**DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES**

**MAIZE BOARD BUILDING**

**PRETORIA**



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## SPECIFICATION FOR ELECTRICAL WORK

### PART 1 - GENERAL

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## **PART 1 - GENERAL**

### **1 TESTS**

After completion of the works and before practical completion is achieved, a full test will be carried out on the installation for a period of sufficient duration to determine the satisfactory working thereof. During this period the installations will be inspected and the Contractor shall make good, to the satisfaction of the Principle Agent/Electrical Engineer or the employer, any defects which may arise.

The Contractor shall provide all instruments and equipment required for testing and any water, power and fuel required for the commissioning and testing of the installations at completion.

### **2 MAINTENANCE OF INSTALLATIONS**

With effect from the date of the Practical completion Certificate the Contractor shall at his own expense undertake the regular servicing of the installation during the maintenance period and shall make all adjustments necessary for the correct operation thereof.

If during the said period the installations is not in working order for any reason for which the Contractor is responsible, or if the installations develops defects, he shall immediately upon being notified thereof take steps to remedy the defects and make any necessary adjustments.

Should such stoppages however be so frequent as to become troublesome, or should the installations otherwise prove unsatisfactory during the said period the Contractor shall, if called upon by the Principle Agent/Electrical Engineer or the Employer, at his own expense replace the whole of the installations or such parts thereof as the Principal Agent/Electrical Engineer or the Employer may deem necessary with apparatus specified by the Principal Agent/Electrical Engineer or the Employer.

### **3 REGULATIONS**

The installation shall be erected and tested in accordance with the Acts and Regulations as indicated in the scope of works

### **4 NOTICES AND FEES**

The Contractor shall give all notices required by and pay all necessary fees, including any inspection fees, which may be due to the local Supply Authority.

On production of the official account, only the net amount of the fee charged by the Supply Authority for connection of the installation to the supply mains, will be refunded to the Contractor by the Employer.

### **5 SCHEDULE OF FITTINGS**

In all instances where schedule of light, socket outlet and power points are attached to or included on the drawings, these schedules are to be regarded as forming part of the specification.

### **6 QUALITY OF MATERIALS**

Only materials of first class quality shall be used and all materials shall be subject to the approval of the Employer. Departmental specifications for various materials to be used on this Contract are attached to and form part of this specification.

Wherever applicable the material is to comply with the relevant South African Bureau of Standards, specifications, or to IEC Specifications, where no SANS Specifications exist.

Materials wherever possible, must be of South African manufacture.

### **7 CONDUIT AND ACCESSORIES**

The type of conduit and accessories required for the service, i.e. whether the conduit and accessories shall be of the screwed type, plain-end type or of the non-metallic type and whether metallic conduit shall be



black enamelled or galvanised, is specified in Part 2 of this specification.

Unless other methods of installation are specified for certain circuits, the installation shall be in conduit throughout. No open wiring in roof spaces or elsewhere will be permitted.

The conduit and conduit accessories shall comply fully with the applicable SANS specifications as set out below and the conduit shall bear the mark of approval of the South African Bureau of Standards.

- a) Screwed metallic conduit and accessories: SANS 61386-1 and 21.
- b) Plain-end metallic conduit and accessories: SANS 61386-1 and 21.
- c) Non-metallic conduit and accessories: SANS 61386-1 and 21.

All conduit fittings except couplings, shall be of the inspection type. Where cast metal conduit accessories are used, these shall be of malleable iron. Zinc base fittings will not be allowed.

Bushes used for metallic conduit shall be brass and shall be provided in addition to locknuts at all points where the conduit terminates at switchboards, switch-boxes, draw-boxes, etc.

Draw-boxes are to be provided in accordance with the "Wiring Code" and wherever necessary to facilitate easy wiring.

For light and socket outlet circuits, the conduit used shall have an external diameter of 20mm. In all other instances the sizes of conduit shall be in accordance with the "Wiring Code" for the specified number and size of conductors, unless otherwise directed in part 2 of this specification or indicated on the drawings.

Only one manufactured type of conduit and conduit accessories will be permitted throughout the installation.

Running joints in screwed conduit are to be avoided as far as possible and all conduit systems shall be set or bent to the required angles. The use of normal bends must be kept to a minimum with exception of larger diameter conduits where the use of such bends is essential.

All metallic conduit shall be manufactured of mild steel with a minimum thickness of 1,2mm for plain-end conduit and 1,6mm in respect of screwed conduit.

Under no circumstances will conduit having a wall thickness of less than 1,6mm be allowed in screed laid on top of concrete slabs.

Bending and setting of conduit must be done with special bending apparatus manufactured for the purpose and which are obtainable from the manufacturers of the conduit systems. Damage to conduit resulting from the use of incorrect bending apparatus or methods applied must on indication by the Department's inspectorate staff, be completely removed and rectified and any wiring already drawn into such damaged conduits must be completely renewed at the Contractor's expense.

Conduit and conduit accessories used for flame-proof or explosion proof installations and for the suspension of luminaires as well as all load bearing conduit shall in all instances be of the metallic screwed type.

All conduit and accessories used in areas within 50 km of the coast shall be galvanised to SANS 32 and SANS 121.

Tenderers must ensure that general approval of the proposed conduit system to be used is obtained from the local electricity supply authority prior to the submission of their tender. Under no circumstances will consideration be given by the Department to any claim submitted by the Contractor, which may result from a lack of knowledge in regard to the supply authority's requirements.

## **8 CONDUIT IN ROOF SPACES**

Conduit in roof spaces shall be installed parallel or at right angles to the roof members and shall be secured at intervals not exceeding 1,5m by means of saddles screwed to the roof timbers.

Nail or crampets will not be allowed.



Where non-metallic conduit has been specified for a particular service, the conduit shall be supported and fixed with saddles with a maximum spacing of 450 mm. The Contractor shall supply and install all additional supporting timbers in the roof space as required.

Under flat roofs, in false ceilings or where there is less than 0,9m of clearance, or should the ceilings be insulated with glass wool or other insulating material, the conduit shall be installed in such a manner as to allow for all wiring to be executed from below the ceilings.

Conduit runs from distribution boards shall, where possible terminate in fabricated sheet steel draw-boxes installed directly above or in close proximity to the boards.

## **9 SURFACE MOUNTED CONDUIT**

Wherever possible, the conduit installation is to be concealed in the building work; however, where unavoidable or otherwise specified under Part 2 of the specification, conduit installed on the surface must be plumbed or levelled and only straight lengths shall be used.

The use of inspection bends is to be avoided and instead the conduit shall be set uniformly and inspection coupling used where necessary.

No threads will be permitted to show when the conduit installation is complete, except where running couplings have been employed.

Running couplings are only to be used where unavoidable, and shall be fitted with a sliced couplings as a lock nut.

Conduit is to be run on approved spaced saddles rigidly secured to the walls.

Alternatively, fittings, tees, boxes, couplings etc., are to be cut into the surface to allow the conduit to fit flush against the surface. Conduit is to be bedded into any wall irregularities to avoid gaps between the surface and the conduit.

Crossing of conduits is to be avoided, however, should it be necessary purpose-made metal boxes are to be provided at the junction. The finish of the boxes and positioning shall be in keeping with the general layout.

Where several conduits are installed side by side, they shall be evenly spaced and grouped under one purpose-made saddle.

Distribution boards, draw-boxes, industrial switches and socket outlets etc., shall be neatly recessed into the surface to avoid double sets.

In situations where there are no ceilings the conduits are to be run along the wall plates and the beams.

Painting of surface conduit shall match the colour of the adjacent wall finishes.

Only approved plugging materials such as aluminium inserts, fibre plugs, plastic plugs, etc., and round-head screws shall be used for fixing saddles, switches, socket outlets, etc., to walls, wood plugs and the plugging in joints in brick walls are not acceptable.

## **10 CONDUIT IN CONCRETE SLABS**

In order not to delay building operations the Contractor must ensure that all conduits and other electrical equipment which are to be cast in the concrete columns and slabs are installed in good time.

The Contractor shall have a representative in attendance at all times when the casting of concrete takes place.

Draw-boxes, expansion joint boxes and round conduit boxes are to be provided where necessary. Sharp



bends of any nature will not be allowed in concrete slabs.

Draw and/or inspection boxes shall be grouped under one common cover plate, and must preferably be installed in passages or male toilets.

All boxes, etc., are to be securely fixed to the shuttering to prevent displacement when concrete is cast. The conduit shall be supported and secured at regular intervals and installed as close as possible to the neutral axis of concrete slabs and/or beams.

Before any concrete slabs are cast, all conduit droppers to switchboards shall be neatly spaced and rigidly fixed.

## **11 FLEXIBLE CONNECTIONS FOR CONNECTING UP OF STOVES, MACHINES, ETC.**

Flexible tubing connections shall be of galvanised steel construction, and in damp situations of the plastic sheathed galvanised steel type. Other types may only be used subject to the prior approval of the Department's site electrical representative.

Connectors for coupling onto the flexible tubing shall be of the gland or screw-in types, manufactured of either brass or cadmium or zinc plated mild steel, and the connectors after having been fixed onto the tubing, shall be durable and mechanically sound.

Aluminium and zinc alloy connectors will not be acceptable.

## **12 WIRING:**

Except where otherwise specified in Part 2 of this specification, wiring shall be carried out in conduit throughout. Only one circuit per conduit will be permitted.

No wiring shall be drawn into conduit until the conduit installation has been completed and all conduit ends provided with bushes. All conduits to be clear of moisture and debris before wiring is commenced.

Unless otherwise specified in Part 2 of this specification or indicated on the service drawings, the wiring of the installation shall be carried out in accordance with the "Wiring Code". Further to the requirements concerning the installation of earth conductors to certain light points as set out in the "Wiring Code", it is a specific requirement of this document that where plain-end metallic conduit or non-metallic conduit has been used, earth conductors must be provided and drawn into the conduit with the main conductors to all points, including all luminaires and switches throughout the installation.

Wiring for lighting circuits is to be carried out with 1,5mm<sup>2</sup> conductors and a 1,5mm<sup>2</sup>-earth conductor. For socket outlet circuits the wiring shall comprise 4mm<sup>2</sup> conductors and a 2,5mm<sup>2</sup>-earth conductor. In certain instances, as will be directed in Part 2 of this specification, the sizes of the aforementioned conductors may be increased for specified circuits. Sizes of conductors to be drawn into conduit in all other instances, such as feeders to distribution boards, power points etc., shall be as specified elsewhere in this specification or indicated on the drawings. Sizes of conductors not specified must be determined in accordance with the "Wiring Code".

The loop-in system shall be followed throughout, and no joints of any description will be permitted.

The wiring shall be done in PVC insulated 600/1000 V grade cable to SANS 1507.

Where cable ends connect onto switches, luminaires etc., the end strands must be neatly and tightly twisted together and firmly secured. Cutting away of wire strands of any cable will not be allowed.

## **13 SWITCHES AND SOCKET OUTLETS**

All switches and switch-socket outlet combination units shall conform to the Department Quality Specifications, which form part of this specification.

No other than 16A 3 pin sockets are to be used, unless other special purpose types are distinctly specified or shown on the drawings.



All light switches shall be installed at 1,4m above finished floor level and all socket outlets as directed in the Schedule of Fittings which forms part of this specification or alternatively the height of socket outlets may be indicated on the drawings.

#### **14 SWITCHGEAR**

Switchgear, which includes circuit breakers, iron-clad switches, interlocked switch-socket outlet units, contactors, time switches, etc., is to be in accordance with the Departmental Quality Specifications which form part of this specification and shall be equal and similar in quality to such brands as may be specified.

For uniform appearance of switchboards, only one approved make of each of the different classes of switchgear mentioned in the Quality Specifications shall be used throughout the installations.

#### **15 SWITCHBOARDS**

All boards shall be in accordance with the types as specified, be constructed according to the detail or type drawings and must be approved by the Employer before installation.

In all instances where provision is to be made on boards for the supply authority's main switch and/or metering equipment the contractor must ensure that all requirements of the authorities concerned in this respect are met.

Any construction or standard type aboard proposed, as an alternative to that specified must have the prior approval of the Employer.

All busbars, wiring, terminals, etc., are to be adequately insulated and all wiring is to enter the switchgear from the back of the board. The switchgear shall be mounted within the boards to give a flush front panel. Cable and boxes and other ancillary equipment must be provided where required.

Clearly engraved labels are to be mounted on or below every switch. The working of the labels in English, is to be according to the lay-out drawings or as directed by the Electrical Engineer and must be confirmed on site. Flush mounted boards to be installed with the top of the board 2,0m above the finished floor level.

#### **16 WORKMANSHIP AND STAFF**

Except in the case of electrical installations supplied by a single-phase electricity supply at the point of supply, an accredited person shall exercise general control over all electrical installation work being carried out.

The workmanship shall be of the highest grade and to the satisfaction of the Employer.

All inferior work shall, on indication by the Employer's inspecting officers, immediately be removed and rectified by and at the expense of the Contractor.

#### **17 VERIFICATION AND CERTIFICATION OF ELECTRICAL INSTALLATION (CERTIFICATE OF COMPLIANCE AND TEST REPORT)**

On completion of the service, a certificate of compliance must be issued to the Principal Agent/Electrical Engineer or Employer in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in the format as set out in SANS 10142-1 & 2.

#### **18 EARTHING OF INSTALLATION**

##### **Main earthing**

The type of main earthing must be as required by the supply authority if other than the Employer, and in any event as directed by the Principal Agent/Electrical Engineer, who may require additional earthing to meet test standards.

Where required an earth mat shall be provided, the minimum size, unless otherwise specified, being 1,0m



x 1,0m and consisting of 4mm diameter hard-drawn bare copper wires at 250mm centres, brazed at all intersections.

Alternatively or additionally earth rods or trench earths may be required as specified or directed by the Electrical Engineer.

Installations shall be effectively earthed in accordance with the "Wiring Code" and to the requirements of the supply authority. All earth conductors shall be stranded copper with or without green PVC installation.

Connection from the main earth bar on the main board must be made to the cold water main, the incoming service earth conductor, if any and the earth mat or other local electrode by means of 12mm x 1,60 mm solid copper strapping or 16 mm<sup>2</sup> stranded (not solid) bare copper wire or such conductor as the Department's representative may direct. Main earth copper strapping where installed below 3m from ground level, must be run in 20 mm diameter conduit securely fixed to the walls.

All other hot and cold water pipes shall be connected with 12mm x 0,8mm perforated for solid copper strapping (not conductors) to the nearest switchboard. The strapping shall be fixed to the pipework with brass nuts and bolts and against walls with brass screws at 150-mm centres. In all cases where metal water pipes, down pipes, flues, etc., are positioned within 1,6m of switchboards an earth connection consisting of copper strapping shall be installed between the pipework and the board. In vertical building ducts accommodating both metal water pipes and electrical cables, all the pipes shall be earthed at each distribution board.

### **Roofs, gutters and down pipes**

Where service connections consist of overhead conductors, all metal parts of roofs, gutters and down pipes shall be earthed. One bare 10mm<sup>2</sup> copper conductor shall be installed over the full length of the ceiling void, fixed to the top purlin and connected to the main earth conductor and each switchboard. The roof and gutters shall be connected at 15m intervals to this conductor by means of 12mm X 0,8mm copper strapping (not conductors) and galvanised bolts and nuts. Self-tapping screws are not acceptable. Where service connections consist of underground supplies, the above requirements are not applicable.

### **Sub-distribution boards**

A separate earth connection shall be supplied between the earth busbar in each sub-distribution board and the earth busbar in the Main Switchboard. These connections shall consist of a bare or insulated stranded copper conductors installed along the same routes as the supply cables or in the same conduit as the supply conductors. Alternatively armoured cables with earth continuity conductors included in the armouring may be utilised where specified or approved.

### **Sub-circuits**

The earth conductors of fall sub-circuits shall be connected to the earth busbar in the supply board in accordance with SANS 10142.

### **Ring Mains**

Common earth conductors may be used where various circuits are installed in the same wire way in accordance with SANS 10142. In such instances the sizes of earth conductors shall be equivalent to that of the largest current carrying conductor installed in the wire way, alternatively the size of the conductor shall be as directed by the Engineer. Earth conductors for individual circuits branching from the ring main shall be connected to the common earth conductor with T-ferrules or soldered. The common earth shall not be broken.

### **Non-metallic Conduit**

Where non-metallic conduit is specified or allowed, the installation shall comply with the Department's standard quality specification for "conduit and conduit accessories".

Standard copper earth conductors shall be installed in the conduits and fixed securely to all metal appliances and equipment, including metal switch boxes, socket-outlet boxes, draw-boxes, switchboards,



luminaires, etc. The securing of earth conductors by means of self-threading screws will not be permitted.

### **Flexible Conduit**

An earth conductor shall be installed in all non-metal flexible conduit. This earth conductor shall not be installed externally to the flexible conduit but within the conduit with the other conductors. The earth conductor shall be connected to the earth terminals at both ends of the circuit.

### **Connection**

Under no circumstances shall any connection points, bolts, screws, etc., used for earthing be utilised for any other purpose. It will be the responsibility of the Contractor to supply and fit earth terminals or clamps on equipment and materials that must be earthed where these are not provided.

Unless earth conductors are connected to proper terminals, the end shall be tinned and lugged.

## **19 MOUNTING AND POSITIONING OF LUMINAIRES**

The Contractor is to note that in the case of board and acoustic tile ceilings, i.e. as opposed to concrete slabs, close co-operation with the building contractor is necessary to ensure that as far as possible the luminaires are symmetrically positioned with regard to the ceiling pattern.

The layout of the luminaires as indicated on the drawings must be adhered to as far as possible and must be confirmed with the Department's representative.

Fluorescent luminaires installed against concrete ceilings shall be screwed to the outlet boxes and in addition 2 x 6mm expansion or other approved type fixing bolts are to be provided. The bolts are to be  $\frac{3}{4}$  of the length of the luminaires apart.

Fluorescent luminaires to be mounted on board ceilings shall be secured by means of two 40mm x No. 10 round head screws and washers. The luminaires shall also be bonded to the circuit conduit by means of locknuts and brass bushes. The fixing screws are to be placed  $\frac{3}{4}$  of the length of the fitting apart.

Earth conductors must be drawn in with the circuit wiring and connected to the earthing terminal of all fluorescent luminaires as well as other luminaires exposed to the weather in accordance with the "Wiring Code".

Incandescent luminaires are to be screwed directly to outlet boxes in concrete slabs. Against board ceilings the luminaires shall be secured to the bracing or joists by means of two 40mm x No. 8 round head screws.

## **PART 2: INSTALLATION DETAILS**

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## **PART 2: INSTALLATION DETAILS**

### **1 CABLE SLEEVE PIPES**

Where cables cross under roadways, other services and where cables enter buildings, the cables shall be installed in earthenware or high-density polyethylene pipes.

The ends of all sleeves shall be sealed with a non-hardening watertight compound after the installation of cables. All sleeves intended for future use shall likewise be sealed.

### **2 NOTICES**

The Contractor shall issue all notices and make the necessary arrangements with Supply Authorities, the Postmaster-General, and S.A. Transport Services, Provincial or National Road Authorities and other authorities as may be required with respect to the installation.

### **3 ELECTRICAL EQUIPMENT**

All equipment and fittings supplied must be in accordance with the attached quality specification (Part 3 of this document), suitable for the relevant supply voltage, and frequency and must be approved by the Employers Electrical Engineer.

### **4 DRAWINGS**

The drawings generally show the scope and extent of the proposed work and shall not be held as showing every minute detail of the work to be executed.

The position of power points, switches and light points that may be influenced by built-in furniture must be established on site, prior to these items being built in.

### **5 BALANCING OF LOAD**

The Contractor is required to balance the load as equally as possible over the multiphase supply.

### **6 SERVICE CONDITIONS**

All plant shall be designed for the climatic conditions appertaining to the service.

### **7 SWITCHES AND SOCKET OUTLETS**

The installation of switches and socket outlets must conform to clause 13 of Part 1 of this specification.

### **8 LIGHT FITTINGS AND LAMPS**

The installation and mounting of luminaires must conform to clause 19 of Part 1 of this specification.

All fittings to be supplied by the Contractor shall have the approval of the Employer.

The light fittings must be of the type specified in the Schedule of Light Fittings.

### **9 EARTHING AND BONDING**

The Contractor will be responsible for all earthing and bonding of the building and installation. The earthing and bonding is to be carried out strictly as described in clause 18 of Part 1 of this specification and to the satisfaction of the Employer/s Electrical Engineer.

## **10 MAINTENANCE OF ELECTRICAL SUPPLY**

All interruptions of the electrical supply that may be necessary for the execution of the work, will be subject to prior arrangement between the Contractor and the Client and the Employer's Electrical Engineer.

## **11 EXTENT OF WORK**

The work covered by this contract comprises the complete electrical installation, in working order, as shown as per this specification and detailed design report, including the supply and installation of all fittings and also the installation of such equipment supplied by the Employer.

## **12 SUPPLY AND CONNECTION**

The supply will be at 400/230 Volt 50Hz.

The Contractor must arrange in good time with the local Municipality for repairing the oil leakages, testing and commissioning of the 800kVA transformer on site, which feeds the low voltage network.

## **13 CONDUIT AND WIRING**

**Conduit and conduit accessories shall be black enameled/galvanized screwed conduit or black enameled/galvanized plain end conduit in accordance with SANS 61386.**

All conduits, regardless of the system employed, shall be installed strictly as described in the applicable paragraphs of clauses 4 to 8 of Part 1 of the specification. Wiring of the installation shall be carried out as directed in clause 9 part 1 of this specification.

**Where plain end conduit is offered all switches and light fittings must be supplied with a permanent earth terminal for the connection of the earth wire.**

**Lugs held by switch fixing screws or self tapping screws will not be acceptable.**

### **13.1 Power Trunking**

The Contractor shall be responsible for the supply and installation of all power trunking complete with corner pieces, end pieces, junction pieces, supply conduits, cover plates and power outlets as specified and indicated on the drawings.

The power trunking must comply with SANS 61084. The Contractor must ensure that the power trunking is installed to satisfaction of the Employer's Electrical Engineer before commencing with the wiring of the power trunking.

**[The method of installing and wiring of the power trunking must be specified in detail.]**

## **14 CABLES**

The Contractor shall supply and completely install all distribution cables as indicated on the drawings, and listed in the Schedule of Cables.

The storage, transportation, handling and laying of the cables shall be according to first class practice, and the contractor shall have adequate and suitable equipment and labour to ensure that no damage is done to cables during such operations.

The cable-trenches shall be excavated to a depth of 0,9m deep below ground level and shall be 450mm wide for one to three cables, and the width shall be increased where more than three cables are laid together so that the cables may be placed at least two cable diameters apart throughout the run. The bottom of the trench shall be level and clean and the bottom and sides free from rocks or stones liable to cause damage to the cable.

The Contractor must take all necessary precautions to prevent the trenching work being in any way a hazard to the personnel and public and to safeguard all structures, roads, sewage works or other property on the

site from any risk of subsidence and damage.

In the trenches the cables shall be laid on a 75mm thick bed of earth and be covered with a 150-mm layer of earth before the trench is filled in.

All joints in underground cables and terminations shall be made either by means of compound filled boxes according to the best established practice by competent cable jointers using first class materials or by means of approved epoxy-resin pressure type jointing kits. Epoxy-resin joints must be made entirely in accordance with the manufacturer's instructions and with materials stipulated in such instructions. Low tension PVCA cables are to be made off with sealing glands and materials designed for this purpose which must be of an approved make. Where cables are cut and not immediately made off, the ends are to be sealed without delay.

The laying of cables shall not be commenced until the trenches have been inspected and approved. The cable shall be removed from the drum in such a way that no twisting, tension or mechanical damage is caused and must be adequately supported at intervals during the whole operation. Particular care must be exercised where it is necessary to draw cables through pipes and ducts to avoid abrasion, elongation or distortion of any kind. The ends of such pipes and ducts shall be sealed to approval after drawing in of the cables.

Backfilling (after bedding) of the trenches is to be carried out with a proper grading of the material to ensure settling without voids, and the material is to be tamped down after the addition of every 150mm. The surface is to be made good as required.

On each completed section of the laid and jointed cable, the insulation resistance shall be tested to approval with an approved "Megger" type instrument of not less than 500 V for low tension cables.

Earth continuity conductors are to be run with all underground cables constituting part of a low tension distribution system. Such continuity conductors are to be stranded bare copper of a cross-sectional area equal to at least half that of one live conductor of the cable, but shall not be less than 4mm<sup>2</sup> or more than 70mm<sup>2</sup>. A single earth wire may be used as earth continuity conductor for two or more cables run together, branch earth wires being brazed on where required.

#### 14.1 LAYING, JOINTING AND MAKING OFF OF ELECTRICAL CABLES

**[The requirements specified hereafter, are aimed essentially at high tension cable but are also valid for low tension cable, where applicable.]**

1. The use of the term "Inspector", includes the engineer or inspector of the Department or an empowered person of the concerned supervising consulting engineer's firm.
2. No cable is to be laid before the cable trench is approved and the soil qualification of the excavation is agreed upon by the Contractor and inspector.
3. After the cable has been laid and before the cable trench is back-filled the inspector must ensure that the cable is properly bedded and that there is no undesirable material included in the bedding layer.
4. All cable jointing and the making off of the cables must only be carried out by qualified experienced cable jointers. Helpers of the jointers may not saw, strip, cut, solder, etc. The cable and other work undertaken by them must be carried out under the strict and constant supervision of the jointer.
5. Before the Contractor allows the jointer to commence with the jointing work or making off of the cable (making off is recognized as half a joint) he must take care and ensure:
  - 5.1 That he has adequate and suitable material available to complete the joint properly and efficiently. Special attention must be given to ensure the cable ferrules and cable lugs are of tinned copper and of sufficient size. The length of the jointing lugs must be at least six times the diameter of the conductor,
  - 5.2 That the joint pit is dry and that all loose stones and material are removed,

- 5.3 That the walls and banks of the joint pit are reasonable firm and free from loose material which can fall into the pit,
- 5.4 That the necessary coffer-dams or retaining walls are made to stop the flow of water into the joint pit,
- 5.5 That the joint pit is provided with suitable groundsheets so that the jointing work is carried out in clean conditions,
- 5.6 That the necessary tents or sails are installed over the joint pit to effectively avert unexpected rainfall and that sufficient light or lighting is provided,
- 5.7 That the necessary means are available to efficiently seal the jointing or cable end when an unexpected storm or cloudburst occurs, regardless of how far the work has progressed,
- 5.8 That the cables and other materials are dry, undamaged and in all respects are suitable for the joint work or making off,
- 5.9 That the heating of cable oil, cable compound, plumbers metal and solder is arranged that they are at the correct temperature when required so that the cable is not unnecessarily exposed to the atmosphere and consequently the ingress of moisture (care must be taken of overheating)

Flow temperatures of cable oil and compound must be determined with suitable thermometers. Cable oil and compound must not be heated to exceed the temperatures given on the containers and precaution must be taken to ensure that the tin is not overheated in one position. The whole mass must be evenly and proportionally heated.

(Temperatures of solder and plumbers metal may be tested with brown paper (testing time: 3 seconds). The paper must colour slightly - not black or burnt).

6. Before the paper-insulated cables are joined, they must be tested for the presence of moisture by the cable jointers test. This consists of the insertion of a piece of unhandled insulated impregnated paper tape in warm cable oil heated to a temperature of  $130 \pm 5^{\circ}\text{C}$ .

Froth on the surface of the oil is an indication that moisture is present in the impregnated insulation and the amount of the froth gives an indication of the moisture present.

7. If the cable contains moisture or is found to be otherwise unsuitable for jointing or making of the inspector is to be notified immediately and he will issue the necessary instruction to cope with the situation.
8. The joint or making off of paper insulated cables must not be commenced during rainy weather.
9. Once a joint is in progress the jointer must proceed with the joint until it is complete and before he leaves the site.
10. The jointer must ensure that the material and his tools are dry at all times, reasonably clean and absolutely free from soil.
11. Relating to the jointing of the cable the following requirements apply:
  - 11.1 All jointing must be carried out in accordance with recognized and tried techniques and comply strictly with the instructions given by the supplier of the jointing kit.
  - 11.2 The cables must be twisted by hand so that the cores can be joined according to the core numbers. If necessary the cable is to be exposed for a short distance to accomplish this. Under no circumstances may the cores in a joint be crossed so as to enable cores to be joined according to the core numbers. If it is not possible to twist the cables so that the preceding requirements can be met, then cores are to be joined in the normal way without any consideration of the core numbers.

- 11.3 Normally the cables will have profile conductors. The conductors shall be pinched with gas pliers to form a circular section, bound with binding wire so that they do not spread, and then tinned before jointing.
- 11.4 Jointing ferrules, the length of which are at least 6 times the diameter of the conductors, must be slid over the conductor ends to be joined and pinched tightly. Then they are soldered by means of the ladle process whilst being pinched further closed.

Use resin only as a flux. The slot opening in the ferrule must be completely filled, including all depressions.

Remove all superfluous metal with a cloth dipped in tallow. Work during the soldering process must be from top to bottom. Rub the ferrule smooth and clean with aluminium oxide tape after it has cooled down to ensure that there are not any sharp points or edges.

**NB:** The spaces between the conductor strands must be completely filled by soldering process and must be carried out quick enough to prevent the paper insulation from burning or drying out unnecessarily.

- 11.5 After the ferrules have been rubbed smooth and clean, they and the exposed cores must be treated with hot cable oil (110°C) to remove all dust and moisture. These parts are to be thoroughly basted with the oil.
- 11.6 The joiner must take care that his hands are dry and clean before the joint is insulated. Also the insulating tape which is to be used must first be immersed in warm cable oil (110°C) for a sufficient period to ensure that no moisture is present.
- 11.7 After the individual cores have been installed they must be well basted with hot cable oil and again after the applicable separator and/or belt insulation tape is applied before the lead joint sleeve is placed in position.
- 11.8 The lead joint sleeve must be thoroughly cleaned and prepared before it is placed on the cable and must be kept clean during the whole jointing process. Seal the filling apertures of the sleeve with tape until the sleeve is ready for compound filling.
- 11.9 The plumbing joints employed to solder the joint sleeve to the cable sheath, must be cooled off with tallow and the joint sleeve is to be filled with compound while it is still warm. Top up continuously until the joint is completely filled to compensate for the compound shrinkage.
- 11.10 The outer joint box must be clean and free from corrosion. After it has been placed in position it must be slightly heated before being filled with compound. Top up until completely full.
12. As far as cable end boxes are concerned the requirements as set out above are valid where applicable.

## **15. DISTRIBUTION BOARDS**

In addition to clause 14 and clause 15 of Part 1 of this specification the following shall also be applicable to switchboards required for this service.

The Contractor shall allow for the refurbishment of the existing distribution boards as listed in the Distribution Board schedule table below. The Contractor shall supply and install a combination of type 1 and 2 Surge Arrestors on the Main LV Panel and type 2 surge arrestors on all the Distribution Boards as per allowance made on the Bill of Quantities. All distribution boards shall comply with the quality specification in Part 3 of this specification, and be approved by the Employer's Electrical Engineer.

The following types of distribution boards are required for the service:



BOARD	LOCATION	TYPE	CORRECTIVE ACTIONS
Main LT Board	Ground Floor, LT room	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install combination of type 1 and type 2 surge arrestors</li><li>• Issue COC</li></ul>
Basement DB-A	Basement	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
Lower Gr. DB-A	Lower Ground	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Issue COC</li></ul>
DB-D	Ground Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Re-do wiring and make neat.</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-H	1st Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-1	1st Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>



BOARD	LOCATION	TYPE	CORRECTIVE ACTIONS
DB-2A	2nd Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-2B	2nd Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-2C	2nd Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-3A	3rd Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-3B	3rd Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-3C	3rd Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-4A	4th Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li></ul>



BOARD	LOCATION	TYPE	CORRECTIVE ACTIONS
			<ul style="list-style-type: none"><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-4B	4th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-4C	4th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-5A	5th Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-5B	5th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Labelling</li><li>• Installation of warning signage</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-5C	5th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Installation of warning signage</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-6A	6th Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>



BOARD	LOCATION	TYPE	CORRECTIVE ACTIONS
DB-6B	6th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Replacement of local main breaker</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
6C	6th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-U	7th Floor	Free Standing	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-V	7th Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
DB-F	Kitchen (Chez mandiez)	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>
Unlabelled DBs	Ground Floor	Surface Mounted	<ul style="list-style-type: none"><li>• Provide legend card and warning signs.</li><li>• Label all circuits and DB's</li><li>• Service distribution board</li><li>• Install single line diagram</li><li>• Install type 2 surge arrestors</li><li>• Issue COC</li></ul>

## 16. SCHEDULE OF LIGHT FITTINGS

The light fittings and accessories are to be according to the quality specifications in Part 3 and shall be

approved by the Employer.

The Contractor shall take delivery, safe storage and install all luminaires as indicated in the Schedule of Light fittings provided. The Contractor must supply the luminaires or similar as shown in the Table below. The Contractor might be asked to give samples of each luminaires before installation for approval.

Type D1:	70W LED Panel (1200x600 mm <sup>2</sup> ) surface mounted office luminaire with mid-power LED strip and low brightness double parabolic diffuser colour 4000K with SANS approved mark.
Type D2:	35W LED Panel (600x600 mm <sup>2</sup> ) surface mounted office luminaire with mid-power LED strip and low brightness double parabolic diffuser colour 4000K with SANS approved mark.
Type H:	13W wall/pole/stirrup mounted LED bulkhead luminaire with corrosion resistant aluminium housing and high impact UV resistant polycarbonate protector for LED's, IP66 with optimal photometric performance and flexible combinations of LED arrays, colour 4000K, with SANS approved mark.
Type G:	46W LED vapour proof surface mounted channel luminaire luminaire with corrosion resistant aluminium housing and high impact UV resistant polycarbonate protector for LED's, IP65 with mid-power LED strips complete with diffuser colour 4000K with SANS approved mark.
Type J:	70W LED surface mounted floodlight luminaire with corrosion resistant aluminium housing and high impact UV resistant polycarbonate protector for LED's, IP66 with optimal photometric performance and flexible combinations of LED arrays, colour 4000K, with SANS approved mark.
Type K:	Straight pole LED Lantern (1 to 1.5m height) luminaire with corrosion resistant aluminium housing and high impact UV resistant polycarbonate protector for LED's, IP66 with optimal photometric performance and flexible combinations of LED arrays, colour 4000K, with SANS approved mark.

## 17. LIGHTNING PROTECTION SYSTEM

The building shall be properly earthed according to SANS 10313. The building shall be protected against lightning risk with a lightning protection system of Class III as per the results of the risk assessment performed. The risk assessment and the design of the lightning protection system comply with SANS 62305 part 2 and 3.

Earthing and lightning protection for the structure and buildings shall be provided by connecting the steel roof with insulated earth down conductors and copper earth rods as type A earth termination system. Earthing for the electrical system shall be provided in accordance with SANS 0292.

The following will be earthed to the supplier's earth terminal:

- Distribution board
- Socket outlets with earth terminals
- Metal parts of cable ladders, trays or ducts
- Metal enclosures of electrical and electronic boards
- Earth bars
- Metal frames of luminaires
- Metal parts of electrical switches

## 18. BRACKETS AND FIXING DEVICES

Except where otherwise specified, all fixing devices shall be hot-dipped galvanised after manufacture.

All equipment, accessories and brackets to be mounted against concrete or brickwork shall only be installed by means of galvanised metal expanding anchor bolts.

## **PART 3: QUALITY SPECIFICATION FOR MATERIALS AND EQUIPMENT OF ELECTRICAL INSTALLATIONS**

***“Part 3: Quality specification for materials and equipment” manual of the Department of Public Works is applicable for this Contract and the manual can be obtained from the Department of Public Works website.***

***The Content below refers to material applicable to the Contract which the clauses can be obtained from the Department of Public Works General Electrical Specification Part C.***

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## **ADDITIONAL REQUIREMENTS OR SPECIFICATIONS NOT COVERED IN QUALITY SPECIFICATIONS ABOVE**

### **LED LIGHTS**

All Light fittings installed for this project is to be of the LED type, unless otherwise stated.

The following international standard specifications and South-African Bureau of Standards shall apply to the LED luminaire specification:

SANS 475	Luminaires for interior lighting, street lighting and floodlighting – Performance and requirements
SANS 10114-1	Interior lighting part 1: Artificial lighting of interiors
SANS 10114-2	Interior lighting part 2: Emergency lighting
SANS 60598-1	Luminaires part 1: General requirements and tests
SANS 60598-2.1	Luminaires part 2: Particular requirements section 1 – Fixed general purpose luminaires.
SANS 60598-2.2	Luminaires part 2: Particular requirements section 2 – Recessed luminaires.
SANS 60598-2.3	Luminaires part 2: Particular requirements section 3 – Luminaires for road and street lighting.
SANS 60598-2.5	Luminaires part 2: Particular requirements section 5 – Flood lighting.
SANS 61347-1 to 13	Lamp control gear
SANS 62031	LED modules for general lighting – Safety specifications
SANS 62384	DC or AC supplied electronic control gear for LED modules – Performance requirements.
SANS 62560	Self-ballasted LED lamps for general lighting services with supply voltages > 50V – Safety specification.
SANS 62612	Self-ballasted LED lamps for general lighting services with supply voltages > 50V – Performance requirements
EN 55015	Limits and methods of measurement of radio disturbance of electrical lighting or equipment.
EN 61000-3.2	Electromagnetic compatibility (EMC) limits for harmonic current emissions.
EN 61000-3.3	Electromagnetic compatibility (EMC) limits – Limitation of voltage changes, voltage fluctuations and flicker in public low-voltage supply systems.
EN 61547	Equipment for general lighting purposes: EMC immunity requirements.
IEC-EN 62471	Photo biological safety of lamps and lamp systems for LEDs
IES LM-79-08	Approved method: Electrical and photometric measurement of solid-state lighting products.
IES LM-80	Approved method: Measuring lumen maintenance of LED light sources.

### General requirements:

The luminaire shall be suitable for operation with mid-power LEDs. **Note that no LED tubes are allowed to be used.**

The luminaire shall be suitable for operation on a 230V single phase 50Hz mains supply.

Power factor capacitors shall be supplied to correct the power factor to at least 0.95 or higher.

The luminaire shall be marked with identification labels stating the brand name and model and shall bear the SANS approval mark.

The driver shall comply with IEC 61347-1 and IEC 61347-2B as applicable and shall be suitable for operation on 230V  $\pm 10\%$ , 50Hz single phase system and it must be insured that harmonics filter is provided as per SANS 61000-3-2. The drivers and LED circuitry shall be protected against lighting and power surges. Suitable surge arrestors with a 10kA rating shall be provided for indoor installations and 20kA for outdoor installations.

Colour rendering (Ra) shall be not less than 80 and lumen depreciation of not more than 30% L70 at 50 000 hours @ T<sub>q</sub> 25°C. Colour temperature of the LED lamp shall be 4000K, unless otherwise stated.

#### Thermal requirements:

The luminaire must be able to withstand an ambient temperature of 35°C. Storage temperature of this luminaire should be able to handle  $-40^{\circ}\text{C} < T < 60^{\circ}\text{C}$ .

To this end internal electrical and mechanical components shall not be allowed to exceed their maximum temperature ratings of 75°C. Test reports from an independent authorised testing facility proving this requirement shall be made available on request.

#### Noise requirements:

The noise level emitted from the luminaire shall be kept as low as possible. Drivers/electronic components shall therefore fully comply with the latest edition of SANS 55015.

**= END OF SPECIFICATION =**

## PART 4: BILLS OF QUANTITIES

### PREAMBLE

#### TYPICAL ITEMS/PREAMBLES TO BE INSERTED IN THE BILLS OF QUANTITIES

1. The conditions of contract and the application of the Contract Price Adjustment Provisions (if applicable) shall be as set out in Part A: Section 1: Preliminaries.
2. The descriptions in the bills of quantities shall be read in conjunction with the specification.
3. The unit rate for each item in the Bills of Quantities shall include for all materials, labour, profit, transport, etc., everything necessary for the execution and complete installation of the work in accordance with the description.
4. The Bills of Quantities shall not be used for ordering purposes. The Contractor shall check the lengths of cables and overhead conductors on site before ordering any of the cables. Any allowance for off-cuts shall be made in the unit rates.
5. The rates shall exclude Value-Added Tax and the total carried over to the final summary in PART A.
6. All material covered by this **Specification** shall, wherever possible, be of South African manufacture.

**Bills of Quantities are included in part C2.2 of the tender document.**

## PART 5: ELECTRICAL WORK MATERIAL SCHEDULE

The Contractor shall complete the following schedules and submit them to the Electrical Engineer within 21 days of the date of the acceptance of the tender.

The schedules will be scrutinised by the Electrical Engineer and should any material offered not comply with the requirements contained in the specification, the Contractor will be required to supply material in accordance with the contract at no additional cost.

**NB:** Only one manufacturer's name to be inserted for each item.

Item	Material	Make or trade name	Country of origin
1.	Distribution boards		
2.	Circuit breakers 1P, 2P, 3P		
3.	On load isolators without trips		
4.	Contactors 1P, 2P, 3P		
5.	Earth leakage relays 1 & 3 phase		
6.	Surge Arrestors		
7.	H.R.C. fuse switches		
8.	Kilowatt hour meter		
9.	Current transformers		
10.	Voltmeter		
11.	Maximum demand ammeter		
12.	Daylight sensitive switch		
13.	Time switch		
14.	Conduit		
15.	Conduit boxes		
16.	Power skirting		
17.	Surface switches		
18.	Watertight switches		
19.	16A flush socket outlets		
20.	16A surface socket outlets		
21.	16A watertight socket outlets		
22.	LED luminaires		
	Type D1		
	Type D2		
	Type G		
	Type J		
23.	Bulkhead fittings: Type H		
24.	Straight pole LED Lantern fittings: Type K		
25.	Fan heater		
26.	Fans		
27.	Clocks		
28.	PVCA cable		
29.	Cable trays		

**SPECIFICATION**

**FOR THE**

**OCCUPATIONAL HEALTH AND SAFETY**

**OF A**

**REPAIR AND MAINTENANCE SERVICE**

**FOR**

**DEPARTMENT OF AGRICULTURE, FORESTRY AND**  
**FISHERIES**

**MAIZE BOARD BUILDING**

**PRETORIA**



DEPARTMENT OF PUBLIC WORKS

## **OCCUPATIONAL HEALTH AND SAFETY**

# **HEALTH & SAFETY SPECIFICATIONS**

**FOR**

**PROJECTS AND MAINTENANCE  
(BUILDING/ELECTRICAL/MECHANICAL)**

**MANAGED ON BEHALF OF**

**THE NATIONAL DEPARTMENT OF  
PUBLIC WORKS**

**PROJECT:**

**Ref No:**

**PUBLIC WORKS:**

**Mr.** - **HEALTH & SAFETY OFFICER (ELECTRICAL)**

Mr. K.E Nkuna (079-699-2114)

**Mr.** - **HEALTH & SAFETY OFFICER (MECHANICAL)**

Mss NW Mahlanyana (073-167-2956)

**Mr.** - **HEAD: PROJECTS & MAINTENANCE**

**Mr** - **PROJECT MANAGER**

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### ATTACHMENTS:

- 14. HEALTH AND SAFETY FILE COMPILATION AND CONTENT
- 15. SAFETY AND SWITCHING PROCEDURES FOR ELECTRICAL  
    INSTALLATIONS
- 16. GUIDE TO THE GENERAL ADMINISTRATIVE REGULATIONS
- 17. IMPORTANT CONTACT DETAILS (HEALTH & SAFETY ONLY)

## 1. PREAMBLE

\*In terms of Construction Regulation 4(1)(a) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the Department of Public Works, as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.

\*The Client's further duties are as described in The Act and the Regulations made there-under. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 5 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognisance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is suggested that the entire scope of the Labor legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this argument is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. It is reiterated that environmental management can not be disregarded.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and may change even on a daily basis. Therefore, due caution is to be taken when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to determine any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.* The Health and Safety Plan shall include documented 'Methods of Statement' detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in the Risk Assessment.

The Department of Public Works is tasked to provide accommodation and operational facilities to a very large proportion of the approximate 40 National Departments responsible for the governance of the Department of Public Works. A very large number of State employees and public users of the facilities and the services provided there-in directly interacts with the facilities provided by the well-being, health and safety of a great number of people. This Department thus has directly or indirectly, an impact on the Republic of South Africa as well as the National Parliament.

In this a high premium is to be placed on the health and safety of the most valuable assets of the Department of Public Works. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations.

\*Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains.

## **\*2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT**

The Health and Safety Specifications pertaining to the project; “(name of the project) – Phase 1 and Phase 2” etc. etc.), cover the subjects contained in the index and is intended to outline the normal as well as any special requirements of the Department pertaining to the health and safety matters (including the environment) applicable to the project in question. These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

## **3. PURPOSE**

The Department is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

The purpose of this specification document is to provide the relevant Principal Contractor (and his /her contractor) with any information which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the Department of Public Works. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) safety considerations affecting the site of the project and its environment;
- b) health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- d) the Principal Contractor’s (and his /her contractor) health & safety plan.

It must be ensured that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 8 of the Act.

The Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 18 July 2003 and incorporated into the above Act by Government Notice R 1010, published in Government Gazette 25207 shall apply to any person involved in construction work pertaining to this project, as will the Act.

## **4. DEFINITIONS**

### **“Purpose of the Act” –**

To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

### **“Agent” –**

means any person who acts as a representative for a client;

### **“Client” –**

means any person for whom construction work is performed;

“Construction Work” is defined as any work in connection with –

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

- (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; or
- (d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

**“Contractor” –**

means an employer, as defined in Section 1 of the Act, who performs construction work and includes Principal Contractors;

**“Health and Safety File” –**

means a file, or other record in permanent form, containing the information required a contemplated in the regulations;

**“Health and Safety Plan” –**

means a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified;

**“Health and Safety Specification” –**

means a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons;

**“Method Statement” –**

means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment;

**“Principal Contractor” –**

means an employer, as defined in section 1 of the Act who performs construction work and is appointed by the client to be in overall control and management of a part of or the whole of a construction site;

**“Risk Assessment” –**

means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

## **\*5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT**

### **5.1 Structure and Organization of OH&S Responsibilities**

#### **5.1.1. *Overall Supervision and Responsibility for OH&S***

- \* The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 4(1)(c), implements and maintains the agreed and approved H&S Plan.
- \* The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose.
- \* All OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- \* The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 6 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- \* All Health and Safety Representatives (SHE-Reps) as per Section 18 of the Act.

### 5.1.2. *Further (Specific) Supervision Responsibilities for OH&S*

Several appointments or designations of responsible and /or competent people in specific areas of construction work are required by the Act and Regulations. The following competent appointments, where applicable, in terms of the Construction Regulations are necessary to ensure compliance to the Act, Regulations and Safety Standards.

#### ***Required appointments as per the Construction Regulations:-***

<b>Item</b>	<b>Regulation</b>	<b>Appointment</b>	<b>Responsible Person</b>
1.	4(1)(c)	Principal contractor for each phase or project	Client
2.	5.(3)(b)	Contractor	Principal Contractor
3.	5(11)	Contractor	Contractor
4.	6(1)	Construction supervisor	Contractor
5.	6(2)	Construction supervisor sub-ordinates	Contractor
6.	6(6)	Construction Safety Officer	Contractor
7.	7(1)	Person to carry out risk assessment	Contractor
8.	7(4)	Trainer/Instructor	Contractor
9.	8(1)(a)	Fall protection planner	Contractor
10.	10 (a)	Formwork & support work supervisor	Contractor
11.	10(e) + (f)	Formwork & support work examiner	Contractor
12.	11(1)	Excavation supervisor	Contractor
13.	11(3)(b)(ii)(b)	Professional engineer or technologist	Contractor
14.	11(3)(k)	Explosives expert	Contractor
15.	12(1)	Supervisor demolition work	Contractor
16.	12(2) + (3)	Demolition expert	Contractor
17.	12(11)	Explosives expert	Contractor
18.	14(2)	Scaffold supervisor	Contractor
19.	15(1)	Suspended platform supervisor	Contractor
20.	15(2)(c)	Compliance plan developer	Contractor
21.	15(8)(c)	Suspended platform expert	Contractor
22.	15(13)	Outrigger expert	Contractor
23.	17(8)(a)	Material hoist inspector	Contractor
24.	18(1)	Batch plant supervisor	Contractor
25.	18(7)	Batch plant operator	Contractor
26.	19(2)(b)	Power tool expert	Contractor
27.	19.2 (g) (i)	Power tool controller	Contractor
28.	20(f)	Tower crane operator	Contractor
29.	21(1)(d)(i)	Construction vehicle and mobile plant operator	Contractor
30.	21(1)(j)	Construction vehicle and mobile plant inspector	Contractor
31.	22(d)	Temporary electrical installations inspector	Contractor
32.	22 (e)	Temporary electrical installations controller	Contractor
33.	26 (a)	Stacking and storage supervisor	Contractor
34.	27 (h)	Fire equipment inspector	Contractor

This list may be used as a reference or tool to determine which components of the Act and Regulations would be applicable to a particular site, as was intended under the Chapter “Preamble” above. (page 4)

## 5.2 ***Communication & Liaison***

- 5.2.1 OH&S Liaison between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties will be through the H&S Committee as per the procedures determined by the H&S Committee.
- 5.2.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.
- 5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives (‘SHE – Reps’)
- 5.2.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and/or its Agent on its behalf and the Designer,

instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

## **6. INTERPRETATION**

(i) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the “owner(s)” and consultant and /or between the “owner(s)” and the contractor(s), will these assumptions be relinquished in favor of the position agreed upon between the relevant parties.

(ii) The position taken by the Construction Regulations is that the “owner”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the “client” are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site. (Ordinary / sub) Contractors are required to operate under the scrutiny and control (in terms of all health and safety measures which are covered in the Construction Regulations) of the Principal Contractor. Where for the work the Principal Contractor will have to execute himself, practical health and safety measures are applicable, he will also be subject to the relevant requirements with which (ordinary / sub) Contractors have to comply. The Principal Contractor will, however, not have to actually fulfill such requirements in respect of any of the work / functions of any (ordinary / sub) Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor / oversee such processes, ensuring that the requirements are complied with and that the required appointments / evaluations / inspections / assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations. This has to feature clearly in the Principal Contractor’s Health and Safety Plan.

## **7. RESPONSIBILITIES**

### **7.1 Client**

7.1.1 The Client or his appointed Agent on his behalf will appoint each Principal Contractor for the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations and determined by the Bills of Quantities.

7.1.2 The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.

7.1.3 The Client or his appointed Agent on his behalf, will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

7.1.4 The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or
- act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

## **7.2 Principal Contractor**

7.2.1 The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labor of the intended construction work in terms of Regulation 3 of the Construction Regulations. Annexure B of this Specification contains a “Notification of Construction Work” form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

7.2.2 The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations or any part of either. Those sections of the Act and the Construction Regulations which apply to the scope of work to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract.

7.2.3 The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.

7.2.4 The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.

7.2.5 The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer’s offer is based.)

7.2.6 The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.

7.2.7 The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.

7.2.8 The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.

7.2.9 The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.

7.3 **Contractor** (Responsibilities of ..... in terms of this contract and health and safety specification)

As per 7.2 above as and where applicable or as indicated in the letter of appointment.

## **8. SCOPE OF WORK**

These specifications are applicable to the specific scope of work pertaining to the above-mentioned project as detailed in the tender documents, this amongst all includes for example: (elaborate sufficiently and provide adequate information to give full understanding of all work to be done)

## 8.1 BUILDING WORK:

### SCOPE:

#### EXISTING SINGLE-STOREY BUILDINGS:

1. *Popper notice shall be given to all persons in and around the building where construction work shall be executed. The building shall occupy during the construction period.*
2. *Notification to the provincial director must be given.*
3. *The contractor and sub-contractors must be registered and in good standing with the compensation fund at all time.*
4. *The contractor shall appoint a full-time competent employee in writing as the construction supervisor.*
5. *Work shall be executed at a height greater than 3 meters.*
6. *Excavation work exceeding 1 meter and more.*
7. *All site work; the contractor must take care of proper sun-protection for all his workmen, woman.*
8. *No work, contractor or sub-contractor shall be allowed to work in in-climate weather.*
9. *No danger tape shall be used on the construction site. All work areas shall proper be brigade.*
10. *Special care must be taken of:-  
Contractors using scaffolding, shall ensure that such scaffolding, when used, complies with the safety standards are carried out under the supervision of a competent person who has been appointed in writing.*

## 8.2 ELECTRICAL WORK:

#### ELECTRICAL INSTALLATIONS AND MACHINERY ON CONSTRUCTION SITES:

Notwithstanding the provisions contained in the Electrical Installation Regulations promulgated by Government Notice No. R.2920 of 23 October 1992 and the Electrical Machinery Regulations promulgated by Government Notice No. R.1953 of August 1988, respectively, as amended.

1. *Work shall be medium and low voltage electrical work. The contractor shall given proof of his high and low voltage registration.*

[Notes to the Client, Designer, Project Manager, Architect, Agent :

add references to the above project and include specific elements identified as the 'Critical Few'. The 'Critical Few' refer to those few or singular elements of the project that have the potential to impact in a major or devastating way on the project as a whole in the event of an accident or incident occurring. (20:80 principle)

**Because of the inherent generic nature of the Health and Safety Specifications document, specific relevant information on the project must be provided and it may be necessary to draft the required information under this paragraph on a separate attached document.**

**If at any time after commencement of the project changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are to be made available to the Principal Contractor to execute the work safely.]**

**N.B** The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specifications during the period of the project. Construction Regulation 5(3)(g) determines that potential contractors submitting tenders have made provision for the cost of health and safety measures during the construction process.

**THE HEALTH AND SAFETY PLAN IS THEREFORE TO BE INCLUDED WITH THE TENDER DOCUMENTS WHEN TENDERS ARE INVITED FOR THE PROJECT.**

## **9. HEALTH AND SAFETY FILE**

The Principal Contractor must, in terms of Construction Regulation 5(7), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health and Safety File is attached as an addendum to this document.

### **IMPORTANT:**

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

## **10. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE**

The Principal Contractor is required to maintain a CIFR of at least 8 (See Annexure 3. to this document: “Measuring Injury Experience”) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

## **11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS**

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project (see 4. below “Project/Site Specific Requirements”)

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

## **12. ARRANGEMENTS FOR MONITORING AND REVIEW**

### **12.1 Monthly Audit by Client and/or its Agent on its behalf**

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation 4(1)(d) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.

## **12.2 Other audits and inspections by client and/or its agent on its behalf.**

The Client and/or its Agent on its behalf reserves the right to conduct any other ad hoc audits and inspections as it and/or its Agent on its behalf deem necessary.

A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

## **12.3 Reports**

The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly “SHE Risk Management Report”.

The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:

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

OR where:

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

to the Provincial Director of the Department of Labour (DoL) within seven days and at the same time to the Client and/or its Agent on its behalf.

(Section 24 of the Act & General Administrative Regulation 8.)

The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.

The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports including the reports contemplated in 12.7, 12.8.2, 15, 16, 17, 21 and 22 below. As soon as the occurrence of any accident/incident of whatever nature comes to the notice of the Principal Contractor, it shall be reported immediately to any of the following:

## **12.4 Review**

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

## **12.5 Site Rules and other Restrictions**

### **12.5.1 Site OH&S Rules**

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction.

When required, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

### **12.5.2 Security Arrangements**

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site.

The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation 6(6), the Principal Contractor must appoint a competent Emergency Controller who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments. These must include a monthly practice/testing programmed for the plans e.g. January: trench collapse, February: flooding etc. and practiced/tested with all persons on site at the time, participating.

## **12.6 Training**

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

### **12.6.1 General Induction Training**

All employees of the Principal and other Contractors must be in possession of proof of General Induction training

### **12.6.2 Site Specific Induction Training**

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction training.

### **12.6.3 Other Training**

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training.

All employees in jobs requiring training in terms of the Act and Regulations must be in possession of valid proof of training as follows:

Occupational Health and Safety Training Requirements: (as required by the Construction Regulations and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee):

- \* General Induction (Section 8 of the Act)
- \* Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act)
- \* Site/Project Manager
- \* Construction Supervisor
- \* OH&S Representatives (Section 18 (3) of the Act)
- \* Training of the Appointees indicated in 12.6.1. & 12.6.2. above
- \* Operation of Cranes (Driven Machinery Regulations 18 (11)
- \* Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 21)
- \* Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 27)

- \* As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3)
- \* Storekeeping Methods & Safe Stacking (Construction Regulation 26)
- \* Emergency, Security and Fire Co-coordinator

### **12.7 Accident and Incident Investigation**

The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)

The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)

The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.

The Principal Contractor is responsible for the investigation of all road traffic accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

### **12.8 H&S Representatives (SHE-Reps) and H&S Committees**

#### **12.8.1 Designation of H&S Representatives('SHE – Reps')**

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6. & 7.)

H&S Representatives have to be designated in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

#### **12.8.2 Duties and Functions of the H&S Representatives**

The Principal Contractor must ensure that the designated H&S Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist and report thereon to the Principal Contractor, after which these reports shall be consolidated for submission to the Health and Safety Committee.

H&S Representatives must be included in and be part of accident/incident investigations.

H&S Representatives shall be members of at least one H&S Committee and must attend all meetings of that H&S committee.

#### **12.8.3 Establishment of H&S Committee(s)**

The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee. The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.

The H&S Committee must meet minimum monthly and consider, at least, the following Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph.

#### **Agenda:**

- 1) Opening and determining of chairmanship (only when necessary)
- 2) Minutes of Previous Minutes
- 3) Observations
- 4) Program and Safety considerations
- 5) Hygiene
- 6) Housekeeping improvement
- 7) Incidents & Accidents / Injuries

- 8) Registers:
  - a. H&S Rep. Inspections
  - b. Matters of First Aid
  - c. Scaffolding
  - d. Ladders
  - e. Excavations
  - f. Portable Electric Equipment
  - g. Fire Equipment
  - h. Explosive Power Tools
  - i. Power Hand tools
  - j. Incident! Report Investigation
  - k. Pressure Vessels
  - l. Personal Protective Equipment
- 9) Safety performance Evaluations
- 10) Education & Safety promotion program
- 11) First Aid Officials and training in First Aid
- 12) Demarcation of work- /hazardous-/safe areas/walkways
- 13) Posters and signage
- 14) Environmental preservation and conservation
- 15) Specific training programmes
- 16) General
- 17) Date of Next Meeting
- 18) Closing

### 13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- \* Clearing & Grubbing of the Area/Site
- \* Site Establishment including:
  - o Office/s
  - o Secure/Safe Storage and storage areas for materials, plant & equipment
  - o Ablution facilities
  - o Sheltered dining area
  - o Vehicle access to the site
- \* Dealing with existing Structures.
- \* Location of existing Services
- \* Installation & Maintenance of Temporary Construction Electrical Supply, Lighting and Equipment
- \* Adjacent Land uses/Surrounding property exposures
- \* Boundary & Access control/Public Liability Exposures (Remember: the Employer is also responsible for the OH&S of non-employees affected by his/her work activities.)
- \* Health risks arising from neighboring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, lightning, allergies etc.
- \* Exposure to Noise
- \* Exposure to Vibration
- \* Protection against dehydration and heat exhaustion
- \* Protection from wet & cold conditions
- \* Dealing with HIV/Aids and other diseases as per specific programme provided by the client and/or its Agent on its behalf
- \* Use of Portable Electrical Equipment including:
  - o Angle grinder
  - o Electrical Drilling machine
  - o Skill saw
- \* Excavations including:
  - o Ground/soil conditions
  - o Trenching
  - o Shoring
  - o Drainage
  - o Daily inspections
- \* Welding including:

- Arc Welding
- Gas welding
- Flame Cutting
- Use of LP Gas torches and appliances
- \* Loading & Offloading of Trucks
- \* Aggregate/Sand and other Materials Delivery
- \* Manual and Mechanical Handling
- \* Lifting and Lowering Operations
- \* Driving & Operation of Construction Vehicles and Mobile Plant including:
  - Trenching machine
  - Excavator
  - Bomag Roller
  - Plate Compactor
  - Front End Loader
  - Mobile Cranes and the ancillary lifting tackle
  - Parking of Vehicles & Mobile Plant
  - Towing of Vehicles & Mobile Plant
- \* Use and Storage of Flammable Liquids and other Hazardous Substances – the client and/or its Agent on its behalf to be informed of this prior to commencing of the project
- \* Layering and Bedding of trench floor
- \* Installation of Pipes in trenches
- \* Backfilling of Trenches
- \* Protection against Flooding
- \* Gabion work
- \* Use of Explosives - the client and/or its Agent on its behalf to be informed of this prior to commencing of the project
- \* Protection from Overhead Power Lines
- \* As discovered by the Principal Contractor's hazard identification exercise
- \* As discovered from any inspections and audits conducted by the Client and/or its Agent on its behalf or by the Principal Contractor or any other Contractor on site
- \* As discovered from any accident/incident investigation.

**13.1 The following are in particular requirements depending on scope of works and will form a basis for compliance audits.**

1. Administrative & Legal Requirements
2. Education, Training & Promotion
3. Public Safety & Emergency Preparedness
4. Personal Protective Equipment
5. Housekeeping
6. Scaffolding, Formwork & Support work
7. Ladders
8. Electrical Safeguarding
9. Emergency/Fire Prevention & Protection
10. Excavations & Demolition
11. Tools
12. Cranes
13. Personnel & Material Hoists
14. Transport & Materials Handling
15. Site Plant & Machinery
16. Plant & Storage Yards/Site Workshops Specifics
17. Health & Hygiene

**14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE**

**14.1 Administrative & Legal Requirements**

<b>OHS Act Section/ Regulation</b>	<b>Subject</b>	<b>Requirements</b>
Construction. Regulation 3	<b>Notice of carrying out Construction work</b>	Department of Labour notified Copy of Notice available on Site
General Admin. Regulation 4	<b>*Copy of OH&amp;S Act (Act 85 of 1993)</b>	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
COID Act Section 80	<b>*Registration with Compens. Insurer</b>	Written proof of registration/Letter of good standing available on Site
Construction. Regulation 4 & 5(1)	<b>H&amp;S Specification &amp; Programmed</b>	H&S Spec received from Client and/or its Agent on its behalf OH&S programme developed & Updated regularly
Section 8(2)(d) Construction. Regulation 7	<b>*Hazard Identification &amp; Risk Assessment</b>	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub-Contractors informed/trained
Section 16(2)	<b>*Assigned duties (Managers)</b>	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction. Regulation 6(1)	<b>Designation of Person Responsible on Site</b>	Competent person appointed in writing as Construction Supervisor with job description
Construction. Regulation 6(2)	<b>Designation of Assistant for above</b>	Competent person appointed in writing as Assistant Construction Supervisor with job description
Section 17 & 18 General Administrative Regulations 6 & 7	<b>*Designation of Health &amp; Safety Representatives</b>	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports auctioned by Management.
Section 19 & 20 General Administrative Regulations 5	<b>*Health &amp; Safety Committee/s</b>	H&S Committee/s established. All H&S Reps shall be members of H&S Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Auctioned by Management.
Section 37(1) & (2)	<b>*Agreement with Mandatories/ (Sub-)Contractors</b>	Written agreement with (Sub-)Contractors List of (Sub-)Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing Construction Supervisor designated Written arrangements re. H&S Reps & H&S Committee Written arrangements re. First Aid
Section 24 & General Admin. Regulation 8 COID Act Sect.38, 39 & 41	<b>*Reporting of Incidents (Dept. of Labour)</b>	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1?)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Admin. Regulation 9	<b>*Investigation and Recording of Incidents</b>	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at H&S Committee meeting Action taken by Site Management.
Construction. Regulation 8	<b>Fall Prevention &amp; Protection</b>	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site

		<p>Risk Assessment carried out for work at heights</p> <p>Fall Protection Plan drawn up/updated</p> <p>Available on Site</p>
Construction. Regulation 8(5)	<b>Roof work</b>	<p>Competent person appointed to plan &amp; supervise Roof work.</p> <p>Proof of appointees competence available on Site</p> <p>Risk Assessment carried out</p> <p>Roof work Plan drawn up/updated</p> <p>Roof work inspect before each shift. Inspection register kept</p> <p>Employees medically examined for physical &amp; psychological fitness. Written proof on site</p>
Construction. Regulation 9	<b>Structures</b>	<p>Information re. the structure being erected received from the Designer including:</p> <ul style="list-style-type: none"> <li>- geo-science technical report where relevant</li> <li>- the design loading of the structure</li> <li>- the methods &amp; sequence of construction</li> <li>- anticipated dangers/hazards/special measures to construct safely</li> </ul> <p>Risk Assessment carried out</p> <p>Method statement drawn up</p> <p>All above available on Site</p> <p>Structures inspected before each shift. Inspections register kept</p>
Construction. Regulation 10	<b>Formwork &amp; Support work</b>	<p>Competent person appointed in writing to supervise erection, maintenance, use and dismantling of Support &amp; Formwork</p> <p>Design drawings available on site</p> <p>Risk Assessment carried out</p> <p>Support &amp; Formwork inspected:</p> <ul style="list-style-type: none"> <li>- before use/inspection</li> <li>- before pouring of concrete</li> <li>- weekly whilst in place</li> <li>- before stripping/dismantling.</li> </ul> <p>- Inspection register kept</p>
Construction. Regulation 14	<b>Scaffolding</b>	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> <li>- erect scaffolding (Scaffold Erector/s)</li> <li>- act as Scaffold Team Leaders</li> <li>- inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s)</li> </ul> <p>Written Proof of Competence of above appointees available on Site</p> <p>Copy of SABS 085 available on Site</p> <p>Risk Assessment carried out</p> <p>Inspected weekly/after bad weather. Inspection register/s kept</p>
Construction. Regulation 11	<b>Excavations</b>	<p>Competent person/s appointed in writing to supervise and inspect excavation work</p> <p>Written Proof of Competence of above appointee/s available on Site</p> <p>Risk Assessment carried out</p> <p>Inspected:</p> <ul style="list-style-type: none"> <li>- before every shift</li> <li>- after any blasting</li> <li>- after an unexpected fall of ground</li> <li>- after any substantial damage to the shoring</li> <li>- after rain. Inspections register kept</li> </ul> <p>Method statement developed where explosives will be/ are used</p>
Construction. Regulation 19	<b>Explosive Powered Tools</b>	<p>Competent person appointed to control the issue of the Explosive Powered Tools &amp; cartridges and the service, maintenance and cleaning. Register kept of above</p> <p>Empty cartridge cases/nails/fixing bolts returns recorded</p> <p>Cleaned daily after use <b>Work areas are demarcated!</b></p>
<b>Construction. Regulation 22/Electrical Machinery Regulations 9 &amp; 10/</b>	<b>*Inspection &amp; Maintenance of Electrical Installation &amp; Equipment (including portable electrical tools)</b>	<p>Competent person appointed in writing to inspect/test the installation and equipment.</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Inspections:</p> <ul style="list-style-type: none"> <li>- Electrical Installation &amp; equipment inspected after installation,</li> </ul>

<b>Electrical Installation Regulations</b>		after alterations and quarterly. Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered. Weekly visual inspection by User/Issuer/Storeman. Register kept.
Construction. Regulation 26/ General Safety Regulation 8(1)(a)	<b>*Designation of Stacking &amp; Storage Supervisor.</b>	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction. Regulation 27/ Environmental Regulation 9	<b>*Designation of a Person to Co-ordinate Emergency Planning And Fire Protection</b>	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: <ul style="list-style-type: none"> <li>- Drilled/Practiced</li> <li>- Plan &amp; Records of Drills/Practices available on Site</li> </ul> Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on <b>register</b> . Inspected weekly. Inspection Register kept Serviced annually
General Safety Regulation 3	<b>*First Aid</b>	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulation 2	<b>Personal Safety Equipment (PSE)</b>	PSE Risk Assessment carried out Items of PSE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PSE PSE remain property of Employer, not to be removed from premises GSR 2(4)
General Safety Regulation 9	<b>*Inspection &amp; Use of Welding/Flame Cutting Equipment</b>	Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels
Hazardous Chemical Substances (HCS) Regulations Construction Regulation 23	<b>Control of Storage &amp; Usage of HCS and Flammables</b>	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of <b>HCS</b> (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Vessels under Pressure Regulations	<b>Vessels under Pressure (VUP)</b>	Competent Person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of VUP's Written Proof of Competence of above appointee available on Site Risk Assessment carried out Certificates of Manufacture available on Site Register of VUP's on Site Inspections & Testing by Approved Inspection Authority (AIA): <ul style="list-style-type: none"> <li>- after installation/re-erection or repairs</li> </ul>

		<ul style="list-style-type: none"> <li>- every 36 months.</li> <li>- Register/Log kept of inspections, tests. Modifications &amp; repair</li> </ul>
General Safety Regulation 13A	<b>Inspection of Ladders</b>	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly there after. Inspections register kept Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register
General Safety regulation 13B	<b>Ramps</b>	Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept. Daily inspected and noted in register

#### 14.2 Education & Training

Subject	Requirement
*Company OH&S Policy Section 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
*Company/Site OH&S Rules (Section 13(a))	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
*Induction & Task Safety Training (Section 13(a))	All new employees receive OH&S Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
*General OH&S Training (Section 13(a))	All current employees receive specified OH&S training: written proof Operators of Plant & Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.
*Occupational Health & Safety Promotion	<u>Incident Experience Board indicating e.g.</u> <ul style="list-style-type: none"> <li>* No. of hours worked without an Injury</li> <li>* No. of days worked without an Injury</li> </ul> Mission, Vision and Goal Star Grading - Board kept up to date. Safety Posters displayed & changed regularly Employee Notice Board for OH&S Notices. Site OH&S Competition. Company OH&S Competition. Participation in Regional OH&S Competition Suggestion scheme.

#### 14.3 Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
*Notices & Signs	Notices & Signs at entrances / along perimeters indicating <b>“No Unauthorised Entry”</b> . Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. <b>“Visitors to report to Office”</b> Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. <b>General Warning Signs</b>
Site Safeguarding Security Measures	Nets, Canopies, Platforms, Fans etc. to protect members of the public passing / entering the site. Access control measures/register in operation Security patrols after hours during weekends and holidays Sufficient lighting after dark Guard has access to telephone/ mobile/other means of emergency communication
Emergency Preparedness	Emergency contact numbers displayed and made available to Security & Guard Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards) Emergency contingency plan available on site/in yard Doors open outwards/unobstructed

<b>Emergency Drill &amp; Evacuation</b>	Emergency alarm audible all over (including in toilets) Adequate No. of employees trained to use Fire Fighting Equipment. Emergency Evacuation Plan available, displayed and practiced. <b>(See Section 1 for Designation &amp; Register)</b>
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#### 14.4 Personal Protective Equipment

Subject	Requirement
*PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
*Head Protection	All persons on site wearing Safety Helmets including Sub-contractors and Visitors (where prescribed)
*Foot Protection	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
*Eye and Face Protection	<u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: <ul style="list-style-type: none"> <li>* Jack/ Kango Hammers</li> <li>* Angle / Bench Grinders</li> <li>* Electric Drills (Overhead work into concrete / cement / bricks</li> <li>* Explosive Powered tools</li> <li>* Concrete Vibrators / Pokers</li> <li>* Hammers &amp; Chisels</li> <li>* Cutting / Welding Torches</li> <li>* Cutting Tools and Equipment</li> <li>* Guillotines and Benders</li> <li>* Shears</li> <li>* Sanders and Sanding Machines</li> <li>* CO2 and Arc Welding Equipment</li> <li>* Skill / Bench Saws</li> <li>* Spray Painting Equipment etc.</li> </ul>
*Hearing Protection	<u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following: <ul style="list-style-type: none"> <li>* Jack / Kango Hammers</li> <li>* Explosive Powered Tools</li> <li>* Wood/Aluminium Working Machines e.g. saws, planers, routers</li> </ul>
*Hand Protection	<u>Protective Gloves</u> worn by employees handling / using: <ul style="list-style-type: none"> <li>* Cement / Bricks / Steel / Chemicals</li> <li>* Welding Equipment</li> <li>* Hammers &amp; Chisels</li> <li>* Jack / Kango Hammers etc.</li> </ul>
*Respiratory Protection	Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using: <ul style="list-style-type: none"> <li>* Dry cement</li> <li>* Dusty areas</li> <li>* Hazardous chemicals</li> <li>* Angle Grinders</li> <li>* Spray Painting etc.</li> </ul>
*Fall Prevention Equipment	Suitable <u>Safety Belts</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: <ul style="list-style-type: none"> <li>* Scaffolding</li> <li>* Riggers</li> <li>* Lift shafts</li> <li>* Edge work</li> <li>* Ring beam edges etc.</li> </ul> Other methods of fall prevention applied e.g. catch nets
*Protective Clothing	All jobs requiring protective clothing ( Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
*PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE.

	<p>Commitment obtained from wearer accepting conditions and to wear the PPE.</p> <p>Record of PPE issued kept on H&amp;S File.</p> <p>PPE remain property of Employer, not to be removed from premises GSR 2(4)</p>
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#### 14.5 Housekeeping

Subject	Requirement
*Scrap Removal System	<p>All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily)</p> <p>Scrap/Waste removal from heights by chute/hoist/crane.</p> <p>Nothing thrown/swept over sides.</p> <p>Scrap disposed of in designated containers/areas</p> <p>Removal from site/yard on a regular basis.</p>
Stacking & Storage  (See Section 1 for Designation & Register)	<p><u>Stacking:</u></p> <ul style="list-style-type: none"> <li>* Stable, on firm level surface/base.</li> <li>* Prevent leaning/collapsing</li> <li>* Irregular shapes bonded</li> <li>* Not exceeding 3x the base</li> <li>* Stacks accessible</li> <li>* Removal from top only.</li> </ul> <p><u>Storage:</u></p> <ul style="list-style-type: none"> <li>* Adequate storage areas provided.</li> <li>* Functional – e.g. demarcated storage areas/racks/bins etc.</li> <li>* Special areas identified and demarcated e.g. flammable gas, cement etc.</li> <li>* Neat, safe, stable and square.</li> <li>* Store/storage areas clear of superfluous material.</li> <li>* Storage behind sheds etc. neat/under control.</li> <li>* Storage areas free from weeds, litter etc.</li> </ul>
*Waste Control/Reclamation	<p>Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas.</p> <p>All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber).</p> <p>Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.</p>
Sub-contractors (Housekeeping)	Sub-contractors required to comply with Housekeeping requirements.

#### 14.6 Working at Heights (including roof work)

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed
	<p>Roof work discontinued when bad/hazardous weather</p> <p>Fall protection measures (including warning notices) when working close to edges or on fragile roofing material</p> <p>Covers over openings in roof of robust construction/secured against displacement</p>

#### 14.7 Scaffolding / Formwork / Support Work

Subject	Requirement
Access/System Scaffolding	<p>Foundation firm / stable</p> <p>Sufficient bracing.</p> <p>Tied to Structure/prevented from side or cross movement</p> <p>Platform boards in good condition/sufficient/secured.</p> <p>Handrails and toe boards provided.</p> <p>Access ladders / stairs provided.</p> <p>Area/s under scaffolding tidy.</p> <p>Safe/unsafe for use signs</p> <p>Complying with OH&amp;S Act/SABS 085</p>
Free Standing Scaffolding	<p>Foundation firm / stable</p> <p>Sufficient bracing.</p> <p>Platform boards in good condition/sufficient/secured.</p>

	Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Height to base ratio correct Outriggers used /tied to structure where necessary Complying with OH&S Act/SABS 085
*Mobile Scaffolding	Wheels / swivels in good condition Brakes working and applied. Height to base ratio correct. Outriggers used where necessary Complying with OH&S Act/SABS 085
Formwork / Support Work	All components in good condition. Foundation firm / stable. Adequate bracing / stability ensured. Good workmanship / uprights straight and plumb. Good cantilever construction. Safe access provided. Areas under support work tidy. Same standards as for system scaffolding.
Edges & Openings	Edges barricaded to acceptable standards. Manhole openings covered / barricaded. Openings in floor / other openings covered, barricaded/fenced. Stairs provided with handrails. Lift shafts barricaded / fenced off.

#### 14.8 Ladders

Subject	Requirement
*Physical Condition / Use & Storage	Stepladders - hinges/stays/braces/stiles in order. Extension ladders - ropes/rungs/stiles/safety latch/hook in order. Extension / Straight ladders secured or tied at the bottom / top. No joined ladders used Wooden ladders are never painted except with varnish Aluminium ladders NOT to be used with electrical work All ladders stored on hooks / racks and not on ground. Ladders protrude 900 mm above landings / platforms / roof. Fixed ladders higher than 5 m have cages/Fall arrest system

#### 14.9 Electricity (as part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations”- see attached document)

Subject	Requirement
*Electrical Distribution Boards & Earth Leakage	Colour coded / numbered / symbolic sign displayed. Area in front kept clear and unobstructed. Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close Switches / circuit breakers identified. Earth leakage protection unit fitted and operating. Tested with instrument: Test results within 15 – 30 milliamps Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door Apertures and openings used for extension leads to be protected against the elements and especially rain
*Electrical Installations & Wiring	Temporary wiring / extension leads in good condition / no bare or exposed wires. Earthing continuity / polarity correct: <b>Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’</b>

	<p><b>in it, so the <u>b'R'own</u> wire connects to the <u>R'ight</u> hand connector. "Blue" has the letter 'L' in it, so the <u>b'L'ue</u> wire connects to the <u>L'eft</u> hand connector.</b></p> <p>Cables protected from mechanical damage and moisture. Correct loading observed e.g. no heating appliance used from lighting circuit etc. Light fittings/lamps protected from mechanical damage/moisture. Cable arrestors in place and used inside plugs</p>
*Physical condition of Electrical Appliances & Tools	<p><u>Electrical Equipment and Tools:</u> (includes all items plugging in to a 16 Amp supply socket)</p> <p>Insulation / casing in good condition. Earth wire connected/intact where not of double insulated design Double insulation mark indicates that no earth wire is to be connected. Cord in good condition/no bare wires/secured to machine &amp; plug. Plug in good condition, connected correctly and correct polarity.</p>

#### 14.10 Emergency and Fire Prevention and Protection

Subject	Requirement
*Fire Extinguishing Equipment	<p>Fire Risks Identified and on record</p> <p><u>The correct and adequate Fire Extinguishing Equipment available for:</u></p> <ul style="list-style-type: none"> <li>* Offices</li> <li>* General Stores</li> <li>* Flammable Store</li> <li>* Fuel Storage Tank/s and catchment well</li> <li>* Gas Welding / Cutting operations</li> <li>* Where flammable substances are being used / applied.</li> <li>* Equipment Easily Accessible</li> </ul>
*Maintenance	Fire equipment checked minimum monthly, serviced yearly
*Location & Signs	<p><u>Fire Extinguishing Equipment:</u></p> <ul style="list-style-type: none"> <li>* Clearly visible</li> <li>* Unobstructed</li> <li>* Signs posted including "No Smoking" / "No Naked Lights" where required. (Flammable store, Gas store, Fuel tanks etc.)</li> </ul>
* Storage Issue & Control of Flammables (incl. Gas cylinders)	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc.</p> <p>Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied</p> <p>Only sufficient quantities issued for one task or one day's usage</p> <p>Separate, special gas cylinder store/storage area.</p> <p>Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</p> <p>Types of Gas Cylinders clearly identified as well as the storage area and stored separately.</p> <p>Full cylinders stored separately from empty cylinders.</p> <p>All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.</p> <p>Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.</p>
*Storage, Issue & Control of Hazardous Chemical Substances (HCS)	<p>HCS storage principles applied: products segregated</p> <p>Only approved, non-expired HCS to be used</p> <p>Only the prescribed PPE shall be used as the minimum protection</p> <p>Provision made for leakage/spillage containment and ventilation</p> <p>Emergency showers/eye wash facilities provided</p> <p>HCS under lock &amp; key controlled by designated person</p> <p>Decanted/issued in containers as prescribed with information/warning labels</p> <p>Disposal of unwanted HCS by accredited disposal agent</p> <p>No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site</p> <p>All vessels or containers to be regularly checked for leaks</p>

#### 14.11 Excavations

Subject	Requirement
Excavations deeper than 1m.	Shored / Braced to prevent caving / falling in. Provided with an access ladder. Excavations guarded/barricaded/lighted after dark in public areas Soil dumped at least 1 m away from edge of excavation On sloping ground soil dumped on lower side of excavation All excavations are subject to daily inspections

#### 14.12 Tools

Subject	Requirement
*Hand Tools	<u>Shovels / Spades / Picks:</u> * Handles free from cracks and splinters * Handles fit securely * Working end sharp and true <u>Hammers:</u> * Good quality handles, no pipe or reinforcing steel handles. * Handles free from cracks and splinters Handles fit securely <u>Chisels:</u> * No mushroomed heads / heads chamfered * Not hardened * Cutting edge sharp and square <u>Saws:</u> * Teeth sharp and set correctly * Correct saw used for the job
*Explosive Powered Tools.	Only used by trained / authorised personnel. Prescribed warning signs placed / displayed where tool is in use. Work area must be properly isolated/demarcated during use of tool. Inspected at least monthly by competent person and results recorded. Issue and return recorded including cartridges / nails and unused cartridges / nails / empty shells recorded. Cleaned daily after use.

#### 14.13 Transport & Materials Handling Equipment

Subject	Requirement
*Site Vehicles	All Site Vehicles, Dumpers, Bobcats, Loaders etc; checked daily before use by driver / operator. Inventory of vehicles used/operated on site Inspection by means of a checklist / results recorded. No persons riding on equipment not designed or designated for passengers. Site speed limit posted, enforced and not exceeded. Drivers / Operators trained / licensed and carrying proof. No unauthorised persons allowed to drive / operate equipment.
Conveyors	Conveyor belt nip points and drive gear guarded. Emergency stop/lever/brake fitted, clearly marked & accessible and tested to be functional under full load.

#### 14.14 Site Plant and Machinery

Subject	Requirement
Brick Cutting Machine	Operator Trained. Only authorised persons use the machine. Emergency stop switch clearly marked and accessible. Area around the machine dry and slip/trip free/clear of off-cuts All moving drive parts guarded/electrical supply cable protected Operator using correct PPE - eye/face/hearing/foot/hands/body.
*Electric Arc Welder	Welder Trained. Only authorised / trained persons use welder. Earth cable adequately earthed to work. Electrode holder in good condition/safe Cables, clamps & lugs/connectors in good condition. Area in which welding machine is used is dry/protected from wet. Welder using correct PPE - eye/ face/foot/body/respirator. Correct transparent screens & warning signs placed
*Compressors	Relief valves correctly set and locked / sealed. Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge: not on glass cover. All drives adequately guarded. Receiver/lines drained daily Hoses good condition/clamped, not wired Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin
Concrete Mixer / Batch Plant	Top platform provided with guardrails. Dust abatement methods in use. Operators using correct PPE - eye / hands / respirators. All moving drive parts guarded. Emergency stops identified / indicated and accessible. Area kept clean/dry/and free from tripping and slipping hazards. Operators overseer identified and crane signals displayed and used.
*Gas Welding / Flame Cutting Equipment	Only authorised/trained persons use the equipment. Torches and gauges in good condition. Flashback arrestors fitted at cylinders and gauges. Hoses in good condition/correct type/all connections with clamps Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure. All cylinders regularly checked for leaks, leaking cylinders returned immediately Fire prevention/control methods applied/hot work permits.

#### 14.15 Plant & Storage Yards/Site Workshops Specifics

Subject	Requirements
Section 8(2)(1) General Machinery Regulation 2(1): <b>Supervision of the Use &amp; Maintenance of Machinery</b>	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of Machinery Critical items of Machinery identified/numbered/placed on register/inventory Inspection/maintenance schedules for abovementioned Inspections/maintenance carried out to above schedules Results recorded
General Machinery Regulation 9(2): <b>Notices re. Operation of Machinery</b>	Schedule D Notice posted in Work areas
Vessels under Pressure Regulation 13(1)(b): <b>Supervision of the Use &amp; Maintenance of Vessels under Pressure (VuP)</b>	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of VuP's VuP's identified/numbered/placed on register/Manufacturers plate intact Inspection/maintenance schedules for abovementioned Inspections/maintenance carried out to above schedules Results recorded/Test certificates available

Lock-out Procedure	Lock-out procedure in operation
Ergonomics	Ergonomics survey conducted – results on record Survey results applied
Demarcation & Colour Coding	Demarcation principles applied All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard Employees trained to identify colour coding
Portable & Bench Grinders	Area around grinder clear/trip/slip free Bench grinders mounted securely - grinder generally in good condition - no excessive vibration On/Off switch/button clearly demarcated/accessible Adequate guards in place Toolrest – secure/square/max. 2 mm gap, perpendicular to drive shaft Stone/disk - correct type and size/mounted correctly/dressed Use of Eye protection enforced
Battery Storage & Charging	Adequately ventilated, ignition free room/area/no smoking sign/s Batteries placed on rubber/wooden surface Emergency shower/eye wash provided No acid storage in area Prescribed methods in place and adhered to when charging batteries
Ancillary Lifting Equipment	Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/ numbered on register Chains in good condition/links no excessive wear/checked daily Lifting hooks – throat pop marked/safety latch fitted SWL/MML marked/displayed
Presses/Guillotines/ Shears	Only operated by trained/authorised persons Interlocks/lock-outs fitted/PPE worn or used at all times

#### 14.16 Workplace Environment, Health and Hygiene

Subject	Requirement
*Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
*Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
*Noise	Tasks identified where noise levels exceeds 85 dB at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB.
*Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
*Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided. Facilities for washing hands provided Soap/cleaning agent available for washing hands Means of drying hands available Lock-up changing facilities / area provided. Ablution facilities kept hygienic and clean.
*Eating / Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area Refuse bins with lids provided. Facilities kept clean and hygienic.
*Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into

	existing or newly dug holes/cavities on site expressly prohibited.
*Hazardous Chemical Substances	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable

## 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

The Principal Contractor shall at all times maintain his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.

The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

## 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice No.R1010 dated 18 July 2003.

The Principal Contractor is specifically referred to the following elements of the Construction Regulations:

- Regulation No. 1 - Definitions
- Regulation No. 2 - Scope of application
- Regulation No. 3 - Notification of construction work
- Regulation No. 5 - Principal Contractor and Contractor
- Regulation No. 6 - Supervision of construction work
- Regulation No. 7 - Risk Assessment
- Regulation No. 26 - Stacking & Storage on construction sites
- Regulation No. 28 - Construction welfare facilities
- Regulation No. 29 - Approved Inspection authorities
- Regulation No. 30 - Offences and penalties

The Principal Contractor shall ensure compliance to the Act and its Regulations and specifically to the above regulations, and document each record in the Health and Safety File.

## 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

The following activities are identifiable as hazardous in terms of the Construction Regulations.

The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Regulation No. 8 - Fall protection
- Regulation No. 9 - Structures
- Regulation No. 10 - Formwork and support work
- Regulation No. 11 - Excavation work
- Regulation No. 12 - Demolition work

Regulation No. 13	- Tunneling
Regulation No. 14	- Scaffolding
Regulation No. 15	- Suspended platforms
Regulation No. 16	- Boatswain's chairs
Regulation No. 17	- Material hoists
Regulation No. 18	- Batch plants
Regulation No. 19	- Explosive powered tools
Regulation No. 20	- Cranes
Regulation No. 21	- Construction vehicles & mobile plant.
Regulation No. 22	- Electrical installations and machinery on construction sites
Regulation No. 23	- Use and temporary storage of flammable liquids on construction sites
Regulation No. 24	- Water environments
Regulation No. 25	- Housekeeping on construction sites
Regulation No. 27	- Fire precautions on construction sites.

All these will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## **18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR**

### **Legal Framework**

#### Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- (i) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- (ii) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- (iii) The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
- (iv) The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- (v) The Post Office Act 1958 (Act 44 of 1958) as amended
- (vi) The Electricity Act 1984, Act 41 of 1984
- (vii) The Regulations of Local Gas Board(s)
- (viii) Legislation pertaining to water usage and the environment
- (ix) Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- (x) Common Law

## **19. HOUSE KEEPING**

Good housekeeping will be maintained at all times as per Construction Regulation No. 25. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

Particular emphasis is to be placed on the following crucial elements of a construction site:

- Phase priorities and production/plant layout
- Enclosures
- Pits, openings and shoring

- Storage facilities
- Effective, sufficient and maintained lighting or illumination
- Principal sources of injuries e.g. stairways, runways, ramps, loose building material
- Oil, grease, water, waste, rubble, glass, storm water
- Colour coding
- Demarcations
- Pollution
- Waste disposal
- Ablution and hygiene facilities
- First aid

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting.

## **20. LOCKOUT SYSTEMS**

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

## **21. INCIDENT INVESTIGATION**

Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. All incidents therefore, whether it gave rise to loss, injury, damage or not, shall be investigated and the results recorded in the Health and Safety File. (attached GAR 9)

## **22. GENERAL**

The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods longer than one month. The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications, as non-conformance will lead to the client taking action as directed by Construction Regulation 4.1(e). The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## **23. IMPORTANT LISTS AND RECORDS TO BE KEPT**

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- 1 List of appointments
- 2 List of record keeping responsibilities
- 3 Inspection checklist

These lists and documents are to be used as a point of reference to determine which components of the Act would be applicable to a particular site or task or project, as was intended under paragraph 1 (“Preamble”) above.

## 1. LIST OF APPOINTMENTS

ITEM	REGULATION	APPOINTMENT	RESPONSIBLE PERSON
1.	4(1)(c)	Principal contractor for each phase or project	Client
2.	5.(3)(b)	Contractor	Principal Contractor
3.	5(11)	Contractor	Contractor
4.	6(1)	Construction supervisor	Contractor
5.	6(2)	Construction supervisor sub-ordinates	Contractor
6.	6(6)	Health and Safety Officer	Contractor
7.	7(1)	Person to Carry Out Risk Assessment	Contractor
8.	7(4)	Trainer/Instructor	Contractor
9.	8(1)(a)	Fall Protection Planner	Contractor
10.	10 (a)	Formwork & Support Work Supervisor	Contractor
11.	10(e) + (f)	Formwork & Support Work Examiner	Contractor
12.	11(1)	Excavation Supervisor	Contractor
13.	11(3)(b)(ii)(b)	Professional Engineer or Technologist	Contractor
14.	11(3)(k)	Explosives Expert	Contractor
15.	12(1)	Supervisor Demolition Work	Contractor
16.	12(2) + (3)	Demolition Expert	Contractor
17.	12(11)	Explosives Expert	Contractor
18.	14(2)	Scaffold Supervisor	Contractor
19.	15(1)	Suspended Platform Supervisor	Contractor
20.	15(2)(c)	Compliance Plan Developer	Contractor
26.	19(2)(b)	Power Tool Expert	Contractor
27.	19.2 (g) (i)	Power Tool Controller	Contractor
31.	22(d)	Temporary Electrical Installations Inspector	Contractor
32.	22 (e)	Temporary Electrical Installations Controller	Contractor
33.	26 (a)	Stacking and Storage Supervisor	Contractor
34.	27 (h)	Fire Equipment Inspector	Contractor

## 2. LIST OF RECORD KEEPING RESPONSIBILITIES

ITEM	CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
1.	3(3)	Notification to Provincial Director – Annexure A Available on site	Principal Contractor
2.	4(3)	Copy of Principal Contractor's Health & Safety Plan Available on request	Client
3.	5(6)	Copy of Principal Contractor's Health & Safety Plan As well as each Contractor's Health & Safety Plan Available on request	Principal Contractor
4.	5(7)	Health and Safety File opened and kept on site (including all documentation required i.t.o. OHSA & Regulations Available on request	Every Contractor
5.	5(8)	Consolidated Health and Safety File handed to Client on completion of Construction work. To include all documentation required i.t.o. OHSA & Regulations and records of all drawings, designs, materials used and similar information on the structure	Principal Contractor
6.	5(9)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done Included in Health and Safety file and available on request	Principal Contractor
7.	6(7)	Keep record on the Health and Safety File of the input by Construction Safety Officer [CR 6 (7)] at design stage or on the Health and Safety Plan	Contractor
8.	7(2)	Risk Assessment - Available on site for inspection	Contractor
9.	7 (9)	Proof of Health and Safety Induction Training	Every Employee on site
10.	8(3)	Construction Supervisor [CR 6(1)] has latest updated version of	Contractor

		Fall Protection Plan [CR 8(1)]	
11.	9(2)(b)	Inform contractor in writing of dangers and hazards relating to construction work	Designer of Structure
12.	9(3)	All drawings pertaining to the design of structure On site available for inspection	Contractor
13.	9(4)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Owner of Structure
14.	9(5)	Maintenance records - safety of structure - Available on request	Owner of Structure
15.	10(d)	Drawings pertaining to the design of formwork/support work structure - Kept on site, available on request	Contractor
16.	11(3)(h)	Record of excavation inspection - On site available on request	Contractor
17.	17(8)(c)	Material Hoist daily inspection entered and signed in record book kept on the premises	Contractor
18.	17(8)(d)	Maintenance records for Material Hoist - Available on site	Contractor
19.	22(d)	Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	Contractor
20.	27(l)	Fire Evacuation Plan	Contractor

### 3. INSPECTION CHECKLIST

Employer Particulars	
Employer:	
Registered Name of Enterprise:	
Trade Name of Enterprise:	
Company Registration No.:	
SARS Registration No.:	
UIF Registration No.:	
COIDA Registration No.:	
Relevant SETA for EEA purposes:	
Industry Sector:	
Bargaining Council:	
Contact Person:	
Address of Premises:	
Postal Address:	
Telephone Number:	
Fax Number:	
E-mail Address:	
Chief Executive Officer:	
Chief Executive Officer Address:	
Competent Person:	
Maximum power demand: in KW	
Health and Safety Representatives:	
Activities, products manufactured and/ services rendered:	
Raw materials, materials and chemical/ biological substances:	
Total Number of Employees:	Male: Female:

Contractor Particulars	
Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR14: SCAFFOLDING:	
CR15: SUSPENDED SCAFFOLDING:	
CR17(6): MATERIAL HOIST (S):	
CR18(1): BATCH PLANT:	
CR8(1)(a): FALL PROTECTION:	
CR11(1)(1): EXCAVATION WORK:	
CR12: DEMOLITION WORK:	
CR19(2)(b): EXPLOSIVE POWER TOOLS	
CR26(a): STACKING	

INSPECTION				
SECTION/REGS	ITEM CHECKED	N/A	YES	NO
	<b>APPOINTMENTS</b>			
CR6(1)	Supervisor:			
CR6(2)	Assistant Supervisor:			
S17(1)	Health & Safety Representative: (ratio)			
S19(1)	Health & Safety Committees			
CR 12(1)	Demolition Director			
	<b>DOCUMENTS</b>			
GAR 9(1)	Records of Incidents			
GAR 4	Copy of the Act			
GAR 7	Safety Reps Report			
GAR 8	Safety Committee Minutes			
DMR 18(7)	Lifting Machinery Log (Crane)			
CR 3(3)	Notification of Construction Work			
CR 7(2)	Risk Assessment			
CR 7(9)(e)	Proof of the Health & Safety Induction Training			
CR 11(13)(h)	Inspection of Excavation (Records)			
CR 20(g)	Crane Operator Medical Certificate			
CR 21(11)	Mobile Plant Operator Medical Certificate			
CR 18(9)	Batch Plant Repairs & Maintenance Records			
CR22(d)	Temporary Electrical Installation Record			
CR 5(7)	Health & Safety File			
CR 15(11)	Suspended Platforms' Performance Records			
CR 17(b)& (c )	Material Hoists Record Book			
IMPROV NOTICE	Scaffolding Log Book			
CR 21(1)(d)(ii)	Medical Certificate of Fitness			

CR 21(1)(I)	Construction Vehicle & Mobile Plant Register			
CR 22(d)	Electrical Installation & Machinery Register			
	<b>INCIDENTS</b>			
GAR 8(1) S24	Reported			
GAR 9(1)	Recorded Investigated Action Taken			
	<b>PUBLIC SITE</b>			
FR 2(1)	Sanitary Facilities			
CR 28(1) (c)	Changing Facilities for each sex			
CR 25(d)	Perimeter fence & no admittance			
CR 25(e)	Overhead protection netting/falling objects			
NB Notice	Pedestrian warning			
	<b>PERSONAL SAFETY EQUIPMENT</b>			
	Items Issued:			
GSR 2(3)	Items Required:			
S23	(What is the payment on each item?)			
	<b>SAFETY PLANS</b>			
	FIRST AID			
GSR 3(6)	Name(s) of First Aider (s):			
CR 4(1)(3)	Client's Health & Safety Specification			
CR5	Principal's contractor H&S Plan			
	<b>FIRE HAZARD &amp; PRECAUTIONS</b>			
GSR 4	Flammables used, waste, hot work, diesel			
ER 9(1)	Portable Extinguishers			
	<b>ELECTRICAL INSTALLATIONS &amp; MACHINERY</b>			
CR22	Guarding & PPE to Electrical Installations			
	<b>ILLUMINATION</b>			
ER 3(6)	Dangerous Places			
	Housekeeping			
ER6(2)(b),(c),(d)	Clear space storage			
ER6(3)	Disposal of waste			
	<b>EXCAVATIONS</b>			
CR 11(3)(l)	Barricades			
CR 11(3)(c)	Safe Depth Shoring/Bracing			
CR 11(1)(a)	Monitored			
CR 11(3)(h)	Excavation Inspection Record			
	<b>GUARDING</b>			
ER 6(2)(f)	Floor Openings			
	Floor slab sides, Shafts			
	<b>SITE EQUIPMENT</b>			
GSR 13A(a)	Ladders condition, secured			

IMPROV	Scaffold condition, secured			
	Platforms no. of boards condition Support 1.25. Toe Boards			
IMPROV	Hand Rails			
	<b>SITE MACHINES</b>			
DMR 3(2)(3)	Circulars, guards, riving knives			
DMR 2(a)	Mixers guarded			
	<b>ELECTRIC POWER</b>			
EMR 6(1)	Supply Board, condition E.L Relay Test			
GMR 3(1)	Condition of Tools, Leads, Plugs, etc			
	<b>LIFTING MACHINE/TACKLE</b>			
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			
	<b>EXPLOSIVE POWERED TOOLS</b>			
CR 19(1)	Safe Use and Storage			
IMPROV	Warning Notice			
	<b>ROOF WORK</b>			
CR 8(1)	Safety equipment & precautions			
CR 8(2)	Fall protection plan			
CR 8(3)	Updated fall protection plan			
	<b>ASBESTOS CEMENT</b>			
AR 10(a)	Suitable Tools			

**WARNING:** Under no circumstances shall any work of any nature whatsoever on any ASBESTOS material be undertaken unless the work is entrusted and mandated to a “REGISTERED ASBESTOS CONTRACTOR” in terms of the Asbestos Regulations. [CR 12(9)] (plse. contact the Regional Manager’s Office)

**24. HEALTH AND SAFETY FILE COMPILATION AND CONTENT**  
(Document attached)

**25. SAFETY AND SWITCHING PROCEDURES FOR ELECTRICAL INSTALLATIONS** (Document attached)

**NOTE:**

The guidelines and conditions provided in this attached document form an integral constituent of the Health and Safety Specifications. It is therefore a condition of acceptance that no Health and Safety Plan shall be complete unless all relevant elements of this document applicable to the above project have been included in the Health and Safety Plan. The final approval of the Health and Safety Plan in terms of CR 4(2) shall be subject to this requirement based on the following certification by the Principal Contractor or his Agent:

*“ I hereby certify that I have taken cognisance of the content of the document titled ‘**SAFETY AND SWITCHING PROCEDURES FOR ELECTRICAL INSTALLATIONS**’ and have included the relevant elements of the document applicable to the above project in my Health and Safety Plan and shall ensure adherence to the requirements thereof.”*

The contents of CR 5 is pivotal when mandatory appointments are contemplated.

**26. GUIDE TO THE GENERAL ADMINISTRATIVE REGULATIONS**  
(Document attached)

**27. IMPORTANT CONTACT DETAILS (HEALTH & SAFETY ONLY)** (Document attached)

# ATTACHMENTS

14. **HEALTH AND SAFETY FILE COMPILATION AND CONTENT**
15. **SAFETY AND SWITCHING PROCEDURES FOR ELECTRICAL INSTALLATIONS**
16. **GUIDE TO THE GENERAL ADMINISTRATIVE REGULATIONS**
17. **IMPORTANT CONTACT DETAILS - HEALTH & SAFETY ONLY**

# **“HEALTH AND SAFETY FILE”**

**FOR**

**PROJECTS AND MAINTENANCE  
(BUILDING/ELECTRICAL/MECHANICAL)**

**MANAGED ON BEHALF OF**

**THE NATIONAL DEPARTMENT OF  
PUBLIC WORKS**

This document serves as a guide to Principle Contractors and Contractors (and their agents) to assist them in complying with the requirements of the Act and more specifically the Construction Regulations and to ensure a most comprehensive Health and Safety File. Kindly note the following extractions from the Construction Regulations:

*“Every contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of the Act and the Regulations, is opened and kept on site and made available to an inspector, client, client’s agent or principle contractor upon request. [CR 5(7)]*

*A Principal Contractor shall hand over a consolidated health and safety file to the client upon completion of the construction work and shall, in addition to the documentation referred to in sub regulation (7) [above], include a record of all drawings, designs, materials used and other similar information concerning the completed structure. [CR 5(8)]*

*A Principal Contractor shall ensure that in addition to the documentation required in the health and safety file as determined in the two sub regulations above, a comprehensive and updated list of all the contractors on site accountable to the Principal Contractor, the agreements between the parties and the type of work being done are included and available. [CR 5(9)]”*



The information, documentation and lists required to be included in the Health and Safety File as contemplated in the Construction Regulations [CR 5(7)], shall be suitably and sufficiently documented in terms of the following items listed below to ensure compliance with the Act as far as is reasonably practicable.

**Note:** In the event that any of the items listed below may not have reference to the planning, implementation and completion of the work to be done pertaining to the project on the construction site, it must clearly be indicated as such with a proper statement e.g. ‘Not Applicable’. All other relevant references or items below shall relate to the information required as contemplated in the Act and Regulations.

**IMPORTANT - This Health and Safety File shall be regarded as the property of the Client as it has to be consolidated and handed over to the Client upon completion of the project. The Principal Contractor shall ensure that this file is adequately protected against any form of damage, abuse or fraud.**

***Registers as follows:***

- \* Accident/Incident Register (Annexure 1 of the General Administrative Regulations)
- \* H&S Representatives (‘SHE - Reps’) Inspection Register
- \* Arc & Gas Welding & Flame Cutting Equipment Inspections
- \* Inspection of Cranes
- \* Inspection of Ladders
- \* Inspection of Vessels under Pressure plus all other excluded under VUP regulations
- \* Fire fighting equipment

The H&S Representatives (SHE-Reps) will be required to submit the abovementioned registers as well as other legally required registers, also from the list below, on a monthly basis to the chairman of the H&S committee for submission to, and endorsement by the H&S Committee. Also refer to the suggested Agenda for the H&S Committee under 12.8.3

***Documents as follows:***

Copy of OH&S Act (updated) (General Administrative Regulation 4.)  
Proof of Registration and good standing with a COID Insurer (Construction Regulation 4(1)(g))  
Appointments – in terms of the Construction Regulations \* [See references Page 4]  
Notification of Construction Work – Annexure 1 [CR 3]  
H&S Specifications [CR 4]  
H&S Plan – Principal Contractor, Contractor & Sub-contractors [CR 5(1) & (4)]  
Proof of Periodic Audits [CR 4, 5 & 6]  
List of all Contractors (accountable to Principal Contractor) on site [CR 5(9)]  
Contractor Agreements [CR 5(9)]  
Type of work done on site [CR 5(9)]

*The following further identified requirements in terms of the Act and other Regulations of the Act are similarly applicable as part of the contents of the ‘Health and Safety File’:*

*\*The Appointments to be made in writing with job descriptions as per the Construction Regulations may include some or all of the following:*

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- [CR 17(8)(a)]
- [CR 18(1) + (7)]
- [CR 19(2)(b) + (2)(g)(i)]
- [CR 20(f)]
- [CR 21(1)(d)(i) + (1)(j)]
- [CR 22(d) + (e)]
- [CR 26(a)]
- [CR 27(h)]

CONSTRUCTION SAFETY OFFICER - [CR 6(6)]

DESIGNER - [CR 9(2)]

☐      ☐      ☐

**IMPORTANT:**

A copy of the following certification in terms of the “**SAFETY AND SWITCHING PROCEDURES FOR ELECTRICAL INSTALLATIONS**” (Document attached) signed by the prospective tenderer / contractor is to be included in the Health and Safety File:

*“ I hereby certify that I have taken cognizance of the content of the document titled ‘SAFETY AND SWITCHING PROCEDURES FOR ELECTRICAL INSTALLATIONS’ and have included the relevant elements of the document applicable to the above project in my Health and Safety Plan and shall ensure adherence and compliance to the requirements thereof.”*

# **NATIONAL DEPARTMENT OF PUBLIC WORKS**

## **SAFETY AND SWITCHING PROCEDURES**

### **FOR**

## **ELECTRICAL INSTALLATIONS**

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### **1 REGULATIONS AND DEFINITION OF COMPETENT PERSON:**

#### **1.1 REGULATIONS:**

All persons who carry out or arrange for work of any description for the Department in connection with electrical apparatus shall make themselves acquainted with the Occupational Health and Safety Act (Act 85 1993) with particular reference to the Electrical Machinery Regulations, Regulations 1 to 23 inclusive.

Access to the above Act and its Regulations can be arranged with the Regional Manager.

## 1.2 DEFINITION OF COMPETENT PERSON:

“competent person” in relation to machinery, means any person who—

- (a) has served an apprenticeship in an engineering trade which included the operation and maintenance of machinery, or has had at least five years’ practical experience in the operation and maintenance of machinery, and who during or subsequent to such apprenticeship or period of practical experience, as the case may be, has had not less than one year’s experience in the operation and maintenance appropriate to the class of machinery he is required to supervise;
- (b) has obtained an engineering diploma in either the mechanical or electro technical (heavy current) fields with an academic qualification of at least T3 or N5, or of an equivalent level, and who subsequent to achieving such qualification has had not less than two years’ practical experience in the operation and maintenance appropriate to the class of machinery he is required to supervise;
- (c) is a graduate engineer and has had not less than two years’ post-graduate practical experience in the operation and maintenance appropriate to the class of machinery he is required to supervise and who has passed the examination on the Act and the regulations made there-under, held by the Commission of Examiners in terms of regulations E5 (2) of the regulations published under Government Notice R.929 of 28 June 1963; or
- (d) is a certificated engineer;

## **2 SAFETY EQUIPMENT**

The following equipment required for working on electrical installations and distribution systems, must be maintained in good order and repair and must be made available:-

Safety belt, overalls, hard hat, safety shoes or boots, rubber gloves, "Men Working" notice boards, locks for locking off switches, buss bar shutters in truck-type switchgear, isolators or earthing links, rubber sheet and length of rope with short circuiting earthing-chains, earthing sticks and testing/phasing sticks rated for the voltage of the equipment to be tested.

Under no circumstances shall work be carried out on electrical apparatus unless the proper safety equipment is used

With regard to overhead linesmen, no work shall be carried out unless use is made of a non-metallic ladder and the appropriate safety belt, rubber gloves, overalls, hardhat and safety shoes or boots are worn. The buddy system must also be implemented.

## **3 DEFINITION OF OPERATING TERMS**

### 3.1 Alive or live

This means electrically connected to the power system and/or electrically charged.

Consider an isolated overhead line that is not earthed. An overhead line can be electrically connected to the system in the following ways:

- (a) By means of a metallic conductor such as links and breakers or switches. This is the normal way of transmitting electrical energy.
- (b) Electromagnetic induction or transformer action from a nearby current carrying line will induce a dangerous voltage in the isolated lines and are a hazard to all personnel that must work on or with the line.
- (c) Electrostatic induction or condenser action from a nearby live line will induce a dangerous voltage in any isolated, but not earthed, overhead line. Electrically charged means at a potential difference or voltage above zero

### 3.2 Dead

This means that any apparatus so described is isolated from the power system. Rotating plant shall not be regarded as dead until it is stationary or is being slowly rotated by means of barring gear and is not excited.

The Occupational Health and Safety Act defines dead as: “dead” means at or about zero potential and isolated from any live system. Disconnected has the same meaning as isolated. An overhead line disconnected from all sources of supply but not earthed, cannot be regarded as dead because:

- (a) It can retain a static charge.
- (b) It can acquire a static charge due to atmospheric conditions.
- (c) It can accidentally be made alive.
- (d) Nearby lines continually induce voltage in them.

The regulations recognise only the following devices as disconnects or isolators:-

- (a) Links.
- (b) Fuses.
- (c) Truck type switchgear.

### 3.3 Earthing

This means the connecting of apparatus electrically to the general mass of earth in such a manner as will ensure at all times an immediate safe discharge of electrical energy. This is done through an earth bar or spike by means of a good metallic conductor.

To fully appreciate this definition we must refer to the Electrical Machinery Regulations, Regulation 3 of the Occupational Health and Safety Act which states:

"Work on Disconnected Electrical Machinery. —Without derogating from any specific duty imposed on employers or users of machinery by the Act, the employer or user shall, whenever work is to be carried out on any electrical machinery which has been disconnected from all sources of electrical energy but which is liable to acquire or to retain an electrical charge, as far as is practicable, cause precautions to be taken by earthing or other means to discharge the electrical energy to earth from such electrical machinery or any adjacent electrical machinery if there is danger if there is danger there from before it is handled and to prevent any electrical machinery from being charged or made live while persons are working thereon."

Electrical apparatus and in particular overhead lines may become charged due to:-

- (a) Direct lightning strokes.
- (b) Electro magnetically induced currents due to a lightning stroke in the immediate vicinity of the line.
- (c) Electro statically induced charges on the lines due to the presence of thunderclouds.
- (d) Electrostatic charges imparted to the line by the friction of dust or snow blowing past the conductors.
- e) Electrostatic charges imparted to the line due to changes in line altitude"

These changes are responsible for tremendously high voltages between overhead lines and earth, in fact, sometimes high enough to cause a flash over on insulators. A spark may span several centimetres of air to a person's hand should he approach too closely to an isolated unearthed overhead line.

An overhead line or apparatus can be made alive by:

- (a) Unauthorised operating, i.e., closing the wrong links and breaker.
- (b) Faulty wiring on consumer's stand-by sets. (Back feed from consumer)
- (c) A broken overhead conductor from a different line falling onto the isolated line.
- (d) Synchronising plugs.

From the foregoing paragraphs it is clear that the purpose of earthing isolated lines and apparatus are:

- (a) To discharge them should there be a residual voltage or charge.
- (b) To prevent them acquiring a static charge.
- (c) To prevent danger to persons working on apparatus in the event of someone accidentally making it alive.
- (d) To dissipate induced voltages continuously and safely.

Earthing gear means the fixed or portable appliances used for earthing electrical apparatus. The dangers from inadequate or improper earth connections are:

- (a) Electrocution.
- (b) Burns from arcing.
- (c) Electric shock leading to falls.

Earthing may be done by the closing of earthing links, or by the attaching of fixed earthing devices or by the affixing of portable earthing straps. In each case the main idea is to ensure the safety of personnel.

In affixing portable earth straps, the connection to the earthbar or earthed metal or spike must be made first and in removing such earthing straps, the disconnecting from the earthbar or earthed metal or spike must be done last. Also, a link stick or an insulated stick should be used to connect the earth wires to the overhead lines or apparatus.

These requirements are most important because connecting the portable strap first to earth and then to the conductors by means of a link stick avoids the risk of a shock to the operator from static charges or induced voltages.

**REMEMBER:** *Always safety test before applying earths.*

### 3.4 Isolate

This means to disconnect from all Sources of electrical potential by means of opening of links or fuses or the withdrawal of truck-type circuit-breakers.

All sources of electrical potential mean all points or circuits from where the apparatus can be made alive. Links, fuses and truck-type switchgear can be regarded as isolators because:

- (a) They leave a visible air gap in a circuit when open, removed or withdrawn.
- (b) They contain no stored energy and will not close due to defects.
- (c) They can be locked in a physical condition and thus can only be operated by the person with the correct key.

Opening links and locking them in the open position; removing fuses and locking them away; withdrawing truck-type switchgear and locking the buss bar shutters are the only safe methods of isolating.

### 3.5 Circuit Breaker

This is a device designed to make or break electric current under normal and fault conditions. A breaker can make or break an electric current because it is designed to extinguish the arc very rapidly and effectively. It is also designed to withstand the tremendous forces under short circuit conditions. The arc-extinguishing medium for high-voltage breakers is normally air, oil or vacuum and should this medium be lost, the breaker becomes a link. Never use a breaker without an arc-extinguishing medium to interrupt current flow because the breaker will probably explode or it will sustain severe damage.

A fault condition is any condition that will cause an excessive amount of current flow. The normal fault conditions are:

- (a) Phase faults.
- (b) Earth faults.
- (c) Open circuit in one line of a three-phase system (Single-phasing).
- (d) Too low a voltage. (Motors will draw a large current or even stall).

- (e) Too high a voltage.
- (f) Overloading.

For the following reasons breakers cannot be regarded as isolators:

- (a) They leave no visible gap in a circuit.
- (b) They contain stored energy and can close on their own due to various defects.
- (c) It is normally not possible to lock them in an open position.
- (d) Oil circuit-breakers are subjected to carbon tracking which could cause a flash-over between contacts.

### 3.6 Link

This is a device for making or breaking a circuit when no load current is flowing. Links differ from breakers and switches in the following respects:

- (a) They are not equipped with an arc extinguishing medium/device.
- (b) Their movement is very slow.

Should current be interrupted by means of links, an uncontrollable arc will be struck at the points where the contacts part.

The temperature of the arc is so high (+ 2 000°C) that it will simply melt the parting contacts. As the contacts move further apart, the arc will lengthen and burn everything away. Molten metal could splash onto the operator and cause severe injuries.

As the arc lengthens, considerable noise is generated and the light intensity is so severe that the operator could suffer from “welding flash” of the eyes.

When apparatus equipped with earthing links is required to be earthed at more than one place, the earthing links shall always be closed first and thereafter, any necessary portable earthing gear may be affixed to the apparatus.

In removing the earths in readiness for making the apparatus alive, all portable earthing gear shall first be removed and earthing links shall be opened last.

Closing the earthing links first ensures maximum safety to the operator. These links are easily operated, make good contact and the operating handles are at a safe distance from the contact points.

Locks and keys shall also be provided for links. The operating mechanism of all manually operated links shall be fitted with fastenings for locks. The operating mechanisms of each set of manually operated links shall normally be locked whether the links are in the open or in the closed position.

The locking of links provides a safeguard against their being opened or closed in error by other persons apart from the one with the correct key and a written instruction to operate.

### 3.7 Operating methods

This means switching, linking, safety testing and earthing. This definition also indicates the order of operating when making apparatus safe to work on.

- (a) Switching -
  - (i) Open breaker or switch to interrupt current flow safely, i.e. prevent arcs.
  - (ii) Close breaker or switch to start current flow - the only safe way.
- (b) Linking - open at least one set of links from where the apparatus can be made alive and lock the links in the open position. Always ensure that you are not going to start or interrupt current flow with the links by ensuring that the breaker or switch is open.
- (c) Safety test - test all three phases to ensure that the apparatus is disconnected from all sources of supply and that there is no back-feed from a consumer's standby set or other source.

- (d) Apply earths - ensure safety of the workers by:-
  - (i) Discharging the line or apparatus.
  - (ii) Preventing the line from acquiring a static charge.
  - (iii) Preventing the line or apparatus from being accidentally made alive.

Before applying portable earths, ensure that they are mechanically and electrically in good condition. There should be no broken strands, the clamps should be rigid and without defect and when applied properly, should make intimate contact with the conductors and earthbar or spike. The earthing cable tails should be as short as possible. The current carrying capacity of the portable earth is greatly reduced by broken strands. It will act as a fuse and increase the danger to workmen.

#### **4 GENERAL SAFETY PRECAUTIONS**

**No person shall carry out work of any description (including maintenance, repairs, cleaning and testing) on any part of electrical apparatus unless such parts of the apparatus are:**

- (a) dead;
- (b) disconnected, isolated and all practicable steps taken to lock off from live conductors;
- (c) efficiently connected to earth with the appropriate earthing sticks or gear designed for this purpose at all points of disconnection of supply;
- (d) screened where necessary to prevent danger, and caution and danger notices fixed;

and unless such person is fully conversant with the nature and extent of the work to be done.

It is the duty of the competent person in charge of the work to ensure that the foregoing provisions are complied with. He shall also ensure that when the work has been completed, the apparatus is safe to be made alive and that all earths and temporary danger notices have been removed.

Provided that cleaning and painting of earthed metal enclosures, connections or disconnections of circuits to or from live systems may be carried out in accordance with instructions issued by the competent person concerned.

Provided also that where the design of the apparatus precludes the strict compliance with all details of these precautions, the work shall be carried out to the instructions of the senior competent person present.

When any person receives instructions: regarding work on or the operation of high voltage apparatus he shall report any objection to the carrying out of such instructions to the competent person who shall have the matter investigated and, if necessary, referred to higher authority.

#### **5 ACCESS TO HIGH VOLTAGE ENCLOSURES AND APPARATUS**

Enclosures, chambers, cubicles or cells containing high voltage conductors shall be kept locked and shall not be opened except by a competent person.

#### **6 SWITCHING:**

- (a) No switching shall be carried out without the sanction of the appropriate competent person except for agreed routine switching or in cases of emergency.

All telephone instructions/messages relating to the switching operation shall be written down and be repeated in full to the sender to ensure that the message has been accurately received.

- (b) When a switch shows any sign of distress after operating, its condition shall be immediately reported to the appropriate competent person, and it shall be examined before further operation.
- (c) The examination of and necessary adjustments including inspection and/or changing of oil of any high voltage oil immersed circuit-breaker which has operated under fault conditions shall be carried out if possible before the circuit-breaker is re-closed, or at the earliest available opportunity thereafter.

## **7 WORK IN SUBSTATIONS AND SWITCHING STATIONS CONTAINING EXPOSED LIVE CONDUCTORS.**

### **7.1 Safety Clearances to Live Conductors:**

Unless the whole equipment is “dead”, the section which is made dead for work to be carried out shall be defined by the use of barriers or roping such that the minimum clearance from the nearest exposed conductor to ground level or platform or access way shall be:-

Rated Voltage	Clearance
Up to 11 kV	3.0 m.
From 11kV to 33kV	3.4 m

The area at ground level shall be only that in which the work is to be carried out.

### **7.2 Insufficient Clearances**

If the above clearances are not sufficient to avoid danger, other suitable arrangements shall be made to provide the requisite degree of safety.

### **7.3 Ladders and Other Long Objects**

Ladders and other long objects shall not be used without the permission of the senior authorised person in charge of the work and the movement and erection of such ladders shall be under his/her direct supervision at all times.

## **8 WORK ON METAL CLAD SWITCHGEAR SPOUTS:**

- (i) The section of bus bars on which work is to be carried out shall be made dead and isolated from all points of supply.
- (ii) The shutters of live spouts shall be locked closed.
- (iii) The busbars shall be earthed with approved earthing equipment if possible, at a panel other than that at which work is to be carried out. Temporary earths shall in any case be applied to all phases on the busbar at the point of work. These earths may then be removed one phase at a time for work to be carried out. Each phase earth shall be replaced before a second phase earth is removed.

For the earthing of metal clad switchgear, approved appliances only shall be used. The insertion of the hand or any other tool in contact spouts for this purpose is forbidden.

## **9 WORK ON TRANSFORMERS:**

When work is carried out on transformers, both the primary and secondary switches and isolators shall be opened. The transformer shall also be isolated from all common neutral earthing equipment from which it may become live. This does not require the disconnection of solidly earthed neutrals.

## **10 WORK ON CABLES, CONDUCTORS AND OVERHEAD LINES:**

### **10.1 Cables and Conductors**

- (a) No person shall touch the insulation, which covers or supports any high voltage conductor unless the conductor is dead and earthed.
- (b) Before carrying out work involving cutting into a high voltage cable, the responsible person shall satisfy himself that the cable has been made dead, isolated and earthed where practicable and identified. In all cases of doubt, the cable shall be spiked in an approved manner.

## TESTING PROCEDURES AND PRECAUTIONS FOR COMMISSIONING OF ELECTRICAL CABLES

The aim of this section is to create an awareness of the latest standards and testing procedures for the commissioning of new and the re-commissioning of repaired electrical cables.

Before commissioning or re-commissioning cables tests must be carried out to ensure the integrity of the cable/s and to ensure the safety of operating personnel.

### 1. Low voltage Cables

#### 1.1 Initial Tests

Carry out a meter test to ensure that the insulation resistance complies with the manufacture's and the relevant SABS requirements. For L.V. cables a 500V d.c. meter is adequate for this purpose.

#### 1.2 Voltage Tests

This covers extruded solid dielectric cables (covered by SABS 1507), voltage ranges are as indicated in Table 1

After installation the cable has to be tested to ensure the integrity of the cable and the quality of the work. A.C. testing of solid dielectric cables is preferred. Very low frequency high voltage sinusoidal electrical testing methods are recommended to avoid the use of cumbersome large testing equipment.

Method: The test voltage should be applied between conductors and between each conductor and the metallic protection or earthed surroundings of the cable as appropriate. The voltage to be raised gradually to the specified values in the table and maintained for 15 minutes.

Table1 -Test Voltages After Installation

1	2	3	4
able operating voltage	Where test voltage is to be applied	Test Voltage V	
		m.s)	d.c.
300/500	Between Conductors and conductors/earth		
600/1000	Between Conductors and conductors/earth		
1900/3300	Between conductors		
1900/3300	Between Conductors and conductors/earth		

### 2. Medium/High Voltage

Each section of the cable installation between substations shall be subjected to a preliminary voltage or insulation resistance test to prove the insulation resistance.

The installation resistance can be measured with a high voltage meter with a rating of 5000V.

#### 2.1 Paper Insulated Lead covered Double Steel Tape or Wire Armoured Cable (covered by SABS 97), voltage ranges are as indicated in Table 2

The test voltage should be applied between conductors and between each conductor and the metal sheath, which should be held at earth potential. In each case, the voltage should be increased steadily to the stipulated value and maintained at this value for 15 minutes.

Table 2 in-situ test voltages.

1	2	3	4	5	6	7
Voltage Rating of Cable kV	Test Voltage					
	Belted Cables				Single-core and screened cables	
	Between conductors		From conductor to sheath		Between conductor and sheath or screen	
	a.c.	d.c.	a.c.	d.c.	a.c.	d.c.
3.3/3.3	7	9	7	9	-	-
3.8/6.6	13	19	8	11	8	11
6.6/6.6	13	19	13	19	-	-
6.35/11	22	31	13	19	13	19
11/11	22	31	22	31	-	-
12.7/22	-	-	-	-	25	36
19/33	-	-	-	-	38	54

## 2.2 XLPE-Insulated Cables covered by SABS 0198 Part 13.

NOTE: If circumstances necessitate testing that is not in accordance with the recommendations of this section, the cable manufacturer or a test expert should be consulted before any testing is carried out.

The use of inappropriate or excessive test voltages or of unsuitable fault location methods can damage XLPE-insulated cables. Cables that are particularly prone to damage during testing are those that have water trees and those that have a construction that differs from that specified in the 1981 and in subsequent editions of SABS 1339.

The Types of Test Waveforms to be applied are:

- Very low frequency (VLF): An Alternating waveform that is either sinusoidal or pseudo-square/cosine rectangular, of nominal frequency 0,1 Hz.
- Power frequency: An alternating sinusoidal waveform of frequency in the range 25 Hz to 100 Hz.
- Surge: A step waveform that has a rise time of a few microseconds and that gradually decays to zero within 5 s.

These waveforms are referred to in the various test tables below.

Note: Where the capacity of the test set permits, all three cores of a three-core cable may be tested together.

### 2.2.1 PRELIMINARY TESTS

2.2.1.1 Leakage Resistance. Before carrying out any testing or fault location, determine and accurately record the leakage resistance to earth and, if relevant, between conductors. Use an instrument that generates a d.c test voltage of not less than 250 V and not more than 5 kV. Typical minimum values of leakage resistance are given in Table 3.

TABLE 3—MINIMUM LEAKAGE RESISTANCE

1	2	3	4	5
Cable Operating voltage $U$ , kV	Minimum leakage resistance, M $\Omega$			
	Cable length, m			
	100	300	1 000	3 000
6,6	150	50	15	5
11	240	80	24	8
22	460	153	46	15
33	680	227	68	23

NOTE:

- 1 The value of leakage resistance multiplied by the cable length should not be less than  $(2U + 2) \text{ M}\Omega\cdot\text{km}$ , where  $U$  is the voltage rating of the cable in kilovolt.
- 2 This test is repeated after the required sequence of tests (see 2.2.2.7).

## 2.2.2 TESTING

- 2.2.2.1 Over voltage Commissioning Tests. When newly installed cables are being commissioned, they should be tested at the test voltages given in Table 4, appropriate to the test waveforms and test durations given in columns 1 and 2 of the table.

TABLE 4—COMMISSIONING TEST VOLTAGES (r.m.s.)

1	2	3	4	5	6
Test waveform (see 2.2)	Duration, Min	Commissioning test voltage, kV			
		Cable Operating voltage, kV			
		6.6	11	22	33
VLF (0,1 Hz)	60	11	19	38	57
Power frequency	60	8	13	25	38

NOTE:

1. Test sets for the above are commercially available.
2. Where the above test levels cannot be achieved, a reduced voltage for an extended time may be negotiated.

- 2.2.2.2 Overvoltage Maintenance/Repair Tests. When cables are tested for maintenance or repair purposes, they should be tested at the test voltages given in Table 5, appropriate to the waveforms and test durations given in columns 1 and 2 of the table.

- 2.2.2.3 Surge Test Method (see Table 5). The surge test is intended to be a practical basic safety test. It can be used as a non-damaging means of identifying fairly serious existing or potential faults when power frequency or VLF equipment is not available. The test avoids the application of a continuous d.c. voltage (see 2.2.2.4), but it is not as conclusive or rigorous as the other methods.

CAUTION: During the surge test, a peak voltage of up to twice the test voltage can be generated in the cable.

Method. Charge the surge generator to the appropriate test voltage given in Table 5. Using single-shot mode, release a surge into the cable and then soft-discharge the cable (see 2.2.5.5) within 5 s. Repeat the procedure up to five times and then fully discharge the cable by solidly earthing it for at least 5 min.

TABLE 5—MAINTENANCE/REPAIRS TEST VOLTAGES (r.m.s.)

1	2	3	4	5	6
Test waveform (see 2.2)	Duration	Maintenance/repair test voltage, kV			
		Cable operating voltage, kV			
		6.6	11	22	33
VLF (0,1 Hz)	15 min	8	13	25	38
Power frequency	15 min	7	11	22	33
Surge test (see 2.2.1.3)	5 surges, max.	7	11	22	33

- 2.2.2.4 D.c. Over voltage Testing. D.c. over voltage testing is likely to cause irreversible damage to XLPE-insulated cable systems, particularly if the cables have water trees. It often fails to identify potentially hazardous conditions in the cable. If d.c. testing has to be carried out because no other test methods are available, the voltage and duration should be limited to the appropriate values given in Table 6, which are recommended for quick identification of gross faults only. Use a d.c. test set or a surge generator in d.c. mode to apply the test voltage. After applying the voltage, soft-discharge the cable (see 2.2.2.5), using either the d.c. test set or a discharge stick. Fully discharge the cable by solidly earthing it for at least 8 h but preferably for 24 h.

TABLE 6—D.C. TEST VOLTAGES

1	2	3	4	5
Duration, s	D.c. test voltage, kV			
	Cable operating voltage, kV			
	6.6	11	22	33
10	6	10	20	30

- 2.2.2.5 SOFT DISCHARGE OF CABLE. An XLPE-insulated cable should always be soft-discharged through a resistance of at least 200 k $\Omega$ , for example by using a discharge stick. Discharging a conductor direct to earth by short-circuiting it with a lead can severely damage the cable. After the initial discharge, a cable should be solidly earthed for at least 5 min. If the cable has been subjected to any form of d.c. test, it should be solidly earthed for at least 8 h, but preferably for 24 h.

- 2.2.2.6 CABLE SHEATH TESTING. To avoid problems caused by the ingress of water into the cable, a cable should be subjected to sheath testing:

- a) at commissioning,
- b) annually, and
- c) after the location and repair of a fault.

Cable sheath testing can also be used to locate conductor earth faults that have punctured the outer sheath, provided that multiple sheath faults are not present. A direct current sheath test voltage of 5 kV should be applied for 1 min, with a leakage current of 1 mA/km being regarded as acceptable.

- 2.2.2.7 AFTER TESTING. After completion of any of the above tests, the leakage test described in 2.2.1.1 should be repeated. A tenfold reduction in the value of leakage resistance could indicate a potential problem.

## 2.2.3 CIRCUIT-BREAKER CLOSURE

- 2.2.3.1 Faulty or Unknown Cable Conditions. Closing a circuit-breaker on an untested cable can be hazardous to the operator and can damage the cable. A fault should never be re-established by repeated closing of a circuit-breaker.

- 2.2.3.2 Voltage Doubling. During switch-in onto open circuit, voltage doubling occurs at the remote end of the cable. Voltages of up to 20 kV can occur on an 11 kV system. Switching onto a load such as a transformer avoids this voltage doubling.

# IMPORTANT CONTACT DETAILS

## (FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.

### SERVICE

### NUMBER

### CONTACT PERSON



Hospital		



Ambulance		



Water		
Electricity		



Police		



Fire Brigade		



Engineer		

**ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.**