

Location: Sewerage (Baviaanspoort, Zonderwater prison, Golf course and Main sewerage Thaba Tshwane)
Ref. no.: ID- 3214293



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Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

SPECIFICATION PLANNED MAINTENANCE

DPWI WORKSHOP FOR SERVICING OF 4 GENERATOR

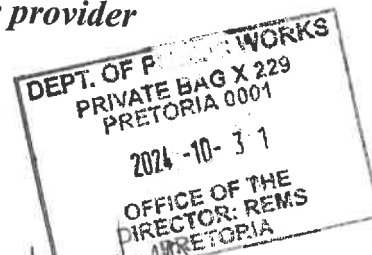
ID - 3214293

Project Manager: Godwin (079 699 0564)

DATE: 15/10/2024

Total number of pages to be received and returned by Tenderer = 22 pages

N:B No services should be rendered without the knowledge of the above mentioned Project Manager. Only the Project Manager can give instructions to the service provider



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CONDITIONS OF TENDER

- Contractor must introduce themselves and what they will be doing to the relevant official at the above institution before any assumption of work: [**Contact official at institution: Mr K Matane 012 310 5064**]
- **The successful Tenderer must only execute these services on receipt of an official order number** and proceed with due diligence to its final completion in all respects.
- At the completion of the works the Tenderer is to submit the attached completion certificate that must be faxed immediately to the Department of Public Works for final inspection of the works.
- Tenderer to note that all quantities are measurable.
- **Quotation with Company Letterheads must include labour, material, profit, transport and be attached to the Document**
- Tenderer is to supply project plan and work schedule at the commencement of works.
- The tenderer must establish and maintain telephone, fax and cellular connection.
- The tenderer must note that the work shall at all times, for the duration of the contract, be carried out under the supervision of a skilled and competent representative of the contractor, who will be able and authorized to receive and carry out instructions on behalf of the contractor. A sufficient number of workmen shall be employed at all times to ensure the satisfactory progress of the work.
- The tenderer must comply with all Occupational Health and Safety regulations
- Job cards must be detailed, stamped and signed by the Client Department.
- **Tenderer must provide proof of relevant required registration and all compliant certification.**
- Tenderer to note that all rubble must be removed from site on a regular basis. On completion, the tenderer is to leave the site neat and tidy.
- The contract period is **ONE YEAR** from the date the official order considering the time to purchase the material
- **Time shall be considered as the essence of this contract. If the tenderer fails to complete the works within the above specified contract period a penalty will be proportioned according to the estimated value of the contract and will be deducted from the sum due.**



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STANDARD, SPECIFICATION, REGULATIONS AND CODES

1. STANDARD, SPECIFICATION, REGULATIONS AND CODES

1.1 Transformers, Switchgear, Cabling and Metering

SANS 97	Electric cables - impregnated paper insulated - sheathed cables for rated voltages from 3.3kv up to 19/33kv
SANS 1339	Electric cables- cross - linked polyethylene (xlpe)- insulated cables for voltages from 3.8/6.6 up to 19/33kv
SANS 555	Standard specification for mineral insulated oil for transformers and switchgear
SANS 3523	Specification for granula dedescant silica gel impregnated with cobalt chlorine
IEC 60051- PART 1, 3, 8, and 9	Electrical analogue measuring instruments - recommended test methods
SANS 1107	Electrical cables with solid extruded solid di-electric insulation for fixed installations (300/500 to 1900/3300)
ASTM F104- 95	Standard classification systems for non - metallic material
BS 5730	Codes of practice for maintenance insulating oil
BS 5263	Method for sampling liquids di- electrics
BS 2692	Fuses for voltage exceeding 1000v ac
BS 2692	Current - limiting fuses
BS 2692	Expulsion fuses
BS 2693	Guide to the determination of short circuit power factor
SANS 290	PCB testing

1.2 Low Voltage and Small Power Standard

General	Distribution Boards and meters	LV Cables and Conductors	Lighting systems	Earthing and Lighting protection	Small power installation	
				Protection system	Power outlets	Conduits, Power skirting, Cable tray and ducting
SANS 10142	SANS 1180	SANS 1507	SANS 10114	SANS 03	SANS 152	SANS 763
SANS 10160	SANS 156	SANS 0198	SANS 163	SANS 199	SANS 163	SANS 764
SANS 10400	SANS 763	SANS 1411	SANS 1012		SANS 164	SANS 950
SANS 1222	SANS 1092		SANS 1084		SANS 1084	SANS 1065
			SANS 1250		SANS 1239	SANS 1085
			SANS 1279			SANS 1097
			SANS 1777			



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RESPONSIVE & EVALUATION CRITERIA

RESPONSIVE CRITERIA REQUIRED FOR QUOTATION IS TABULATED BELOW

NB: FAILURE TO COMPLY WITH THE CRITERIA STATED HEREUNDER SHALL RESULT IN THE QOUTATION OFFER BEING DISQUALIFIED FOR FURTHER CONSIDERATION.

DESCRIPTION	RESPONSIVE CRITERIA REQUIREMENT
CIDB CONTRACTOR GRADING DESIGNATION REQUIRED	GRADE 1 EB AND ABOVE
QUALIFICATION REQUIRED	CERTIFIED INSTALLATION ELECTRICIAN THREE PHASE HT SWITCHING CERTIFIED CERTIFICATE DIESEL MECHENIC CERTIFIED CERTIFICATE
VALUE FOR MONEY	ALL PRICES MUST BE MARKET RELATED. IN CASE OF PRICES WHICH ARE NOT MARKET RELATED THE DEPARTMENT RESERVES THE RIGHT TO ADJUST THE BILL OF QAUNTINTY PRICES OR TO DISQUALIFY THE BIDDER
OHS REQUIREMENT	SAFETY FILE MUST BE SUBMITTED TO THE DEPARTMENT BY THE HIGHEST BIDER TO THE CHIEF WORKS MANAGER. NO APPOINTMENT LETTER WILL BE ISSUED BEFORE THE SUNMISSION OF THE FILE AND FAIL TO DO SO WE WILL RECOMMEND THE SECOND BIDDER OR RE-ADVERTISE.

ID - 3214293



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SCOPE OF WORKS

THE SCOPE OF WORK IS AS PER THE ATTACHED 415 AND BREAK DOWN NOTIFICATION REPORT ATTACHED: ID - 3214293 AND PLACE OF WORK IS AT SEWERAGE (BAVIAANSPOORT PRISON, ZONDERWATER PRISON, GOLF COURSE & MAIN SEWERAGE THABA TSHWANE)

TYPE OF WORK

- SERVICING OF STANDBY GENERATOR SYSTEMS
- MAJOR SERVICE
- GENERATOR REPAIRS

Note: Labour and Travelling shall be as Follows:

Artisan: R180.00 per Hour

Labour: R70.00 per Hour

Travelling: R5.00 per Km

- And material shall be itemized.
- **CONTRACTOR SHALL GO ON SITE TO DO PROPER QUOTATION & ATTACH SUPPLY QOUTATION**

CONTACT PERSON FOR ANY QUIRIES OR SITE VISIT ARRANGEMENT

NAME: Godwin Mbedzi

ID - 3214293

TEL: 012 492 3328

CELL: 079 699 0564

E-mail: Godwin.Mbedzi@dpw.gov.za



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SCOPE OF WORK

DPWI WORKSHOPS

ID- 3214293

4 GENERATOR TO BE SERVICED AT SEWERAGES:

- Replace Oil Filters
- Replace Diesel Filters
- Replace Air Filters
- Clean Radiator(Flush)
- Check batteries
- Check the Starter and repair where necessary
- Check V-belts
- Check Generator oil and top up where necessary
- Clean the Generator room and HT room
- Check Generator water level and top up where necessary
- Check battery charger and repair where necessary
- Provide Service Book that must **filled** and left in the Generator room and HT room.

The contractor shall allow to test run the generator for 1 hour on after service.

All the necessary arrangements with the client department to test run the generator on full load, shall be made in advance by the contractor.

Contractor shall provide High Tension Contractor to drop H/T to do full load test.

NOTE: THE ATTACHED GENERATOR CHECKLIST MUST FILLED AND ATTACHED TO SERVICE BOOK



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ID- 3214293

	1	2	3
1. ENGINE			
a. MAKE			
b. MODEL			
c. SERIAL NO			
d. SPEED			
e. OUTPUT			
f. SITE			
g. FUEL TANK CAPACITY			
h. BULK			
i. COOLING METHOD			
j. STARTER BATTERY			
STATE TYPE OF SET:			

	1	2	3
2. ALTERNATOR			
b. MAKE			
b. MODEL			
c. SERIAL NO			
d. SPEED			
e. OUTPUT			
f. EFFICIENCY AT FULL LOAD			

BUILDING LIGHTS INSPECTION

	YES	NO
a. FLOOR		
b. FIRE ESCAPE		
c. LIGHTS NOT WORKING		

CHECK AND TOP-UP WHERE NECESSARY (SPECIFY QUANTITIES)

ITEM NO	DESCRIPTION OF ITEM	YES	NO
1. a	CRACK CASE OIL		
b	INJECTOR CAMBOX OIL		
c	RADIATOR		
d	BATTERY CELLS		
e	DIESEL TANK		



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ID- 3214293

CHECK FUNCTION, ADJUST AND TIGHTEN

ITEM NO	DESCRIPTION OF ITEM	YES	NO
2. a	FUEL PUMP TIMING		
b	PUMP DRIVE		
c	OIL FEED PUMP		
d	EXCESS FUEL DEVICE		
e	GOVERNOR		
f	TURBO CHARGER		
g	HEAT EXCHANGER		
h	FAN BEARINGS		
i	DYNAMO BEARINGS		
j	STOP SOLENOID		
k	HAND/ELECTRIC DAY TANK PUMP		
l	LUBRICATING OIL FILTER ELEMENT		

VISUALLY CHECK CONDITION AND TIGHTEN WHERE NECESSARY

ITEM NO	DESCRIPTION OF ITEM	YES	NO
3. a	RADIATOR CORE		
b	RADIATOR HOSES		
c	RADIATOR PRESSURE CAP OR VALVE		
d	WATER HEATER ELEMENT AND THERMOSTAT		
e	V-BELTS		
f	ENGINE MOUNTINGS		
g	ENGINE/ALTERNATOR COUPLING		
h	EXHAUST SILENCER AND PIPES		

VISUALLY CHECK CONDITION AND TIGHTEN WHERE NECESSARY

ITEM NO	DESCRIPTION OF ITEM	YES	NO
4. a	CHECK AND CLEAN NOZZLES		
b	CHECK WATER CIRCULATING PUMPS		
c	WATER TREATMENT		
d	GENERAL CONDITION OF COOLING TOWER		



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Department:
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REPUBLIC OF SOUTH AFRICA

ID- 3214293

CHECK FOR LEAKS AND TIGHTEN WEHRE NECESSARY

ITEM NO	DESCRIPTION OF ITEM	YES	NO
5. a	DRAIN PLUG		
b	OIL LINES AND SEALS		
c	FUEL LINES AND SEALS		
d	INJECTOR SEALS		
e	ALL PACKINGS		

CHECK AND TOP UP WEHRE NECESSARY

ITEM NO	DESCRIPTION OF ITEM	YES	NO
6. a	CLEAN AIR CLEANER, DRY ELEMENT AND/OR BATH		
b	CLEAN FINS AND OIL COOLER		
c	CLEAN ENGINE (ALLOW 15 L)		
d	CLEAN DRIP TRAYS (WHERE FITTED)		
e	CLEAN DAY TANKS AND GAUGE GLASS		
f	CHECK ALARM, CANCEL AND ALARM FUNCTION ON: i) LOW FUEL WARNING ii) START FAILURE		
g	CHECK ALARM AND ENGINE SHUTDOWN FUNCTIONING ON i) HIGH TEMPERATURE ii) LOW OIL PRESSURE iii) OVER SPEED		

ITEM	DESCRIPTION ID - 3214293	UNIT	QTY	TOTAL RATE=MATERIAL & MAKE UP	AMOUNT Rand , Cent
	Schedule 1				
	ELECTRICAL RETICULATIONS: PREVENTATIVE SERVICING OF THE GENERATOR: MATERIALS				
1	Generator materials Materials required for service				
1.1	Items: Perkins Engine				
(a)	Air filter CH11127	ea	1		
(b)	Fuel filter CH10930	ea	1		
(c)	Oil filter series no: CH10929	ea	1		
(d)	Fuel filter series no: CH10931	ea	1		
(e)	15w40 c14+ supreme turbo oil 20lt	ea	1		
(f)	Anti-freeze coolant 20lt	ea	1		
(g)	Water base degreaser 20lt	ea	1		
(h)	Silicone tyre shine *4	ea	1		
1.2	150KVA Sewerage Fawde ,Serial no: 19D*52410764*				
(a)	FG500	ea	1		
(b)	Diesel Filter = Z94	ea	1		
(c)	Oil Filter = P551807	ea	1		
(d)	Diesel Filter = WR 731	ea	1		
(E)	Air Filter = ECC105003	ea	1		
(e)	Oil Filter = P552849	ea	1		
	MarkUP 20%				
TOTAL CARRIED FORWARD TO THE SUMMARY PAGE					
	Total				



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Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

ID-3214293

Address:

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

FOR

ELECTRICAL WORKS IN VARIOUS AREAS AND BUILDINGS

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

(Contractor)

Date:

Contact Person:

CONTENT

1. REFERENCES
2. DEFINITIONS
3. RESPONSIBILITIES
 - 3.1 OHS Plan
 - 3.2 3.2 Assignment of PRINCIPAL CONTRACTOR / CONTRACTOR's Responsible Persons to Supervise Health and Safety on Site
 - 3.3 Safety Officer Appointment
 - 3.4 Risk Assessment Competent Person
 - 3.5 Competency for PRINCIPAL CONTRACTOR / CONTRACTOR's Responsible Persons
4. IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION
5. OCCUPATIONAL HEALTH AND SAFETY PRACTICE AND CONSIDERATIONS
 - 5.1 Compensation of Occupational Injuries and Diseases Act, Act No. 130 of 1993 (COIDA)
 - 5.2 Occupational Health and Safety Policy
 - 5.3 Hazard Identification Risk Assessment (HIRA)
 - 5.4 Health and Safety Committee
 - 5.5 Health and Safety Training
 - 5.6 Record Keeping
 - 5.7 Penalties
 - 5.8 Emergency Procedures
 - 5.9 Hazards and Potentially Hazardous Situations
 - 5.10 Personal Protective Equipment and Clothing
 - 5.11 Safety Signage
 - 5.12 Permits
 - 5.13 Contractors and Suppliers
6. OCCUPATIONAL HEALTH AND SAFETY PRACTICE AND CONSIDERATIONS
 - 6.1 Alterations, new installations, termination and switching OFF
 - 6.2 Stacking of Materials and Housekeeping
 - 6.3 Scaffolding / Working at heights / Formwork for Structures Fall Protection
 - 6.4 Ladders and Ladder Work
 - 6.5 Portable Electrical Tools / Explosive Power Tools
 - 6.6 Public Health and Safety
 - 6.7 Night Work
 - 6.8 Facilities for Safe Keeping / eating areas
7. SHER FILE CONTENT CHECK LIST



DEPARTMENT OF PUBLIC WORKS

Health and Safety Specification in terms of the requirements of Construction Regulations 2014, Electrical Machinery Regulations and Electrical Installation Regulations, SANS 10142 and all other related standards for electrical work in various site of DPWI including facilities occupied by the client departments

Scope of Work

This document describes the requirements of compliance to which the PRINCIPAL CONTRACTOR / CONTRACTOR is to adhere in relation to the scope of work(s). This document defines the requirement that is to be implemented by the PRINCIPAL CONTRACTOR / CONTRACTOR for the management of Health and Safety on the Department of Public Works and Infrastructure's project.

The scope of work for this projects includes electrical work in various areas and buildings as indicated below amongst others included in the 415 from:

- Installation, repair and maintenance of flood lights and street lights
- Installation, repair and maintenance of overhead supply lines, underground cables,
- Installation, repair and maintenance on metering kiosks, transformers, substations, mini substations and switch gears
- Work on LT and HT voltage supplies
- Electrical installations and maintenance of houses, offices etc.
- Replacement and repair of UPS units
- Replacement of light fitting with energy efficient LED Light
- Replacement of isolators, circuit breakers, surge arresters and wiring
- Cleaning and removal of rubble and duct from substations, mini-sub and UPS rooms
- Fixing of loose power trucking
- Tracing and labelling of cables in and out of the supply systems

The aim of this document is to present the safety aspects that need to be controlled

1. REFERENCES

- Occupational Health and Safety Act, (Act No. 85 of 1993)
- Compensation for Occupational Injury and Diseases Act.
- Construction Regulations 2014.
- Electrical Installation Regulations
- Electrical Machinery Regulations
- SANS 10142 (LOW VOLTAGE AND HIGH VOLTAGE)

2. DEFINITIONS

The following definitions will apply to the Safety Management Plan, acronyms given hereunder shall apply: to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of

"electrical installation" means any machinery, in or on any premises, used for the transmission of electricity from a point of control whether or not it is part of the electrical circuit, but excluding -

(a) any machinery of the supplier related to the supply of electricity on the premises;

(b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits;

(c) an electrical installation on a vehicle, vessel, train or aircraft; and

(d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer;

"point of control" means the point at which an electrical installation on or in any premises can be switched off by a user or lessor from the electricity supplied from the point of supply, or the point at which a particular part of an electrical installation on or in any premises can be switched off where different users occupy different portions of such premises;

"point of outlet" means any termination of an electrical installation which has



ID-3214293

been provided for connecting any electrical machinery without the use of tools;

"point of consumption" means any point of outlet or the supply terminals of machinery which is not connected to a point of outlet and which converts electrical energy to another form of energy: Provided that in the case of machinery which has been installed for any specific purpose as a complete unit, the point of consumption shall be the supply terminals which have been provided on the unit of machinery for that purpose;

"point of supply" means the point at which electricity is supplied to any premises by a supplier;

"supply terminals" in relation to machinery installed as a complete unit, means the terminals or connection clamps on such machinery where the external conductors supplying the machinery with electricity are terminated or connected.

"user", in relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, that plant or machinery;

Hazard Identification and Risk Assessment and Risk Control (HIRA)

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

Site

Means the area in the possession of the PRINCIPAL CONTRACTOR / CONTRACTOR for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the PRINCIPAL CONTRACTOR / CONTRACTOR, and approved for such use by the Engineer and/or Dept. Public Works.

No one must be have access to site before reporting to site office and proper induction be conducted

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (ACT NO. 85 of 1993) and Regulations promulgated there under. (OHSA)

Hazard

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

Risk

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

PRINCIPAL CONTRACTOR / CONTRACTOR's Responsible Person(s)

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

Health and Safety Plan (HSP)

The content of this document which will be made available on site for inspection by a Works Manager, OHS Agent, Client Representative or Department of Employment and Labour health

Health and Safety File

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

3. RESPONSIBILITIES

3.1 OHS Plan

The principal contractor's is to be involved in quotations, project briefings and adjudication for their Sub Contractors and Suppliers relative to Health and safety requirements by compiling a Safety Plan, adapt the Base line risk assessment and OHS specification for inclusion with such documents in safety file. No Contractor or Supplier may commence work unless the OHS Manager DPWI have approved the safety plan specific the all works stated in the scope of work above The PRINCIPAL CONTRACTOR / CONTRACTOR shall define in the Health and Safety Plan, the method of planning to be used on all projects and the procedures to be adhered to.

The Client OHS Agent will be responsible for auditing/inspections and ensuring compliance to legal and other requirements at least monthly. Any instructions given by the Client OHS Agent are to be followed by the Electrical Contractors.

3.2 Assignment of PRINCIPAL CONTRACTOR / CONTRACTOR's Responsible Persons to Supervise Health and Safety on Site



The PRINCIPAL CONTRACTOR / CONTRACTOR shall appoint in writing a Contracts Manager and a Construction Work Supervisor as a minimum prior to commencing work on site and copies of all the appointment letters of the responsible persons shall be forwarded to the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE prior commencement of work on site.

3.3 Safety Officer Appointment

The appointment of a full-time Safety Officer registered with SACPCMP is compulsory the name and CV of your appointed Safety Officer be provided to DEPT. PUBLIC WORKS AND INFRASTRUCTURE and his or her SACPCMP professional registration prior work commencing on site. The Safety Officer shall responsible for management of occupational health and safety duties as required by construction regulation 7, which include ensuring that periodic site audits are conducted and all employees on construction site are medical fit to perform their duties the results of which shall be forwarded to DEPT. PUBLIC WORKS or his appointed representative.

3.4 Risk Assessment Competent Person

The PRINCIPAL CONTRACTOR / CONTRACTOR shall appoint a competent person in writing at commencement of the project to control the risk assessment process on site which include identification, analysis, evaluation, documentation mitigation and review

3.5 Competency for PRINCIPAL CONTRACTOR / CONTRACTOR's Responsible Persons

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that all management personnel (responsible for health and safety) are competent and prove of competence is attached in safety file and also be forwarded to DEPT OF PUBLIC WORKS OHS Compliance.

4. IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that this Health and Safety Specification is implemented by making a safety plan in line with all works on this project and these Health and Safety Plan must be submitted to DEPT. PUBLIC WORKS for approval prior work commencing on site.

5. APPLICATION OF THE HEALTH AND SAFETY SPECIFICATION

5.1 Compensation of Occupational Injuries and Diseases Act, Act No. 130 of 1993 (COIDA)
The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure a letter of good standing is provided to DEPT. PUBLIC WORKS prior to work commencing on site for reference purposes as proof of good standing.

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

5.2 Occupational Health and Safety Policy

The PRINCIPAL CONTRACTOR / CONTRACTOR'S Health and Safety Policy is to be attached to the Health and Safety Plan for review by DEPT. Public Works.

5.3 Hazard Identification Risk Assessment (HIRA)

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that Hazard Identification Risk Assessment forms the basis of all work to be conducted on site, and a preliminary Task Risk Assessment be submitted for approval to DEPT. PUBLIC WORKS prior to work commencing on site.

All Risk Assessments conducted on site must be forwarded to the DEPT. PUBLIC WORKS for approval.

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure that training forms part of the HIRA process and proof of training attendance is made available to DEPT. PUBLIC WORKS upon request.

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

- Health and Safety Representative(s).
- Health and Safety Committee Member(s).
- Management Representative / PRINCIPAL CONTRACTOR / CONTRACTOR.
- Appointed Safety Officer and First Aiders.

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

5.4 Health and Safety Committee



ID-3214293

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

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure an attendance register and minutes are kept for auditing purposes by DEPT. PUBLIC WORKS. A copy of all minutes must be forwarded to the DEPT. PUBLIC WORKS monthly.

5.5 Health and Safety Training

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

Training should include the following but is not limited to:

5.5.1 Induction Training

Induction training must be attended by all PRINCIPAL CONTRACTOR / CONTRACTORS with the DEPT. PUBLIC WORKS which shall be separate to the PRINCIPAL CONTRACTOR / CONTRACTORS own induction training requirement. The PRINCIPAL CONTRACTOR / CONTRACTOR must keep records of all attendees to the induction and provide records of the same during the DEPT. PUBLIC WORKS site audits.

5.5.2 Awareness Training

(Toolbox Talks) Weekly awareness training must be conducted and records of these must be made available to the DEPT. PUBLIC WORKS upon request.

5.5.3 Competency Training identified through the HIRA Process and conducted through this process shall be kept on file as proof of competency and training and must be made available to the DEPT. PUBLIC WORKS upon request. (This shall include operator competency training and assessments)

5.5.4 First Aid and Health & Safety

Representative Training PRINCIPAL CONTRACTOR / CONTRACTORS shall provide proof of competency of all Health and Safety Representatives elected and designated, including first aiders who must be available on site for auditing purposes.

5.6 Record Keeping

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure that all the Health and Safety records, required by both the Occupational Health and Safety Act, 85 of 1993 and

Regulations are kept for reference purposes and auditing by the DEPT. PUBLIC WORKS. Further to the requirements set out above, the PRINCIPAL CONTRACTOR / CONTRACTOR must also maintain records that may be defined through the risk assessment process, for auditing purposes.

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

5.6.1 Statistics

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

5.6.2 General Inspection, Monitoring and Reporting

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

The PRINCIPAL CONTRACTOR / CONTRACTOR shall keep all records of inspections and investigations undertaken during the contract for the specified legal period as defined in the OHS Act and Regulations.

5.6.3 Internal Audits

Internal audits shall be conducted a minimum once per month by DEPT. PUBLIC WORKS or DEPT. PUBLIC WORKS appointed Safety Manager / Officer. The Results shall be tabled and discussed at the Joint Health and Safety Committee meetings. The PRINCIPAL CONTRACTOR / CONTRACTOR must also conduct its own internal audits, the results of which must be submitted to the DEPT. PUBLIC WORKS monthly.

5.7 Penalties

Non-compliance with the DEPT. PUBLIC WORKS safety specifications will result in work stoppages and possible expulsion from site until the problem has been remedied. Costs will be borne by the PRINCIPAL CONTRACTOR / CONTRACTOR.



5.8 Emergency Procedures

The PRINCIPAL CONTRACTOR / CONTRACTOR must make available to the DEPT. PUBLIC WORKS a detailed Emergency Plan to tie into the evacuation plan already in place on the DEPT. PUBLIC WORKS premises.

5.8.1 First Aid Box and Contents

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure that all working areas area adequately provided with first aid attendants whether there are fifty (50) employees or less engaged on the contract. The First Aid attendant must be trained in accordance with the requirements set out in the OHS Act with a recognised and accredited service provider as defined above. The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure that the first aid box is adequately at all times and is accessible to all. DEPT. PUBLIC WORKS shall inspect the contents of the first aid box and dressing record from time to time.

5.8.2 Accident and Incident Reporting and Investigation

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

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

Should there be an incident, DEPT. PUBLIC WORKS must be notified within 24-hours, of the occurrence. DEPT. PUBLIC WORKS reserves the right to participate in all investigations into accidents or incidents.

5.9 Hazards and Potentially Hazardous Situations

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

5.10 Personal Protective Equipment and Clothing

The PRINCIPAL CONTRACTOR / CONTRACTOR shall comply with OHS Act requirements to

provide PPE. The PRINCIPAL CONTRACTOR / CONTRACTOR shall through the HIRA process identify the specific PPE needs per activity and then issue the PPE accordingly. (Reference to the OHS Act General Safety Regulation 2 – Employer to provide Personal Protective Equipment) Should PPE be lost or stolen, then the employee will be issued with a new set of PPE by the PRINCIPAL CONTRACTOR / CONTRACTOR.

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure adequate training in the use of PPE is provided to all employees, and proof of training shall be kept at the office for auditing purposes.

Overalls and hardhats shall be identifiable. (PRINCIPAL CONTRACTOR / CONTRACTOR different from the PRINCIPAL CONTRACTOR / CONTRACTORS) PPE must be provided to visitors as well.

5.11 Safety Signage

The PRINCIPAL CONTRACTOR / CONTRACTOR must assess the Health and Safety Signage requirements in conjunction with the HIRA's conducted and place the signage at strategic positions on the site works accordingly. The PRINCIPAL CONTRACTOR / CONTRACTOR shall also maintain the signage to ensure its effectiveness at all times and under all conditions. Signage, which cannot be repaired, must be replaced.

5.12 Permits

No person may do electrical installation work as an electrical contractor unless that person has been registered as an electrical contractor in terms of these Electrical Installation Regulations. No person shall connect or permit the connection of any completed or partially completed electrical installation to the electricity supply unless it has been inspected and tested by a registered person and the certificate of compliance for that electrical installation has been issued: Provided that the supplier may on request connect the supply to electrical installation for the purpose of testing and the completion of electrical certificate of compliance. No person may use components within electrical installation unless they comply with SABS standards. For all additional works or alteration on the electrical installation a new certificate of compliance should be obtained for such work

- The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that access to site works is restricted to his/her electrical competent personnel and lockout procedures are adhered to.
- All attempts must be made to restrict spectator access.



5.13 Contractors and Suppliers

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

The PRINCIPAL CONTRACTOR / CONTRACTOR shall also be required to appoint its CONTRACTOR's in accordance with Construction Regulation 5(3)(b).

The PRINCIPAL CONTRACTOR must ensure all other CONTRACTORS are issued with the DEPT. PUBLIC WORKS Safety Specification where reasonably practicable. The PRINCIPAL CONTRACTOR shall assist and ensure CONTRACTORS engaged comply with all of these requirements and adhere to the requirements set out in the OHSA.

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

6. OCCUPATIONAL HEALTH AND SAFETY PRACTICE AND CONSIDERATIONS

6.1 Alterations, new installations, termination and switching OFF

- Works on this include Installation, repair and maintenance of flood lights and street lights
- Installation, repair and maintenance of overhead supply lines, underground cables,
- Installation, repair and maintenance on metering kiosks, transformers, substations, mini substations and switch gears
- Work on LT and HT voltage supplies
- Electrical installations and maintenance of houses, offices etc.
- Replacement and repair of UPS units
- Replacement of light fitting with energy efficient LED Light
- Replacement of isolators, circuit breakers, surge arresters and wiring

- Cleaning and removal of rubble and duct from substations, mini-substations and UPS rooms
- Fixing of loose power trucking
- Tracing and labelling of cables in and out of the supply systems

Health and safety Considerations: *SANS statutory requirements (SANS 10142), Risk assessments, safe working procedures and method statement, Hand tools safety, PPE and ladders. (Method statement be provided) Formwork designs, competent supervision of electrical work, crane safety requirements and environmental impact*

6.2 Stacking of Materials and Housekeeping

The PRINCIPAL CONTRACTOR / CONTRACTOR must ensure that all stacking will be supervised by a person competent and appointed in writing to supervise over the activities, and that clearly defined and allocated storage areas are provided for and identified, and that materials being stored within this area are stacked in accordance with sound stacking principles of sort-by-sort, access to be maintained, level surface, and the height will not exceed three times the base width.

Housekeeping must also be maintained at all times as this will be inspected and evaluated by the Department of Public Works during monthly audits.

6.3 Scaffolding / Working at heights / Formwork for Structures Fall Protection

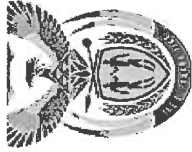
Work involving scaffolding and work at heights shall comply with the requirements set out in the OHAS Act 85 of 1993 and Construction Regulations 2014 pertaining to these activities with reference to the SANS 10085:1 2004 code of practice.

Fall protection planning shall be done in conjunction with the risk assessment process and a **Fall Protection Plan** shall be provided to the DEPT. PUBLIC WORKS for approval prior any work involving work at heights is conducted.

All scaffold shall be erected under the control of a person trained and appointed to conduct such scaffold erection. Deviations found on any scaffolding, will result in the activity being stopped by the DEPT. PUBLIC WORKS until such time as compliance can be achieved.

6.4 Ladders and Ladder Work

The following requirements shall be complied with regarding Ladders and Ladder work:



- Ladders shall be clearly numbered, and inspected on the register provided.

- A competent person shall be identified and appointed as the ladder inspector.

- Where aluminium ladders cannot be used, then wooden ladders shall be straight grained, unpainted to allow for proper inspection of the grain for cracking.

- Ladders shall be secured at the top and chocked at the base to prevent slipping.

- Where chocking of the base is not possible, then the user shall ensure that the ladder is held in position by another employee when ascending the ladder.

- Ladders shall be inspected a minimum once per month by the person appointed as the ladder inspector.

- Proper storage shall be provided for all ladders when not in use.

6.5 Portable Electrical Tools / Explosive Power Tools

The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure the following procedure is adhered to regarding Portable Electrical Tools and Explosive Powered tools:

- Minimum compliance with legislation.
- Only competent persons shall be permitted to conduct routine and monthly inspections on the equipment.
- Persons must be trained to operate such equipment and must be appointed and shall be the only authorised person to operate the equipment.
- The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure operation of the equipment is in accordance with an approved Risk Assessment and Safe Working Procedure.
- All users shall undergo regular awareness training to ensure compliance.
- The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure the required PPE and clothing is provided and maintained.

6.6 Public Health and Safety

In the interests of public safety, The PRINCIPAL CONTRACTOR / CONTRACTOR shall ensure that all persons who may be affected by the work being conducted on site are informed and kept aware of the dangers, which may arise from the work being conducted on site. This awareness shall be in the form of posters and inductions for visitors to site and warning signs.

6.7 Night Work

Night work shall only be conducted upon approval of the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE and DEPARTMENT OF AGRICULTURE, with the same safety standard being applied for these activities as with day work activities and additional lighting unless is emergency work.

6.8 Facilities for Safe Keeping / eating areas

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

- Sufficient seating;
- Seating under cover;
- Protected change room;
- Toilets.
- Hand wash facility.
- Potable water.

No food preparation shall be permitted on site and designated eating areas will be made to allow adequate seating. Waste bins must be provided with plastic liners and must be strategically placed and cleared regularly.

7. SHER FILE CONTENT CHECK LIST

The Contractor is required by law to keep an OHS file on site, and ensure it is available for audits and inspection purposes. All information required in the specification and OHS plan, for the duration of the Principal Contractor and sub-contractors contract, is to be recorded in the file.

The completed OHS file shall be handed over to the Client at the end of the Principal Contractor's contract



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SHER FILE CONTENT DESCRIPTION	CHECK
Site Personnel Detailed list, Organogram, Plus Contacts	
Company OHS Policy, signed by CEO	
Emergency Contact Numbers	
Project Scope of Works	
OHS Specification & Baseline Risk Assessment	
Contractors latest Programme of works	
OHS Plan plus OHS Plan Approval Memorandum	
Workman Compensation COID: Letter of Good Standing	
Public Liability Insurance	
Legal Permits: Notification to Department of Labour/ or Construction Work Permit	
37.2: Contractors Written Agreement	
Detailed List of Sub-Contractors plus Mandatory Agreements between Principal Contractor and Subcontractors	
Certificates of Competencies for all including professional registrations (where applicable)	
Medical Fitness Certificates for all site employees	
Staff List with Copies of valid certified ID/Passport Documents & Work permits	
Client Induction Registers (OHS/Security Risk Control)	
Contractor Induction Registers (OHS/Risk Control)	
Contractors Tools and Equipment Inventory	
OHS Plans: OHS Management System aligned to the OHS Spec to be implemented on site. Include specific operational requirements as stated below.	
Public Safety Plan (Includes Plan for works conducted in occupied Facilities plus the general public)	
On Site Traffic/Pedestrian Movement Plan (Indicate clear route separation of vehicles/pedestrians)	
Fall Protection Plan	
Emergency Plan (Critical: Integration of Contractors Emergency plan with Existing Facility Emergency Plan)	
Construction Vehicles/Mobile Plant Operations/Movement/Maintenance Plan	
Switching and Lock out Procedures (HT and LT)	
UPS Installations Plan and Methodology	
Safe Working Procedures	
Housekeeping and Waste Management plan	
Stacking and Storage plan	
Fire Precautions –Fire Risk Assessment	
Construction Welfare Facilities	