



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/16

maropengm@mogalecity.gov.za

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 goods listed hereunder:

RFQ: I (E) 31/2012

PROPOSALS ARE HEREBY INVITED FROM SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF SOLAR GEYSERS FOR LOW INCOME HOUSEHOLDS THROUGH THE UTILIZATION OF FUNDING FROM JOINT PROGRAMME ADMINISTERED BY BOTH ESKOM AND NATIONAL DEPARTMENT OF ENERGY.

Advertising date: Monday 4 June 2012

Closing date and time: Friday 15 June 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 or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, and 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)
 - **Electronic (e-mailed or faxed) quotations are not accepted.**

**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.

RFQ NUMBER:	RFQ – I(E) 31/2012 For supply, delivery and installation of solar geysers to low income households through the utilization of a joint programme administered by both Eskom and the National Department of Energy.
ADVERTISING DATE	Monday 4 June 2012
DEPARTMENT	Department and Section: Infrastructure – Electrical Planning and Distribution
DESCRIPTION OF SERVICES	<p style="text-align: center;">1. BACKGROUND</p> <p>Mogale City Local Municipality invites proposals from service providers to supply, deliver and install solar geysers to low income owned households utilizing grant funding administered jointly by both Eskom and the National Department of Energy.</p> <p style="text-align: center;">2. SCOPE OF WORK</p> <p style="text-align: center;">2.2 <u>Solar Geysers to be installed</u></p> <p style="text-align: center;">The type of solar geysers to be installed should be stated inclusive of:-</p> <ul style="list-style-type: none"> (i) Product name (ii) Product type (iii) Size of geysers (iv) Weight of geysers

- (v) Drawing of geysers
- (vi) SABS stamp of approval of geysers
- (vii) Brief functioning explanation of geysers
- (viii) Warranty on geysers
- (ix) Country where geysers are manufactured
- (x) Name of Manufacturer
- (xi) Lead period from date of order to installation
- (xii) Relationship between supplier and manufacturer of geysers.

2.3 Operations

Operation of geysers should be explained inclusive of :-

- (i) Users basic operation instructions (maximum – two pages)
- (ii) Requirements for operation of geysers inclusive of
 - Water connections
 - Electricity connections

2.4 Installation

Installation of geysers should be explained inclusive of :-

- (i) Skills of persons to undertake installations
- (ii) Supervision of installation
- (iii) Workmen's compensation of workers during installation
- (iv) Occupational Health and Safety Programme during installation
- (v) Endorsement of installation process by a registered professional Engineer in respect of :-
 - Electrical Safety Compliance (Electrical Engineer)
 - Structural Safety (Structural Engineer)

2.4 Certification

Proposals should include how the installations would be tested and certified after completion inclusive of:-

- (i) Fit for operation – Professional Electrical Engineer registered with the Engineering Council of South Africa.
- (ii) Structural safety – Professional Structural Engineer registered with the Engineering Council of South Africa.

2.5 Maintenance

Proposals should include a maintenance programme indicating:

- (i) Planned frequency of maintenance of geysers
- (ii) How breakdown maintenance would be managed
- (iii) Resources committed to undertake the proposed maintenance programme

2.6 Service Contract between Service Providers and Property Owners

A basic Service Contract to be entered into between the Service Providers and Property Owners should be included in the proposals indicating:

- (i) Nature of contract between the Service Providers and Property owners.
- (ii) Rights of property owners
- (iii) Recourse of property owners
- (iv) Any insurance that property owners would enjoy during the first three years of the life of the geysers
- (v) Dispute resolution mechanisms between service providers and property owner

2.7 Number of geysers to be installed

The number of geysers to be installed would be limited to 6000 (six thousand) per selected service provider over a period of 12 (twelve) months subject to the following conditions:-

- (i) The Service Provider application for funding to the joint funding programme of Eskom and National Department of Energy's approval.

2.8 Proposed Service Level Agreement to be entered into the selected Service Providers and the Municipality

A proposed Service Level Agreement to be entered into between the Municipality and selected Service Providers should be included detailing:-

- (i) Objective of the Agreement
- (ii) Definitions of Terms
- (iii) Rights and Obligations of the Parties
- (iv) Recourse of the parties
- (v) Contractual breach
- (vi) Financial obligations of the parties
- (vii) Termination of Contract
- (viii) Duration of Contract
- (ix) A service level agreement between the appointed service provider and the Municipality is entered into by no later than 30th September 2012

2.9 Format of Submission

All submissions should be presented as follows:-

- 2.9.1 A maximum of 50 (Fifty) typed pages in word document, aerial font 11 (eleven) single spacing.
- 2.9.2 No catalogues should be included with the submission.
- 2.9.3 Submission should be signed by an authorised person representing the service provider.
- 2.9.4 A tax clearance Certificate should be included with the submission

2.9.5 A company registration number should also be included with the Submission

2.9.6 Two individuals should witness the submission

2.9.7 Copies of identity documents of the person signing the submission as well as witnessing should be included with the submission

2.9.8 No monies, cheques, payments of any nature should be included with the submission

2.10 History of Geysers installed in South Africa

The History of solar geysers install in South Africa should be outlined inclusive of:-

2.9.1 Existing contracts that the Service Providers currently has with Eskom and the Department of Energy in respect of installation of solar geyser.

2.9.3 Number of solar geysers already installed under the programme inclusive of:-

- (i) Areas where geysers were installed
- (ii) Dates when geysers were installed

Success rate of geysers installed inclusive of:-

- Average period without failure since installation of geysers
- Measures taken to repair geysers once installed

2.11 References

References in respect of installation of geysers under the programme should be supplied inclusive of:-

- (i) At least 3 (three) references
- (ii) Each reference to come from a Municipality signed by the Municipal Manager or his representative
- (iii) Also a reference from both Eskom and the Department of Energy indicating that on awarded contracts, the geysers were successfully installed

2.12 Financial Model

A financial model should be submitted with the proposal indicating the following:-

- (i) How acquisition of geysers would be funded for by the Service Provider
- (ii) How the installation programme would also be funded by the Service Provider
- (iii) Resources to be included in the programme inclusive of:-
 - Personnel
 - Tools
 - Vehicles

2.13 RESPONSE

The Municipality intends to respond to all submissions by no later than 30th June 2012 indicating the following:-

- 3.1 Acceptance or rejection of the submissions
- 3.2 Acceptance or rejection or amendment of the letter of support in respect of applications by the Service Provider for funding to the joint programme of Eskom and National Department of Energy, such draft letter should be included with the submission

2.14 TERMS AND CONDITIONS

The Municipality in inviting such submissions would apply the following terms and conditions:-

- 4.1 The Municipality is not obliged to accept any of the submissions and will at its sole discretion accept or reject any or all submissions.
- 4.2 The Municipality does not incur any legal or financial obligations toward any Service Provider making such submissions.
- 4.3 A letter of support to the Service Provider would not imply any obligation by the Municipality to the Service Provider.

	4.4 The Municipality would give its legal support and approval for installations of solar geysers by service providers only once a service level agreement has been entered into the Municipality and the Service Provider on or before the 30 th June 2012
OTHER DOCUMENTS REQUIRED	<ul style="list-style-type: none"> • Original, valid tax clearance certificate • Company registration documents • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 8 and MBD 9 • Copy of latest municipal account • Price schedule (fixed prices including Vat)
CLOSING DATE AND TIME	Friday 15 June 2012 at 11h00am
OCCUPATIONAL HEALTH AND SAFETY	The service provider must ensure compliance with Occupational Health and Safety (OHS) as attached
SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Executive Manager: Infrastructure Services: Dennis Mokotedi at (011) 951 1702/0/082 941 4643 or e-mail dennism@mmogalecity.gov.za

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:

e-mail address:.....

Signature of persons authorized to sign proposal

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

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

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

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

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

COMPETENCY OF PRINCIPAL CONTRACTOR'S RESPONSIBLE PERSONS

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

MEDICAL CERTIFICATES OF FITNESS

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