



Ref: Maropeng Mokhatla (SCM)  
Tel: (011) 951-2541/2014/16

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**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS**

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)  
(For publication on Mogale City Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the services listed hereunder:

**RFQ: I (R) 27/2012  
QUOTATIONS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR HIRE OF MINOR PLANT  
ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF TWELVE (12) MONTHS.**

**Advertising date: Monday 21 May 2012**

**Closing date and time: Tuesday 29 May 2012 @ 11:00**

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM  
Civic Centre  
Corner Market & Commissioner Streets, Krugersdorp  
Upper Level West Wing  
Tender Box 1

**The following conditions will apply:**

- Quotation documents can be downloaded from the website [www.mogalecity.gov.za](http://www.mogalecity.gov.za) or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
  - The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
  - To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
  - No late quotations delivered after the official closing date and time will be accepted.
  - **Price(s) quoted must be valid for at least sixty (60) days from date of your offer.**
  - **Price(s) quoted must be firm and must be inclusive of VAT.**
  - A firm delivery period must be indicated.
  - A valid, original tax clearance certificate must be attached.
  - **All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:**
    - **MBD 4. Declaration of Interest**
    - **MBD 6.1 B-BBEE Status Level of Contribution.**
    - **MBD 8: Declaration of bidders past supply chain management practices**
    - **MBD 9: Certificate of independent bid determination.**
- If the MBD forms are not completed & submitted, your quotation will be rejected.
- No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points  
In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Mogale City Local Municipality requests a quotation on the services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NUMBER:</b>	I(R)27/2012 For hire of minor plant on an as and when required basis for a period of twelve (12).
<b>ADVERTISING DATE:</b>	Monday 21 May 2012
<b>DEPARTMENT</b>	Department and Section: Roads and Roads surface drainage.
<b>DESCRIPTION OF SERVICES</b>	<b><u>PROJECT SPECIFICATION</u></b>
	<p>1. <b>Scope:</b> This specification covers the hire of various small plant for use within the area of jurisdiction of Mogale City Local Municipality, by all service delivery departments.</p> <p>2. <b>Interpretation:</b></p> <p>2.1 Supporting Specifications: The following specifications shall, inter alia, form part of the contract document:</p> <p style="margin-left: 20px;">a.) This project specifications. b.) SABS 1200 A: General: Silencing of Plant c.) SABS 1200AA: General (Small Works)</p> <p>2.2 The variation and additions to the specifications listed in 2.1 are as follows:</p> <p style="margin-left: 20px;">a.) PSAA: General (SABS 1200 AA) PSAA8: Measurement and Payment No measurement for payment will be included here. The scheduled items listed elsewhere shall include full provision to cover the contractors charges for compliance to the</p>

requirements under this specification.

- b.) PSAB: Engineer's Office (SABS 1200AB)  
PSAB 2.3: Definition  
The Engineer is the Roads and Surface Drainage Section of the Employer.  
PSAB 3.2: Office Building: This is not required.
- c.) PSD: Earthworks  
PSD 4 Plant  
PSD 4.1 General: Add the following: "The rates quoted in the schedule provided under the different headings shall include full compensation for:
- i. Rates
  - ii. Insurance  
All plant must be fully insured for public liability and third party risk by the service provider.
  - iii. Delivery  
Plant to be delivered within 24hours of receiving a formal order from the Municipality.
  - iv. The Contractor shall ensure that plant provided under this tender:
    - ❖ has adequate capacity to perform the required work
    - ❖ are in a good working condition
    - ❖ cause minimum nuisance and pollution,
    - ❖ are free from leaks.

2.3 Measurement and Payment

The operation of small plant shall be measured as indicated per item summarized in the schedule and stipulated in the Project Specifications and the Specifications for each particular operation Breakdown periods per small plant will be limited to 2hrs maximum, thereafter a replacement must be provided by no later than the following working day.

- 2.4 Prospective bidders shall indicate on the list of plant, the model and year. The bidder shall indicate the backup facilities (mechanics and workshop) available for service of plant. This information will be a prerequisite for the adjudication of the bid, to align with our project targets to achieve maximize production rates.

<b>EVAULATION CRITERIA</b>	
	<b>Description of plant/equipment:</b>
	Rammer
	Plate Compactor
	Walk Behind Roller 90
	Walk Behind Roller 70
	Walk Behind Roller 60
	Walk Behind Roller 40
	Electric Pavement Breaker (Medium)16kg class
	Electric Pavement Breaker (Big) 30kg class
	Generator (6kva)
	<b>FUNCTIONALITY SCORING</b>
	<p>The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.</p> <p>A bidder that scores less than 12 points in respect of functionality will be disqualified. If any criterion is rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.</p>

	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE																				
	1.	<ul style="list-style-type: none"> <li>The service providers experienced and track record of similar or relevant works 1-2 years = 3 points 3 -5 years =5 points 6 years plus = 10points</li> </ul>	10																					
	2.	<ul style="list-style-type: none"> <li>Available resources and equipment to execute this project.</li> </ul>	10																					
		<b>TOTAL</b>	<b>20</b>	<b>12</b>																				
<b>EVALUATION OF QUOTATION</b>	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BBBEE Status level of contributor</th> <th>Number of points(80/20 system)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>16</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td><b>Non –complaint contributor</b></td><td><b>0</b></td></tr> </tbody> </table>				BBBEE Status level of contributor	Number of points(80/20 system)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	<b>Non –complaint contributor</b>	<b>0</b>
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<b>OTHER DOCUMENTS REQUIRED:</b>	<ul style="list-style-type: none"> <li>Original, valid tax clearance certificate</li> <li>Company registration documents</li> <li>Copies of ID's of shareholders</li> <li>Completed MBD 4, MBD 6.1, MBD 8 and MBD 9</li> <li>Copy of latest municipal account</li> <li>Price schedule (fixed prices including Vat)</li> </ul>																							
<b>CLOSING DATE AND TIME</b>	Tuesday 29 May 2012 at 11.00am																							

<b>OCCUPATIONAL HEALTH AND SAFETY</b>	The service provider must ensure compliance with Occupational Health and Safety (OHS) as attached.
<b>SUBMISSION OF QUOTES</b>	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
<b>ENQUIRIES:</b>	Michael Stadler at 083 767 1902 at Roads and Surface Network

**Conditions:**

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days.

NAME OF THE BIDDER: .....

CONTACT PERSON: .....

TEL/ CELL NO: .....

FAX NO: .....

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
CAPACITY OF BIDDER

I(R) 27/2012

**SCHEDULE OF RATES**

**(ALL RATES TO BE FIXED AND INCLUDE VAT FOR A PERIOD OF TWELVE (12) MONTHS)**

<b>Description of plant/equipment:</b>	<b>Model</b>	<b>Year of Manufacturing</b>	<b>Rate per Day (VAT INCLUSIVE).</b>
Rammer			
Plate Compactor			
Walk Behind Roller 90			
Walk Behind Roller 70			
Walk Behind Roller 60			
Walk Behind Roller 40			
Electric Pavement Breaker (Medium) 16kg class			
Electric Pavement Breaker (Big) 30kg class			
Generator (6kva)			

	<b>Yes/No</b>	<b>No of Mechanics</b>
backup facilities		xxxxxxxxxxx
mechanics		

.....  
Signature of person authorized to sign a quotation

.....  
Date

## **HEALTH AND SAFETY SPECIFICATIONS**

**DEFINITIONS** - The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

“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.

“Act”

means the Occupational Health and Safety Act, Act No.85 of 1993 as amended.

“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.

## **RESPONSIBILITIES**

### **7.1 Client**

7.1.1 The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of 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 Labour 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 to comply with. 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.
- 7.2.10 The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

### **HEALTH AND SAFETY ORGANOGRAM**

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

### **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.**

**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.**

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

**The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.**

### **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. 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.

#### 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 for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

#### 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.

#### General Induction Training

All employees of the Principal and other Contractors must be in possession of proof of General Induction training which shall be kept on the Safety file.

#### Site Specific Induction Training

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

#### 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-ordinator**

## **INCIDENT INVESTIGATION**

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

### **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 as mentioned above.**

**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.**

**H&S Representatives (SHE-Reps – ‘safety, health & environment’) and H&S Committees**

### **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.**

### **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.

#### 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.

#### Legal Liabilities

Common Law and Legislation

Based on two main criteria –

- Would the reasonable person have foreseen the hazard?  
**That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration**
- Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven on failure on **any** or **both** of the above criteria  
(There may not necessarily be a relationship between criminal and civil liability!)

#### 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

This list must not be taken to be exclusive or exhaustive!

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.

### **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.

### **EMERGENCY PROCEDURES**

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

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

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

### **FIRST AID BOXES AND FIRST AID EQUIPMENT**

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

### **OCCUPATIONAL HEALTH AND SAFETY SIGNAGE**

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

### **PERMITS**

Permits may include the following:

- Use of Explosive and Blasting
- Work for which a fall prevention plan is required
- Use of cradles

### **Portable Electrical Tools and Explosive Powered Tools**

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

The Contractor shall consider the following:

- A competent person undertakes routine inspections and records are kept;
- Only authorised trained persons use the tools;
- The safe working procedures apply;
- Awareness training is carried out and compliance is enforced at all times;
- PPE and clothing is provided and maintained.
- A register indicating the issue and return of all explosive rounds and empty cartridges;
- Signs to be posted up in the areas where explosive powered tools are being used.

### **HIGH VOLTAGE ELECTRICAL EQUIPMENT / ELECTRICAL INSTALLATIONS /PERMANENT ANDTEMPORARY.**

Make sure that no high voltage electrical equipment is present on, under or above the construction area. An accredited person shall provide a valid certificate of compliance for all electrical installations, after an inspection and tests for temporary or permanent installations. This electrical contractor must be in possession of a valid certificate of registration with the electrical contracting board of South Africa, as well as being registered with the Department of Labour as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be. An employer engaged in building work shall see to it that all rooms, stairways, gangways, basements and any other place where danger may exist through lack of natural light, be artificially lit so that it will be safe at all times.



## **ARRANGEMENTS FOR DELIVERIES, STORAGE AREAS, SITE CAMP STACKING OF MATERIALS**

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

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

## **ASSIGNMENT OF PRINCIPAL CONTRACTOR'S RESPONSIBLE PERSONS TO SUPERVISE HEALTH AND SAFETY ON SITE**

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

## **COMPETENCY OF PRINCIPAL CONTRACTOR'S RESPONSIBLE PERSONS**

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

## **MEDICAL CERTIFICATES OF FITNESS**

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