



HULAMIN

STANDARD

LR-14- CR – STD – 03

STANDARD FOR LR-14 HULAMIN CONSTRUCTION MANAGEMENT

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1. Scope:

The scope of this document includes, all construction work or any such work that falls into the scope of the construction regulation on both Edendale and camps drift sites and is applicable to construction activities as per the Construction Regulation (LR14)

2. Purpose:

The purpose of this document is to inform all contractors of Hulamin's high risks, standards, requirements and rules in order for the contractors to carry out their activities safely and without risk of injury, harm or impact on the environment.

3. References:

Occupational Health and Safety Act No. 85 of 1993
Construction Regulation – Legal register (LR14)

4. Application of Construction Regulations 2003

The intended construction work falls within the scope of "construction work" as defined in the Construction Regulations, 2014 made under the Occupational Health and Safety Act 1993.

5. Potential sources of risk

The following potential sources of risk to the health and safety of persons have been identified, and must, as a minimum, be appropriately addressed by the principal contractor in the principal contractor's Health and Safety Plan. In addition, the principal contractor must perform its own risk assessments to enable it to take the necessary precautions to protect the health and safety of persons on the site, to comply with the Principal Contractor's obligations under the Act and all Regulations made thereunder, including the Construction Regulations. All such precautionary measures and procedures must be included in the Principal Contractor's Health and Safety Plan, which must be submitted to the Client for review and approval and where applicable should include detailed plans that address:

- Working at height (fall protection)
- Scaffolding
- Material hoists
- Cranes
- Construction vehicles and mobile equipment
- Electrical installations and electrical machinery
- Housekeeping
- Stacking and storage practices
- Fire risks and fire precautions
- Welfare facilities on the site
- Hot work (steel cutting and welding)
- Noise
- Portable electrical tools
- Intoxicated persons on site
- Use of ladders
- Dust/ Wind
- Environmental conditions: Heat
- Safety Culture
- Vehicle safety (Including driver behaviour)

The following Policies/Procedures are in support of the abovementioned requirements: Occupational Health and Safety Act No. 85 of 1993

6. Health and Safety Management System

Health and safety philosophy

The Client is required to ensure a working environment which, as far as reasonably practicable, is safe and without risk to the health of persons on the site.

6.1. Contractor health and safety management system

The Principal Contractor will ensure and demonstrate to the Client that he, and all contractors to be appointed on this construction project, has adequately allowed for the cost of health and safety measures and resources (personnel) which may be required during the construction work.

6.2. Appointment of Client's Health and Safety Adviser

The Client will appoint a Health and Safety Adviser who will visit the site regularly to monitor and audit the execution of the contractors' Health and Safety Plans on behalf of the Client, without thereby limiting the contractors' own responsibility for health and safety, or attracting any vicarious responsibility or liability for the contractors' acts or omissions.

6.3. Occupational Health and Safety Act Section 37(2) agreements

The Principal Contractor as well as all contractors must sign the Section 37(2) agreement before commencement of their particular work.

7. Contractor Health and Safety Plans

Each Principle Contractor and contractor working on the site must prepare a Health and Safety Plan to address and manage all applicable sources of risk as per items under point 5 of this specification as well as any other sources of risk which are identified during the contractor's own risk assessments. The Principal Contractor shall incorporate these into a single Health and Safety Plan for the execution of the entire contract works ("the Health and Safety Plan"). Should any further risks be identified in the course of the construction work, such risks must be assessed and addressed in amended Health and Safety Plans which must then be submitted to the Client for approval. The Principal Contractor shall notify Hulamín Project Manager of all contractors that will be utilized for the project.

The Health and Safety Plan must also address the following matters:

- 7.1 Legal appointments required by the OHS Act and any Regulations under the OHS Act.

- 7.2 Procedures for compliance with all requirements of the Act and in particular Sections 8 and 9 of the OHS Act.
- 7.3 System for recording and reporting of incidents both internal and external to the Department of Labour.
- 7.4 Copy of the Act and its Regulations to be kept on the site and to be readily available to employees.
- 7.5 Incident register to be kept on the site.
- 7.6 Employment of only persons who are competent and have the necessary knowledge, training, qualifications and experience to perform the required construction work safely and effectively.
- 7.7 Appointment of only competent, knowledgeable, trained, qualified and experienced persons to supervise the construction work.
- 7.8 Procedures, training and arrangements for first aid facilities on the site.
- 7.9 Procedures and arrangements for prompt reporting of injuries and other losses/incidents.
- 7.10 Emergency plans to deal effectively with potential site emergencies during the duration of the project.
- 7.11 Use of effective processes for the identification and close out of root causes of incidents and accidents.
- 7.12 Attendance by all contractors of monthly site health and safety meetings.
- 7.13 Demonstration by all contractors of their health and safety monitoring and auditing systems to ensure compliance with their Health and Safety Plans.
- 7.14 Effective site health and safety induction programme for all workers on the site. All contractors, contractor employees, contractor employees, visitors, and other persons are required to undergo induction before entry onto Hulamin sites.
- 7.15 Provision of SANS and Hulamin approved PPE to employees.

- 7.16 The contracted company must implement a system for regulating visitors and employee access to the premise. The company must ensure that visitors/contractors are adequately inducted and always supervised. General induction should encompass general hazards prevalent on the site, risk assessment, rules and regulations, scope of authority, any hazards associated with the work to be performed, as well as the control measures to be taken and other related aspects. Security requirements shall be highlighted at induction training. All contractors/visitors shall remain in the care and custody of a Hulamín person (host) and shall ensure compliance with all Hulamín site rules. All employees must have undergone pre-employment medical examination and have been found to be fit for duty. A copy of the certificate of fitness shall be presented to Hulamín for permanent record **(See Annexure 3 sample)**
- 7.17 Where vehicles are used in connection with this project either for transporting employees or materials, the contracted company must ensure that the vehicles are compliant to Hulamín procedure vehicle safety specification. The contracted company must implement systems to monitor and control driver behaviour. Under no circumstances will employees be transported at the back of the bakkie or truck. Motor vehicles operated by contractors shall, in all respects, comply with the Road Traffic Ordinance and Road Traffic Act. Designated drivers shall be in possession of a national driver's licence issued to the person and valid for the class of vehicle they drive. It is the responsibility of the driver to ensure that:
- He/she and his/her passengers wear seat belts while the vehicle is in motion;
 - He/she complies with all safety, directional, and speed signs;
 - Vehicle loads are properly secured and loaded onto vehicles; and
 - Vehicles are not overloaded.

All requirements with regard to the transportation of tools/equipment/material and persons on the back of vehicles shall be adhered to:

- Where vehicles do not have sufficient lawful seating, workers may only be transported in busses.
- Fixed and firmly secured seats with seat belts – adequate for the number of passengers being transported.
- The driver and all passengers are to be seated with seat belts fastened when the vehicle is in motion.
- Tools, equipment, and material are to be secured in order to prevent movement.

- 7.18 The Principle contractor shall ensure that his/her employees and those of his/her contractors do not park vehicles in unauthorised zones/areas. Hulamín reserves the right to search any vehicle on the premises or when entering or leaving the premises. The Contractor shall not expose their visitors or suppliers to site hazards. It is, therefore, essential to take all necessary steps to control the entry and movement of non-employees into or onto a construction site or any other workplace and to ensure that persons outside the workplace are not detrimentally affected by the workplace activities.

8. Additional duties of Principal Contractor

- 8.1 The Principal Contractor must coordinate the activities of all contractors in the interests of health and safety.
- 8.2 The Principal Contractor must carry out all other duties described in Regulation 7(1) duties of Principle Contractor/contractor as per the Construction Regulations (LR14). **(See check list sample)**
- 8.3 The Principal Contractor must register in terms of the Compensation for Occupational Injuries and Diseases Act or any other compensation fund approved by the Commissioner for its workmen, and provides to the Client proof thereof and also that it is in good standing with the Compensation Commissioner or approved insurer.

9. Attachments / Records – Not limited to the following:

- 9.1 Client's OHS Act Section 37(2) agreement for principal contractor.
- 9.2 Occupational Safety, Health, Environment and Quality Policy.
- 9.3 Appointments & Organogram
- 9.4 Fall protection plan
- 9.5 Emergency preparedness plan
- 9.6 Maintenance plan
- 9.7 Cleaning strategy/plan
- 9.8 Health and Safety Plan
- 9.9 Letter of Good Standing

10. General

- 10.1 Nothing contained in or omitted from this Health and Safety Specification, or the Health and Safety Plan based on this specification, shall relieve the Principal Contractor of any of its obligations or liabilities.
- 10.2 The Client shall not be liable for any civil claim because of anything contained in or omitted from this Health and Safety Specification.

The Principle Contractor/contractor shall use the applicable health and safety information in this specification to develop and submit a suitable and sufficient health and safety plan, which will indicate to Hulamín the level of compliance with the health and safety requirements. The work performed by the Principle Contractor and/or his/her contractors is subject to South African legislation as well as Hulamín requirements, and the Principle Contractor/contractor shall, at all times, adhere to legislation and Hulamín requirements as they relate to his/her work or activities.

On evaluation and discussions by Hulamín with the Principle Contractor, a final accepted health and safety plan will be signed and approved. The Principle Contractor is, thereafter, required to do the same when procuring from other contractors. The Principle Contractor/contractor will not be allowed to commence work until the health and safety plan has been approved.

Accompanying General Requirements:

- a) The Principle Contractor/contractor shall be responsible for enforcing and respecting all applicable health and safety rules in performance of all work covered by the contract, particularly those relative to the OHS Act and regulations made under them as well as to Hulamín requirements.
- b) The Principle Contractor/contractor shall take reasonable steps necessary to ensure the protection of workers, visitors, property, and the public.
- c) The Principle contractor/contractor shall identify hazards and potentially hazardous work operations. For each work operation identified, the Principle Contractor/contractor shall perform a risk assessment.
- d) The Principle Contractor/contractor shall report to Hulamín and investigate all accidents/incidents having caused, or having risked causing, losses or injury in order to identify the cause(s) and immediately take appropriate corrective and preventative measures. Follow the Hulamín Incident Management Procedure.

- e) The Principle Contractor/contractor shall take all necessary steps to ensure that their workers and persons granted access to the work site and who are under the Principle Contractors/contractors control or who are present at the Principle Contractors request comply with these safety requirements and with the necessary legislative requirements.
- f) The Principle Contractor/contractor shall ensure and demonstrate to Hulamín that he/she and all contractors to be appointed on this project have adequately allowed for the cost of health and safety measures that may be required during the work/services.
- g) The Principle Contractor/contractor shall provide their workers with proper training so that they can perform their work safely. Train all staff to be aware of their own responsibilities for, and to provide information, instruction, and training on, the particular hazards and risks in relation to the scope of work.
- h) The Principle Contractor/contractor shall provide and maintain in proper condition all personal protective equipment for their workers and visitors as well as any other safety or special precaution devices. The Principle Contractor/contractor shall ensure that their workers and all other persons having access to the work site use appropriate personal protective equipment in a safe manner. All equipment brought onto the site (including motorised equipment, cranes, mobile work platforms, etc.) that requires personal protective equipment to be worn during operation shall have the relevant PPE mandatory sign(s) attached. The Principal contractor shall ensure that their workers, contractor employees and all other persons having access to the work site use appropriate personal protective equipment in a safe manner.
- I) the Principle Contractor/contractor is required to take reasonable steps to prevent bodily harm to persons whom he/she has authority to direct in terms of how these persons perform their work or tasks.
- j) The Principle Contractor is accountable for the management of its contractors to ensure that the applicable legal and Hulamín requirements (that are applicable to the Principle Contractor during contract execution) are fulfilled by the contractors.
- k) The Principle Contractor must ensure that all employees (including contractors) undergo the relevant Hulamín induction.
- l) Equipment Products, Components and/or Accessories must conform to all applicable Product Safety standards appropriate for intended works.

m) No Illegal drugs, alcohol, firearms, or other dangerous substances shall not be allowed on Hulamín site. Working under the influence of an illegal drug, alcohol, or other dangerous substance is not permitted.

n) The Principle Contractor/contractor shall use all symbolic safety signage that conforms to the requirements of SANS and/or applicable legislative requirements. For contractors with site establishment: the Principle Contractor company sign shall be posted at its site offices to reflect the name of the company and emergency contact details. The Principle Contractor shall provide the signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

o) When working at height, all precautions including, but not limited to, Hulamín and legislative requirements shall be taken to prevent incidents. All users of height safety equipment for working at height shall be trained, assessed, and declared competent for the specific height safety equipment and associated structures.

- A **task-/job-specific fall protection plan** shall be developed and approved by a competent person for any activity where there is a risk of falling.
- The fall protection plan shall include a task-/job-specific risk assessment and requirements relating to the scheduled work to be carried out.
- Training programme for employees working from a fall risk position
- Appointments and authorisations
- The procedure addressing the inspection, testing, and maintenance of all fall protection equipment
- The processes for evaluation of the employees medical fitness necessary to work in a fall risk position and the records thereof (medical surveillance programme)
- Equipment use and specification
- Fall prevention, fall arrest, and fall rescue
- Method statements or safe work procedures/task analysis/work instruction
- The fall protection plan and its requirements shall be integrated into the health and safety plan.
- Adherence to the fall protection plan is mandatory.
- The fall protection plan shall be suitably amended in accordance with the risk assessment, equipment technology, standards, and legislation.

- When working at height, appropriate PPE as determined by the risk assessment and written safe work procedure/task analysis/work instruction shall be used at all times.
- The type of personal protective equipment to be used shall be appropriate to the activity and shall provide adequate hand, eye, face, foot, and head protection.
- Work restraint methods shall be used before placing workers in fall arrest situations.
- “Working at height” shall be indicated on all job specifications of employees who are expected to work at height and shall be taken into account in all medical and psychological assessments/surveillances.
- All fall arrest protection equipment shall comply with SANS standards and other recognised international standards.
- All height safety equipment purchased shall conform to relevant national standards, international standards, statutory requirements, and approved Hulamín divisional-specific requirements.
- All portable ladders used on the site shall be in compliance with the OHS Act and Regulations as well as applicable National standards.
- All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085.
- High Risk Activities: When the Principle Contractor and/or his/her contractors are working in an area where a high health and safety hazard exists, the Principle Contractor/contractor shall:
 - ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted;
 - ensure the use of safety standbys in areas of high-risk activities and activities that fall within the scope of the permit-to-work system; and
 - provide, erect, and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- The Principle Contractor/contractor shall maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry.

Work Stoppage

- Any person may stop an activity, unsafe act, or unsafe condition that poses or may pose an imminent threat to the health and safety of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, a vendor or such vendor's contractor.
- Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the vendor's works or services shall not warrant any financial compensation claim lodged against where the vendor has not met the requirements defined legally or contractually.
- Work stoppages will be classified in accordance with the following, and the applicable work stoppages shall be adhered to:
- Temporary stoppage of activity(ies)/task(s) due to SHE concerns, including the following circumstances
- Ad hoc work stoppages by management: at the discretion of the senior management, all work of a similar nature may be stopped due to the occurrence of a fatal or serious incident, and the applicable vendors will be required to comply with and/or verify the conditions stipulated in the work stoppage.

11. ACKNOWLEDGEMENT OF RULES AND PROCEDURES

1. Health and Safety Specification
2. Procedure on Working at Height
3. Procedure on Vehicle and Driver Safety Management
4. Incident Management Procedure
5. Ensure that all employees (including Principle contractors/contractors) undergo relevant Induction and the company's specific risk induction.

I, the undersigned hereby acknowledge that I fully understand the contents of this Health and Safety Specification and the consequences of non-compliance.

Signed at on this Day of 20.....

(Print Name)

(Signature)

Name & Signature of Service Provider/Contractor Manager

Name of Company

Signed:
(For and on behalf of the client/agent)

Date