

FRANCES BAARD DISTRICT MUNICIPALITY



CONTRACTOR O.H.S. REQUIREMENTS

SECOND DRAFT

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CONTRACTOR OHS REQUIREMENTS

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1. LEGISLATION

Contractors, Sub-Contractors and their employees while working on worksites shall meet the requirements of all relevant Occupational Health & Safety legislation.

2. WORKSITE INDUCTION

Prior to commencement of work at any construction and worksites, the Contractor shall report to the Housing Manager and or Manager Technical Services for OHS induction. The Contractor shall give this induction to all employees and Sub-Contractors of the Contractor who will be working at the site before commencing work on the site. The Contractor shall keep records of the participants and the induction process.

3. SECURITY

Any Contractor or person associated with the contract may be asked by Municipal Security at any time to open and disclose the contents of any bag, package, toolbox, or vehicle in their possession or control when entering, leaving or whilst on municipal premises.

Contractors are responsible for security arrangements in relation to plant, tools and equipment and materials required on site during the contract.

4. SAFE WORK PROCEDURES

Contractors shall provide a safe system of work for the duration of the contract. They may be required to produce evidence of safe work procedures, training records and their occupational health and safety policies. All personnel on site will be expected to follow safe work procedures and comply with all relevant safety legislation.

5. RISK ASSESSMENTS

As required by the Occupational Health & Safety legislation all items of plant, hazardous substances and electrical equipment must be subject to a risk assessment to minimise the risk of injury.

6. PORTABLE ELECTRICAL EQUIPMENT

All contractors' portable electrical equipment is to be tested and tagged in accordance with SABS standards and ISO standards prior to use on any construction or worksites. Testing and tagging of portable electrical equipment is the responsibility of the contractor.

7. RESIDUAL CURRENT DEVICES (RCD'S)

Contractors who use electrical power tools and other portable electrical equipment on University worksites shall do so in conjunction with a Portable Residual Current Device (RCD) tested and maintained in accordance with OHS Regulations.

8. WORK OF A HAZARDOUS NATURE

Contractors are required to implement safe working systems and may be required to produce documentary evidence of: safe work procedures, training records, competency accreditation and licences relevant to specific hazards associated with the contract. All personnel on site will be expected to follow safe work procedures.

9. POTENTIAL HAZARDS

The Contract Supervisor shall inform and provide relevant information to the Contractor of any potential hazard or hazardous activity being carried out in the vicinity of the workplace where the Contractor, its employees, sub-contractors and employees are performing work or services in relation to the contract.

Contractors and/or their representatives are to immediately report any hazards identified so that appropriate actions can be implemented to reduce the risk of injury or risks to health.

10. USE OF CHEMICALS (hazardous substances)

The Contract Supervisor must approve the use of any chemicals (hazardous substances) in or around University premises. Material Safety Data Sheets (MSDS) must be on site for every substance used. The MSDS must be readily available for use in any emergency. An

assessment of the use of the substance must be undertaken and the substance used in the least hazardous manner for the work practice and working environment.

11. DELIVERY OF MATERIALS (hazardous substances)

Contractors who are expecting deliveries of hazardous substances shall advise the Contract Supervisor of the approximate time and location of the delivery, the name of the organisation making the delivery and the type of goods being delivered.

12. PERSONAL PROTECTIVE EQUIPMENT

Contractors must issue their employees with appropriate personal protective equipment for the work being undertaken. The Contractor is responsible for ensuring the correct use of personal protective equipment.

13. PROTECTIVE SCREENS

When grinding, sanding and welding, a protective screen must be used to protect and exclude personnel and equipment from hazards.

14. EXPLOSIVE POWER TOOLS

Subject to the written approval of the Contract Supervisor and compliance with Government regulations, the use of low velocity tools may be permitted. When in use suitable warning signs must be displayed. Approval will not be granted for the use of high velocity tools. All operators of explosive power tools must have an authorised, current certificate and be over the age of 18.

15. HOUSEKEEPING

The Contractor shall ensure that all means of access and egress in the vicinity of the site are free from obstruction. Any surplus or scrap material must be regularly removed from site in a manner that will not harm the environment. In the event of any spillage of any substance in the vicinity of the workplace, the contractor shall take immediate appropriate action.

The contractor shall ensure that at all times there is free and unobstructed access and egress around the worksite.

16. FIRE PREVENTION (including Hot Work)

To guard against the risk of fire it is essential to shut off all oxy/acetylene, welding and heating equipment at least thirty minutes prior to leaving the worksite. Prior to vacating the worksite a visual check around the worksite must be undertaken. Suitable fire extinguishers of sufficient capacity must be provided when undertaking any work involving welding, grinding, heat treatment or any work requiring the use of flame.

All combustible materials that are not part of the work must be removed from site at the end of each workday.

17. EMERGENCY EVACUATION AND FIRE PROCEDURE

In the event of an evacuation (real or for practice purposes) Contractors and their employees are required to follow instructions from the Municipality's designated Project Supervisor at the site. If no warden is present evacuation will be via the nearest emergency exit. The building will not be re-entered until the all clear is given by the warden or the emergency services.

18. ENERGY ISOLATION TAG & LOCK-OFF PROCEDURE

If a Danger Tag or Out of Service tag is fixed to plant, equipment or machinery the equipment shall not be used.

Contractors are to strictly adhere to the Municipality's OHS Procedure - Energy Isolation Tag and Lock-Off where there is a need to isolate sources of energy in relation to works on the construction sites.

19. REPORTING AND INVESTIGATING INCIDENTS AND DANGEROUS OCCURRENCES

The Contractor is responsible for reporting all incidents occurring at a construction or worksite which result in injury to a person or damage to property immediately to the Housing Manager.

The Contractor shall also keep detailed and timely records of any accidents and shall make those records available to the Contract Supervisor when requested (and copied if necessary).

20. WORKSITE INSPECTIONS

The Contractor shall grant the Municipality's Project Supervisor or any authorised staff of the municipality access to the contractor's work or services for the purpose of conducting a site OHS inspection. Where the Project Supervisor or Housing Manager brings to the attention of the Contractor any activity or omission of the Contractor which the Project Supervisor or Housing Manager considers to be a breach of procedures, the Contractor shall immediately take all necessary steps to rectify such breach.

21. HEALTH, SAFETY OR WELFARE NOTICES

The Contractor must immediately notify the Project Supervisor or the Housing Manager or any designated staffer of the municipality of an Improvement Notice, Prohibition Notice or a Default Notice being issued in relation to the work. In the case of a Prohibition Notice or a Default Notice, any specified work activities must cease until such time as the issuing party is satisfied that adequate measures have been taken to avert, eliminate or minimise any risk to health or safety.

22. SMOKING

Smoking of any type is prohibited in all Municipal buildings, including those rented by the Municipality for official purposes, access areas such as lifts, stairwells, corridors and entrance lobbies, storage areas, toilet areas, and lunch rooms, areas adjacent to Municipality's buildings where tobacco smoke may accumulate or drift back into buildings, eg doorways, vestibules, proximity to windows or air conditioning intakes.

Contractors are to strictly adhere to Municipality's OHS Procedure – Smoke Free Work Environment.

23. ALCOHOL AND OTHER DRUGS

Contractors are responsible for ensuring that they or their employees are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at work or the health and safety of municipal employees

Contractors are to strictly adhere to Municipal OHS Procedure – Alcohol and Drugs in the workplace.

24. VEHICLES AND MOBILE PLANT

All motor vehicles brought onto any construction and worksite(s) shall be parked in spaces identified during the induction process. The drivers of all motor vehicles are to observe the speed restrictions, road signs, traffic flows and pedestrian traffic requirements for that worksite. All operators of vehicles on the worksite are to hold appropriate licences.

25. MOTORS, MACHINERY AND EQUIPMENT

Stationary internal combustion engines shall not be used within buildings or enclosed areas unless an attached extraction unit is operating and is capable of ensuring that no residual fumes remain in the area. Care must be exercised when positioning the extraction system to ensure that fumes are not drawn into air handling or air conditioning intakes.

26. NOISE LEVELS

Noise from equipment being used shall not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy in buildings. Where high noise levels will be produced by certain contractor work operations, consideration shall be given to carrying out the process during a time outside normal occupancy times.

27. ASBESTOS

Contractors who encounter during work or suspect that asbestos is present and not contained shall cease work immediately and inform the Project Supervisor designate or the Housing Manager who will arrange for verification of the product and safe removal if necessary. Asbestos and asbestos products are to be removed only by approved persons in accordance with the OHS Act and Approved Code of Practice.

28. WORKING ALONE

If any employees of the contractor are required to work alone, it is the responsibility of the contractor to provide suitable systems of communication to ensure that assistance can be provided should an emergency occur.

29. EXCAVATIONS AND TRENCHES

Excavation and trenching work shall be carried out in accordance with the relevant OHS Regulations.

30. WORKING AT HEIGHTS

Working at Heights shall be carried out in accordance with the relevant OHS Regulations.

31. WORKING IN CONFINED SPACES

Working in Confined Spaces shall be carried out in accordance with the relevant OHS Regulations,