



Company name of Bidder: .....

**BID NO: 75/2021**

**DE RUST: BOETIE HUTTIES: CONSTRUCTION OF A STEEL STRUCTURE**

**FEBRUARY 2022**

**This document is not for sale. Any entity that requests payment must be reported at the contact person indicated in this tender.**

<b>BID AMOUNT</b>	.....
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**GENERAL REQUIREMENTS**

The works, as described, are for the Boetie Hutties project that is supported by the Western Cape Department of Agriculture. The quoted amount will be a lump sum bid and must include labour, material and tools and machinery to execute the works.

The site is situated at De Rust.

**Conditions that may pose a risk:**

Clayish and rocky ground conditions can be expected. Security for materials and equipment must be supplied. The Contractor must put all necessary precautions in place to work under these conditions.

**The scope of works will include:**

1. The construction of a 30 x 9 meter wide steel structure.
2. The construction of a 2 rows of bricks high (Above floor level)

Documents are available for the bidder to download from the following website address under the specific tender - <https://casidra.co.za/tenders>

**Documents for the purpose of this bid include:**

1. Conditions to Submit Bid (Form CBD 2.1 (Lump Sum)
2. Price Form, Bill of Quantities and Schedules (Form CBD 3.1 (Lump Sum)
3. Scope of Works (Form CBD 4)
4. PPP Evaluation Form (Form CBD 5.1 (80/20)

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5. Bank Entity Form (Form CBD 7), unless the banking details of the company indicate “verified” on the Central Supplier Database (CSD).
6. Registration on the CSD for all suppliers is compulsory and registration numbers must be supplied.
7. Drawings: “Plan no 13/77 / 12 / 2019 & Sketch A”
8. For Construction works – Occupational Health and Safety Risk assessment and Specifications according to Construction Reg. 5 (b)

***In accordance with Casidra’s Preferential Procurement Policy, this bid as further indicated in CBD 5.1 is subject to:***

- ***a functionality compliance test;***
- ***B-BBEE certified bids will receive preferential scores;***
- ***Local production and content***

This bid include goods from a designated sector “Steel Products and Components” and Cement only locally produced goods, services or works, or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered. SBD 6.2 and Annex C, D and E documentation apply and must be completed and handed in with this bid.

The successful bidder will be required to fill in and sign a written Contract Form (CBD 8). Included are a penalty clause of R 550.00/calendar day that apply for late completion of works and a 10% retention fee for 3 months not bearing interest.

**BID DEADLINE:** The closing date for the bid is **17 February 2022 strictly at 12H00.**

## **SUBMISSION OF BIDS**

**Bids must be submitted in a sealed envelope with the name of the bidder and the inscription “BOETIE HUTTIES: CONSTRUCTION OF A STEEL STRUCTURE – BID NO: 75/2021**

” and placed in the bid box available at Reception of **Casidra’s** Head Office, 22 Louws Avenue, Southern Paarl. No faxed, emailed, counter-to-counter courier or posted bids will be accepted.

The following documents (including fully completed and signed **CBD** forms numbered 1 to 7 as supplied) must be **valid for a period of 90 calendar days** after closure of the bid and submitted as a bid packet:

<b>Document number</b>	<b>Document description</b>	<b>Action required/comment</b>	<b>Mark</b>
			√
CBD 1	General requirements	Signed	
CBD 2.1	Conditions to submit bid	Signed	
CBD 3.1	Price form (lump sum)	Complete, sign	
CBD 3.1 Experience	Proof of previous work and contact details of three work-related references that are qualified to comment on work.	Compulsory	
CBD 3.1 Rates	Unit rates for the works on the forms as supplied	Compulsory	
CBD 3.1 Changes	Indication if any changes are proposed in scope of works and cost implication.	If required	
CBD 3.1 Plant	List of machinery and plant available	Compulsory	
CBD 3.1 CM	Proof of competency of a Construction	Valid/ compulsory	
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(Construction works only)	manager in terms of the Construction regulation 8.		
CBD 4	Scope of works	Signed	
CBD 5.1 (80/20)	PPP Evaluation form	Complete, sign	
CBD 7	Bank Entity form (Not needed if “verified” on CSD)	Complete, bank stamp	
TCC of principle and sub-contractors	Registration and verification of Tax Clearance on CSD.	<b>Compulsory</b>	
BEE	B-BBEE Certificate or Sworn Affidavit (as applicable, see CBD 5 for detail)	Original affidavit or certified copy certificate/Valid/not compulsory	
Company profile	Detailed company profile including the core competencies of personnel and subcontractors	Compulsory	
COIDA	Letter of good standing of the Contractor in terms of COIDA	Valid/ compulsory	
OHS Plan	Occupational Health and Safety Plan approved by the Client	Valid/ Proof after appointment	
CI	Proof of construction insurance	Valid/ Proof after appointment	

All technical enquiries can be referred to Mr A.J. Otto at (021) 863 5000 or 083 410 7736.

**Compliance with the Occupational Health and Safety Act and regulations apply. It is the responsibility of the Contractor to perform all services accordingly.  
**Take Note: Compliance in terms of the regulations will be strictly enforced and no lenience allowed.****

Tenderers to note changes in Health & Safety specification which must take into account COVID 19. Tenderers to allow for provision of additional Health & Safety measures in their bid price.

**For definition of Construction works, see the Construction Regulations 2014 and definitions as in CBD 2.1**

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## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **MUST** be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations.

In order to meet this requirement, bidders must ensure that they are registered on the CSD and their tax status on the CSD are indicated as compliant. If a discrepancy exist between the CSD and the SARS eFiling of the supplier, then a printed version of the Tax Clearance Certificate must be supplied by the supplier and the eFiling PIN number for verification of authenticity by **Casidra** on the SARS website.

Foreign suppliers with no tax obligation in South Africa must request from **Casidra** and complete a form SBD1 that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

## COIDA REQUIREMENTS

The aim of the COID Act is to provide for compensation in the case of disablement caused by occupational injuries and diseases, sustained or contracted by employees in the course of their employment, or death resulting from such injuries and diseases; and to provide for matters connected therewith.

Workers who are injured on duty or obtain an occupational disease can claim compensation for temporary or permanent disablement. If workers die as a result of an injury on duty, their dependants will also be entitled to claim compensation. Employers that registered their employees are protected against civil claims in this regard. The COIDA basically prevents employees covered by the act from suing their employers for damages in terms of common law. Please note that the following employers are exempted and do not have to pay assessment fees:

- National and provincial state departments;
- Certain local authorities
- Employers insured by a company other than the Compensation Fund like Mutual Associations. There are currently two approved mutual associations:
  - Federated Employers Mutual Assurance (FEMA), for the building industry; and
  - Rand Mutual Assurance Company (RMA), for the mining industry.

According to prescription, anyone who employs one or more part- or full time workers **must register** with the Compensation Fund and pay annual assessment fees. The Compensation Fund is a trust fund that is controlled by the Compensation Commissioner and employer contributes to the Compensation Fund. The Commissioner is appointed to administer the Fund and approve claims lodge by employees or their dependants. This means that the Fund will compensate the employee or their dependants and not the employer.

Where a service provider does not have any personnel in employment at time of tender, an official tender letter for the respective bid from the Department of Labour must still be submitted indicating this status. A period of 14 days will be allowed after tender award for registration.

No other documents other than stated above, will be accepted.

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## CONSTRUCTION MANAGER

### OHSA Construction regulations: Clause 8 (1) Management and supervision of construction work

A principal contractor must in writing appoint one full-time competent person as the **construction manager** with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

**"competent person"** means a person who—

a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training;(Training and registration only applicable from August 2015) and

b) is familiar with the Act and with the applicable regulations made under the Act;

**"construction manager"** means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site.

## CENTRAL SUPPLIER DATABASE

National Treasury indicated during 2015 the development and future use of the Central Supplier Database (CSD) as a way of simplifying the process of doing business with government.

The CSD will be the source of all supplier information for all organs of state and will reduce the exchange of compliance documents in paper form, eliminate multiple registrations with different organs of state and ultimately reduce the cost for both business and government by enabling electronic registration and verification process.

The CSD will interface with SARS to verify tax clearance certificates and the Companies and Intellectual Property Commission (CIPC) for business registration and business ownership information. The CSD will furthermore verify supplier information with the register for tender defaulters and database of restricted suppliers. (Please see Fact Sheet and CSD pamphlets.)

From 1 September 2015 prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za). Apart from registering and capturing supplier information on the CSD, suppliers currently on any database of organs of state need to maintain their records through the existing supplier systems for the period 1 September 2015 to 31 March 2016. This period will be referred to as the Interim Period. During the Interim Period suppliers that register on the CSD must provide their CSD supplier number and unique security code that will be communicated to them as well as any other relevant documentation (not yet electronically verified by the CSD) to the organs of state they want to do business with. **Casidra** urges all their suppliers to please comply with the request.

During the transitional period until 31 March 2016 **Casidra** will migrate our current supplier database to CSD to ensure accuracy and validation of information prior to mandatory implementation of the database.

For more information please contact National Treasury [ocpo.treasury.gov.za](http://ocpo.treasury.gov.za) ([http://ocpo.treasury.gov.za/Suppliers\\_Area/Pages/Central-Supplier-Database.aspx](http://ocpo.treasury.gov.za/Suppliers_Area/Pages/Central-Supplier-Database.aspx)) or [Central Supplier Database for Government](https://secure.csd.gov.za/) (<https://secure.csd.gov.za/>).

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**CONDITIONS TO SUBMIT BID (LUMP SUM)**

**Definitions:**

In this Agreement, unless the context clearly indicates a contrary intention, the following words will have the following meanings and cognate expressions will have corresponding meanings:

The “Contractor” means the company or person appointed under this bid for the purposes of delivering the service for this Project to the Client as described in the Scope of Works (**CBD 4**). For the purposes of this document, the terms “Contractor” and “Service Provider” are assumed to have the same meaning.

“Project Manager” means an official appointed and in charge of coordinating the project at **Casidra** SOC Ltd. in accordance with the provisions of these terms and conditions.

“Project” means (Construction of a Steel Structure) as further identified under the project name as above.

“Service level” means the stipulated criteria applicable to the indicated project, including any set of criteria relating to the performance of the Contractor.

“Project Team” or “Steering Committee” means the people appointed by the Client and identified to guide the project and approve achievements.

“Client” or “the Client” means **Casidra** SOC Ltd.

“Employee” means a person employed in the public administration including persons contemplated in section 12A of the Public Service Act (advisors to executive authority) and a person performing similar functions in a municipality or a provincial public entity, whether permanently or temporarily.

“Family member” means a spouse (partner in marriage, customary union according to indigenous law or a relationship in which the parties live together in a manner resembling a marital partnership), child, parent, brother or sister, whether such relationship results from birth, marriage or adoption.

“Construction work” means any work as defined in the Construction regulations 2014 under the definitions

- Construction work including working at heights
- Excavation work
- Structure including demolition
- Temporary works

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Unless the context clearly indicates a contrary intention, any word denoting any gender includes the other gender, the singular includes the plural and vice versa, natural person includes artificial persons and vice versa and insolvency includes provision or final sequestration, liquidation or judicial management.

“Acceptable tender/bid” means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.

**1. Lump Sum Bid / Measured**

These documents are for a **lump sum** bid for all labour and material as set out in the Scope of Works. For the purposes of variation orders, the hourly or unit rates rate of the services should also be given if requested on the form **CBD 3.1**.

No unit rate price adjustment of whatever nature, except for decreases or increases in the Value-Added Tax (VAT) and / or Variation Orders, will be applicable in this contract. The bidder shall make provision in his bid price for possible fluctuations in costs.

**2. Premises in Occupation**

The premises for the works **will be** in occupation during the contract period. Approval to access the premises must be obtained from the land owner.

**3. Fixed Price Bids**

3.1 No contract price adjustment of whatever nature, except for decreases or increases in the Value-added Tax (VAT) and / or Variation Orders, shall be applicable in this contract. The Contractor will make provision in his bid for possible fluctuations in costs.

3.2 If the instruction / appointment for the construction of certain phases is done after the validity of the bid has expired, prices may, on request, be updated or re-negotiated within the reasonable norms of escalation.

**4. Project Manager**

The person appointed by the Client to act as the Project Manager is **Mvuyisi Qotywe** and is responsible for the project management of this contract and can be reached at **082 560 5448**, email address is **mqotywe@casidra.co.za**

**5. Acceptance of Bids**

The Client is not bound to accept the lowest bid nor is it required to give reasons for selecting one Contractor in favour of another.

**6. Expenses in Preparation of Bid**

The Client will not be responsible for, subject to the Preferential procurement regulations, nor pay any expenses for losses which the bidder may incur in preparation of this bid.

**7. Value Added Tax**

The total quoted price must **include** Value Added Tax (VAT).

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**8. Contract Period**

The contract period for the completion and delivery of all the work in this contract is **4 (Four) Months** commencing **7 (seven) days** after the date of appointment of the Contractor and shall include all statutory and building industry holidays to reach “the completion date”.

**9. Inspection of Site**

Bidders must familiarise themselves with the local conditions, the accessibility of the site, the full extent and nature of the work to be done and the conditions affecting the execution and pricing of the bid. Claims on the grounds of lack of knowledge in such respects or otherwise will not be entertained.

If a site meeting is held, notice of attendance must be forwarded to the contact person.

Only information given in writing to the Contractor by the Engineer during the tender period will be regarded as binding on the Contract. Verbal information, given during the site inspection or at any other time prior to the award of the Contract, will not be regarded as binding on the Contract.

**10. Site**

The site to be occupied will be clearly pointed out to the Contractor at the site handover. The Contractor will not be allowed to extend his operations beyond the boundaries of the site.

**11. Water for the Works**

The Contractor may use water free of charge / pay for use at a tariff agreed with the Land Owner from the existing supply **if available**. He will obtain permission from the Representative / Land Owner before any connection to or extension of the existing supply is made, which will be executed, removed and made good on completion of the works at the Contractor’s own expense.

**12. Electricity & Lighting for the Works**

The Contractor may use the existing power supply free of charge pay for use at a tariff agreed with the Land Owner from the existing supply **if available**. He will obtain permission from the Representative / Land Owner before any connection to or extension of the existing supply is made, which shall be executed, removed and made good on completion of the works at the Contractor’s own expense.

The Contractor will allow for the risk of failure in the electrical supply or in case of an insufficient supply, in which case he will make his own arrangements and all costs that may arise shall be for his own account.

**13. Scaffolding & Hoisting Equipment**

The Contractor will provide for the supply, erection and removal of scaffolding and / or hoisting equipment as required.

**14. Tools, Equipment & Machinery**

The Contractor will provide all his own tools and equipment as well as facilities and transport for this project. Machinery should be sufficient to complete the works in the allocated time.

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**15. Existing Services**

If the Contractor encounters any existing services such as cables, pipes or sewers during the execution of the works, he must immediately notify the Client, halting all work in the vicinity thereof, until instructions to proceed have been given by the Project Manager.

Electric wires, telephone wires, pipes, etc. will not be interfered with during the course of the contract but if it should be necessary to disconnect or cut any such wires or pipes, the Client will be advised thereof and his instruction awaited.

**16. Accounts and Payments**

Payment of accounts received by the Client in terms of the works completed, shall be effected within 30 days after receipt of a correctly completed and approved invoice for the work module. The Client does not accept responsibility for delays in payment due to faulty accounts or paperwork.

Payments will be done maximum on a **biweekly** basis and will only be made for work done/completed.

**17. Responsibility of the Client**

The Client will:

- 17.1 Ensure that payments are done in accordance with the agreed payment schedule.
- 17.2 Not unnecessarily and for an unreasonable period delay any approvals or directives that are needed for the project to proceed.
- 17.3 If applicable: Provide the Contractor with an Occupational Health and safety baseline risk assessment.
- 17.4 If applicable: Prepare a site specific health & safety specification based upon the risk assessment.

**18. Responsibility of the Contractor**

The Contractor will:

- 18.1 Ensure all building and construction works are executed within the requirements as stipulated in the Occupational Health and Safety Act, No. 85 of 1993.
  - The Contractor must sufficiently made provision for Occupational Health and Safety requirements in his bid.
  - The Contractor must have and provide proof of sufficient resources to carry out the work safely as required by the Occupational Health and Safety Act.
  - The Contractor must have and provide proof of the necessary personnel that is qualified and has suitable experience, competencies, skills and training to do work safely and meet the requirements of the Occupational Health and Safety Act and regulations.
  - For construction works - The Contractor must ensure and provide proof that all personnel have a valid medical certificate of fitness specific to construction and operate construction vehicles and mobile plant.
  - For construction works - The Contractor must provide proof, as part of the bid documents, a letter of good standing in terms of COIDA. Failure to submit will result in invalidation of the bid.
- 18.2 Have all the necessary equipment and qualified personnel to execute the works successfully.

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**18.3 Wage rates**

- Be responsible for all the sub-Contractors appointed by him to complete the works. A minimum of **25%** of local labour must be incorporated in the project and **all workers must be SA citizens.**
- The following guidelines should be considered when setting rates of pay for workers:
  - The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary
  - The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure a reasonable quality of work.
  - It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.
  - Men, women, disabled persons and the aged must receive the same pay for work of equal value.
  - Provision should be made in the tender for value for payment of UIF and COIDA statutory levies.

18.4 Will provide and demonstrate a suitable and sufficiently documented Health & Safety Plan, which will be applied from the date of commencement of and for the duration of the contract. If the risks involved in the project are of such nature, based on the severity and probability, that safety is compromised, and/or the Contractor is not meeting the requirements of this Clause, the Client reserves the right to appoint an Occupational Health and Safety Officer at the cost of the Contractor.

18.5 Will be required to keep an attendance register, which meets certain criteria, of all employees who work at the project and submit this information on a bi-weekly basis to the Client who, in return, will submit a report to the funder / donor.

18.6 The Contractor’s supervisor, who shall be identified in writing to the Client’s representative and empowered to act on his / her behalf, shall constantly be present in meetings. The supervisor shall attend to any problems or complaints that may arise and directives given to him / her by the Client’s representative shall be deemed to be given to the Contractor. The supervisor must be contactable at all reasonable times, preferably to be equipped with a cellular phone.

18.7 Conform to all Laws, Regulations or By-Laws of any Department of State, Provincial Administration or Local Authority which may be applicable hereto.

18.8 Be responsible for the travelling, accommodation, work tools and management of its services.

18.9 Keep a site instruction book with numbered pages on site where all the events and instructions for the works are documented. This book must be completed in triplicate, one copy to the Contractor, one copy to the Client and the 3<sup>rd</sup> copy always kept in the book as reference.

**19. General**

19.1 Under no circumstances must the Contractor accept that he has been appointed without the completed documentation as described hereafter.

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- 19.2 The successful Contractor will be given notification in writing / by means of an appointment letter and the signing of **CBD 8**, together with this document, will form the contract.
- 19.3 Late bids will only be considered on the recommendation of the Adjudicating Committee.
- 19.4 The Contractor is responsible to complete all the work according to the quoted price.
- 19.5 The Contractor must be able to give a one (1) year guarantee – if not, this must be indicated on the quotation on the page named “**Changes Made By Bidder**”.
- 19.6 According to the evaluation of the bid it can be insisted that an interview be conducted with the Contractor to test his knowledge on the subject, or to give further information on its product, service or pricing.
- 19.7 If the above-mentioned requirements are not met, a motivation together with the quotation must be submitted and indicated on the page named “**Changes Made By Bidder**”.
- 19.8 The attached form, **CBD 5.1**, “PPP – Evaluation Criteria of the Contractor”, **MUST** be completed, signed and handed in as part of the bid documents by the Contractor.
- 19.9 The Contractor must provide all details of any references of previous work of a similar nature or that demonstrates the ability of the Contractor to perform a task of this nature (refer “PPP – Evaluation Criteria: References of previous work”).
- 19.10 The Client retains the right to conduct a “credit reference check” as part of the appointment conditions.
- 19.11 The Contractor **must include** all relative information and documents that will not be available on the CSD (e.g. copy of B-BBEE certificate, company profile and CVs of employees if requested) with the quotation in order to successfully complete the application.

**CSD registration and Tax clearance is compulsory for the principle and all sub-contractors**

- 19.12 The Client retains the right to partially or completely amend the quotation to award or cancel the bid.
- 19.13 NO TIPP-EX may be used to rectify mistakes.
- 19.14 The Client retains the right to amend financial / accounting calculations and to accept the amended amount as the new bid amount.
- 19.15 The outcome of the bid will **not be made public, but each bidder will be informed on the outcome of the bid**. Enquiries on the bidder’s own evaluation

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and score can be made to project manager as to improve the bidder’s competitiveness, ensure correct and complete bids for future reference.

**20 Cancellation of the project**

The Client retains the right to partially or completely, amend, award or cancel this project before appointing any Contractor.

**21 Evaluation of the bid**

The awarding of bids is dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations and updates.

Further detail on the application of these regulations is as in document **CBD 5.1**. Awarding of the bid is dependent on a preferential points system, and every presentation is measured against the specific evaluation criteria as indicated. The completion and signing of this document is thus a prerequisite to qualify as a service provider.

**22 Declaration of interest**

Public Administration Management Act 11 of 2014, Section 8(2):

*An “employee” may not – (a) conduct business with the State or (b) be a director of a public or private company conducting business with the State.*

Public Service Proclamation Act 103 of 1994 – Section 30: Directive

*“Conflict of interest” as a conflict between the public duties and private interests of an employee, in which the employee has private interest which could improperly influence him/her, and/or negative impact... on the public interest.*

Prevention and Combating of Corrupt Activities Act 12 of 2004, Section 17:

*Any public officer who, ... acquires or hold a private interest in any contract, agreement or investment emanating from or connected with the public body in which he or she is employed or which is made on account of that public body, is guilty of an offence.*

Public Service Regulations 2016 – Code of conduct:

Paragraph 13(b): *(An employee shall) – not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;*

Paragraph 13(c): *(An employee shall) – not conduct business with any organ of state or be a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the PFMA;*

Paragraph 13 (d): *- will recuse himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee;*

In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client. The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.

**23 Construction Insurance**

Proof of construction insurance for planned work must be submitted by the successful contractor. If you do not have insurance, for smaller (less than R100 000) projects, **Casidra** can put it under its insurance portfolio for your own costs (0.5% of the contract value). We must be given enough prior notice regarding this.

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**24 Inspections, tests and analysis**

- 24.1 All pre-bidding testing will be for the account of the contractor.
- 24.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the contractor shall be open, at all reasonable hours, for inspection by a representative of the Client or an organization acting on behalf of the Client.
- 24.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the Client shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 24.4 If the inspections, tests and analyses show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Client.
- 24.5 Where the supplies or services do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the contractor.
- 24.6 Supplies and services which do not comply with the contract requirements may be rejected.
- 24.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the contractor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the contractors cost and risk. Should the contractor fail to provide the substitute supplies forthwith, the Client may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the contractor.
- 24.8 The provisions of clauses 24.4 to 24.7 shall not prejudice the right of the Client to cancel the contract on account of a breach of the conditions thereof, or to act in terms of the conditions of contract.

**25 Warranty**

- 25.1 The contractor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The contractor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Client's specifications) or from any act or omission of the contractor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

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- 25.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 25.3 The Client shall promptly notify the contractor in writing of any claims arising under this warranty.
- 25.4 Upon receipt of such notice, the contractor shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Client.
- 25.5 If the contractor, having been notified, fails to remedy the defect(s) within the period specified, the Client may proceed to take such remedial action as may be necessary, at the contractor's risk and expense and without prejudice to any other rights which the Client may have against the contractor under the contract.

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**BID NO: 75/2021**

**DE RUST: BOETIE HUTTIES: CONSTRUCTION OF A STEEL STRUCTURE**

**Scope of works**

**CONSTRUCTION OF A NEW STEEL STRUCTURE:**

This project consists of the following elements:

- A. Construction of a steel structure of 9 metres wide by 30 metres long as indicated on drawing plans including the roof and side cladding.
- B. Work entails all concrete work for column footings.
- C. All painting of a steel portal frame building.
- D. All fixing methods are not to be welded where possible, due to design being such that the steel frame can be moved to another location.
- E. The construction of 230mm thick walls x 2 rows high, build onto new pre-stressed lintols.
- F. The price must include all supply and transport of materials to and from site.

**SANS REQUIREMENTS**

- All structural steelwork shall comply with SANS 1200H or 1200HA as applicable. Structural fasteners shall comply with SANS 1700.
- All weldable structural steel shall comply with SANS 1431.
- All structural steel must be grade 300WA.

Supply and install structural steel portal frame as per the drawings and to following specifications:-

- Steel Columns to be IPE 180aa.
- Steel Truss to be IPE 160aa
- Allow for the supply and installation of horizontal and vertical bracing to the first and last bay of the store. Bracing to be 50 x 50 x 5mm thick angle iron. The bracing to be installed on both sides of the store.

**DESIGN**

The Steel Structure has been designed by Structural Engineer. If the tenderer wants to change the design, the tenderer must provide a detailed certified engineering plan and the contractor takes full responsibility for structural design work. The structure must be built according to the Engineering drawings but the walls as per Sketch A.

Please note changes under CDB3.1 Changes made by bidder.

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Signature for <b>Casidra</b>		Signature for Contractor

**PAINTING**

All steelwork must be wire brushed down and free from all surface rust. Allow for an approved primer coat, followed by an undercoat and two coats of dark grey, high gloss paint. All paint is to be SABS approved and details submitted to the Project Manager for approval.

The frames are to be primed before the structure is transported to site.

Before any cladding has been commenced, all paint coatings must have been completed. This must be inspected by the Project Manager and approved before the final fixing of any cladding and roof sheets can commence.

Touching up on site must be done thoroughly, especially on the site bolts. It should be done as soon as possible after erection to prevent the corrosion of fasteners and steel surfaces.

**BUILDING WORK**

**EXCAVATION AND FILLING:**

Cut through the existing concrete slab at the positions shown on Sketch A dig holes for columns to the several lengths, widths and depths as shown on to secure a sound foundation.

**PROTECTION AGAINST TERMITES:**

The ground under surface beds shall be poisoned with an approved registered soil poisoning material of the chlordane or aldrin type mixed with water, applied at the rate of not less than 5 litres of solution per m2. Great care is to be taken to apply the solution evenly over the whole surface. The concentration of the solution shall be in accordance with the Manufacturer's instructions.

**CONCRETE BASES TO MILD STEEL COLUMNS:**

Form the bases to the mild steel stanchions with 25/19 Mpa (1:3:5 with 19mm stone) to the forms and sizes shown on the drawings and carried up to ground level, where applicable, in properly constructed temporary formwork. The 4 x 16mm diameter hook bolts are to be embedded in each of the concrete bases as the work proceeds.

NOTE: The new concrete bases needs to be casted in the existing concrete slab which is 9 metres wide. The bidder must allow to cut through the existing concrete and to remove the rubble from site. Only then the excavations for the new bases can proceed.

**CONCRETE LINTOLS FOR THE WALLS**

Provide and lay new pre-stressed lintols on the edges of the existing concrete slab on 1:3 cement mortar for the new brickwork. The width of the lintols to be the same size as the length of the bricks.

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**CONCRETE BASE FOR RAIL:**

Cut through the existing concrete slab with sizes as shown on Sketch A, hack up concrete and remove the rubble from site. Provide and cast 25Mpa concrete into the trench and place the new rail for the sliding door into the concrete while still wet.

**CURING OF CONCRETE:**

After the concrete has been placed, all exposed surfaces shall be kept continuously damp for at least 10 days by methods such as covering with approved building paper, or by means of wet canvas, wet sacks, wet sand, by continuous hosing or ponding with water.

**CONCRETE TEST CUBES:**

Contractor to make allowance for 2 test cubes of 150 x 150 x 150mm for each individual pour undertaken for concrete. The testing of all concrete cubes will be done by an accredited laboratory approved. The Contractor is responsible for the provision of the cube moulds and for timeous delivery of the cubes to the laboratory.

Payment will only be affected after 7 day test results are received and within tolerance.

Allow for 7 day test.

**230mm THICK WALLS:**

One brick thick walls shown on drawings are to be built onto to the new lintels. The first layer to be built across the lintels and the second layer alongside the lintels to form holes for ventilation. The walls unless otherwise specified are to be built in 1:3 cement mortar.

On completion provide and attach strips of fibreglass gauze tape on the inside of the walls to cover the holes.

**IBR ROOF COVERING:**

Cover the roof with 0,47mm thick IBR Zincalume sheeting or equal and approved, with ridging and barge boards. The sheets to have a minimum thickness of 0,47mm.

Provide standard galvanised sheet metal serrated infill pieces under the ridging and bird proofing material to the bottom of the roof sheets, between roof sheets and purlins, as supplied by manufactures and fit in position in accordance with their specification.

**HEADWALL & SIDEWALL CLADDING:**

Provide and fix to the existing stanchions new lip channels of sizes as shown on drawing and cover the sides with 0,47mm thick IBR Zincalume sheeting. The sheets to have a minimum thickness of 0,47mm. The cladding to overlap the walls with at least 75mm.

In between each bay on both side walls cladding, allow for one full length translucent sheet with same profile. Allow for 2 sheets as well on both head walls.

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**NOTE:**

**The Contractor is to submit a certificate, signed by the Merchant, stating that the roof covering and side cladding supplied complies with the required thickness specified.**

**WINDOWS:**

The windows as shown on the sketch will be done at a later stage. The tenderer does not need to price for it.

**SLIDING DOORS:**

Provide and install the door inside the one gable end and not on the side as shown on drawing. The new sliding door constructed out of 75 x 75 x 2,5mm thick mild steel galvanised square tubing framework, mitred at angles and all welded together. Cover the door with similar material as for cladding and roofing.

The door to glide on 75mm diameter rollers as shown and the top section to be guided in a U-channel with roller bearings as shown on the drawing.

Size of doors: 4000 x 4000mm high.

Quantity: 1

**END OF WORK TO BE DONE**

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Signature for <b>Casidra</b>		Signature for Contractor	

For Casidra office use only:

<u>TIMELINE</u>			
<u>ACTION</u>	<u>START DATE</u>	<u>END DATE</u>	<u>DURATION (WEEKS)</u>
Administrative and tender preparation	18/01/22	02/02/22	15
Tender runtime/sourcing of quotes	02/02/22	17/02/22	15
Adjudication and award of bid	17/02/22	26/02/22	9
Time to activate delivery	26/02/22	08/03/22	10
Construction time/delivery completed	08/03/22	08/07/22	122
<i>Total duration</i>			171

Bid documents technically clarified by:

---

**NAME** **TITLE**

---

**SIGNATURE** **DATE**

Head of Department sign off:

---

**NAME** **TITLE**

---

**SIGNATURE** **DATE**

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BID NO: 75/2021

**DE RUST: BOETIE HUTTIES: CONSTRUCTION OF A STEEL STRUCTURE**

The total price for this service must include all labour and material required for the proper execution of the work as described in the Scope of Works and as per Engineers drawings.

**Take note: This tender will be evaluated on the criteria for a market related price. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions discounted against the total project cost must be specified, itemised, costed and clearly indicated in the bid.**

This prices must be valid for a period of **90** days from the date of closure of the bid to allow for evaluation and appointment.

The completion period of this service is **4 Months** starting from the day of appointment.

Amount for all work specified: R \_\_\_\_\_

**SUB-TOTAL** R \_\_\_\_\_

Value-Added Tax (VAT) R \_\_\_\_\_

**GRAND TOTAL** R \_\_\_\_\_

Are you registered in terms of sections 23(1) of 23(3) of the Value-added Tax act 1991(Act No. 89 of 1991) (Please circle your answer)

YES            NO

If yes, provide your VAT registration number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or if he wishes to qualify his bid in any way, he must clearly set out his suggestions below. If he makes **ANY** changes and do not list them below, his bid will be disqualified.

If no changes or amendments are made, please indicate it below by writing **NONE** in the space below.

**NB. Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.**

Item	Suggested Change

If more space is required, please add a separate page.

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**SCHEDULE: PROOF OF RELEVANT EXPERIENCE & REFERENCES**

The following is a summary of works that have been completed successfully by bidder. In order to be compliant for this bid, the following detail **MUST** be included:-

- Supply at least three different references with contact numbers.
- The description of work must be relevant to the nature of this contract. For eg, do not list fencing projects completed when the scope of works is a structural steel store.
- Elaborate on project description. For example; do not state ENGINEERING CONTRACT – Be specific as to the works executed in the contract to support relevant experience.

Employer (include contact information)	Description	Value of Work	Completed

If more space is required, please add a separate page.

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**SCHEDULE: PLANT AND EQUIPMENT TO BE USED FOR THE WORKS**

The following is a list of main items of equipment, plant and tools that we:

- (a) have available immediately, or
- (b) will purchase / hire if our bid is accepted.

Quantity	Description (Size, Capacity, etc.)	(a) or (b) as above

If more space is required, please add a separate page.

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**SCHEDULE: CONSTRUCTION MANAGER COMPETENCY**

The contractor must attach to this page **DETAILED & COMPREHENSIVE** proof of competency of a construction manager in terms of Construction Regulations 2014 Clause 8.

Please attach a complete CV for evaluation purposes relevant to this occupation of Construction work.

Please also supply this particular persons experience regarding construction health & safety regulations.

If more space is required, please add a separate page.

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### SCHEDULE: DETAILED COMPANY PROFILE

The contractor must attach to this page a **DETAILED & COMPREHENSIVE** company profile including core competencies of personnel. The company profile must summarize information about your organisation.

In order for a company profile to be compliant for this bid, the following detail **MUST** be included in the company profile.

- Company core business activities – Describe your products and services and markets in which you operate
- Company background – State number of years in business, location, history of company, etc
- Company resources – Number of employees, core competencies of personnel, structure of company - organogram

If more space is required, please add a separate page.

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**COIDA LETTER OF GOOD STANDING**

The contractor must attach to this page a copy of the current letter of good standing

If more space is required, please add a separate page.

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**FINANCIAL REGULATIONS  
SECTION 22**

**BID NO: 75/2021**

**SUPPLY CHAIN MANAGEMENT – PREFERENTIAL PROCUREMENT POLICY  
- EVALUATION CRITERIA  
(PPP – EVALUATION CRITERIA)**

**ONLY FOR USE OF BIDS FROM R30 000 TO THE MAXIMUM VALUE OF R50 MILLION**

**Casidra**, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies to, the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids are dependent on the special evaluation criteria as set out in the policies of **Casidra**. The evaluation criteria of this Preferential Procurement Policy is based on the “**Preferential Procurement Policy Framework (Act 5 of 2000)**” and related Regulations.

Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. **The completion and signature of the document is thus a pre-requisite to qualify as a service provider.**

<b>GENERAL DETAILS: (Please print clearly)</b>	
Registered Company Name	
Trading Name / Individual Full Name	
Company Reg Number / ID Number	
VAT Number	
CSD Supplier Number *	
CSD Unique Registration Ref Number *	
Postal Address	
Postal Code	
Physical Address	

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Postal Code			
<b>CONTACT DETAILS</b>			
Representative Name			
Telephone Number			
Cell Phone Number			
Fax Number			
Email Address			
Website Address			
<b>OTHER DETAILS</b>			
Main Business Type <i>(Please tick)</i>		Consultants & Professionals	
Tools & Equipment (Hardware)		Clothing & Textiles	
Office Supplies & Furniture		Accommodation & Transport	
Training & Mentorship		Printing & Advertising	
Event Services (Catering, Venue Hire)		Irrigation & Water Services	
Earthmoving & Heavy Machinery		Other Production Inputs	
Seed, Fertilizer, Chemicals		Livestock & Animal Production	
Construction Services		Repairs & Maintenance	
Vehicles & Implements		Municipal & Bulk Services	
Other (Please Specify)			
* Note that you <i>HAVE</i> to register on the Central Supplier Database (CSD) ( <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) before we can use you as a service provider.			

**Pre-qualifying criteria**

Joint ventures are eligible to submit tenders provided that:

1. Every member of the joint venture is registered with the CIDB;
2. The lead partner has a contractor grading designation in the (above indicated) class of construction work;
3. The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with Table 9 of the Construction Industry Development Regulations.

**Further Joint Venture criteria**

- Tenders to note that if a joint venture is submitted, a JV cidb contract must accompany this bid.
- The joint Venture must clearly state the percentage split of responsibilities and also list all the responsibilities / duties of each member of the Joint Venture.

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- The work and obligations making up the contract must be broken down into discrete elements, or sections, usually on the basis of locality, the nature of the work, or the capabilities and resources required.
- Each element is assigned to a specific member of the joint venture who assumes full responsibility for its execution, under the direction of the joint venture must be indicated

Failure to submit above information, if submitting a Joint Venture bid, will mean disqualification of the bid.

• **Section D – Designated Sectors – Local Content**

The following sectors in this bid are subject to a stipulated minimum threshold for local production and content:

Sector	Minimum Threshold (%)
<b>Steel Products &amp; components for construction (including wire and roof sheets)</b>	<b>100%</b>
<b>Cement products</b>	<b>100%</b>

If Section D is applicable, **Form SBD 6.2** must be completed and signed as well as **Annex C Local Content Declaration – Summary Schedule**, and must be handed in as part of the bid documentation.

• **Proof of competency of Construction Manager**

(The level of competency needed with reference to specific person CV is to have experience in construction of in Building work, but also all aspects of health and safety regarding construction works)

**Sub-contracting**

Excluding any subcontracting requirements as a condition of tender, as indicated in CBD 1, the following general condition apply:

A Maximum of 25% of the value of the contract may be subcontracted without proof of the subcontractor B-BEE status:

- unless with proof of a subcontractor with equal or better B-BBEE points
- unless the subcontractor is an exempted micro enterprise with the capacity and ability to execute the subcontract.

In event of the above, full disclosure by the contractor must be made in the bid documents to **Casidra** with full details on the subcontractor as well as proof of the capacity and ability of the subcontractor to execute the work. Subcontracting a portion of the tender, without disclosure and approval by **Casidra**, the Contractor can be penalised up to 10% of the value of the contract.

**Will any portion of the contract be sub-contracted?** YES / NO (delete which is not applicable)

If YES, indicate:

- (i) what percentage of the contract will be subcontracted? .....
- (ii) The name of the sub-contractor? .....
- (iii) The B-BBEE status level of the sub-contractor? .....
- (iv) Whether the sub-contractor is an EME? YES / NO (Attach B-BBEE certificate / an **original** sworn affidavit as proof)

**Final points awarded to bid = (B) Price Max 80% + (C) B-BBEE Max 20%**

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**Section A – Functional Requirements**

**Functional refers to:** A service or product that is designed to be practical, useful, working or operating, taking into account factors like quality, reliability, viability, and durability and the technical capacity (time and resources) and ability (knowledge and skills) of the bidder to execute the works.

An offer that does not obtain the minimum score for each functionality criterion or the minimum weighted average for functionality as indicated, is not an acceptable tender. Is this bid subject to the evaluation of functional requirements? **YES / ~~NO~~** (**Casidra** to indicate)

If “**YES**”, the following criteria will be used for evaluation:

No	Evaluation criteria	Weight (A)	Score (B)	Minimum score required	Total (A x B)
1	Experience of similar work	40%	For office use	4	For office use
2	References of previous work	40%	For office use	4	For office use
3	Construction equipment available for contract	20%	For office use	3	For office use
<b>TOTAL SCORE</b> - A minimum score of <b>76%</b> is required for functional requirements for this bid to be considered for further evaluation				<b>% = Total / 5</b>	<b>For office use</b>

Functional Item	1 Poor: Non compliant	2	3	4	5 Excellent: Fully compliant
References from clients on similar nature related previous work	No refeences or very poor rapport by all three reference	Some minor problems experienced by all three references	Moderately good by all three references	Recommended by all three references	Highly recommended by all three references
Construction equipment available for contract	Has no plant resources at all	Has insufficient in-house plant available to execute works & has to hire most of the plant externally	Has basic in-house plant available to execute works but also has to hire externally	Has sufficient in-house plant available to execute works	Has more than sufficient in-house plant available to execute works
Experience of similar work – (refer to company CV)	No experience	Limited exposure to work at hand	Not similar, but related	Similar work	High level similar work

**Section B – Formula for Awarding of Price Points** (Only to be considered if Section A has met the minimum requirement)

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Unconditional discounts offered will be taken into account for determining the following point:

$$\text{Point} = 80 \left[ 1 - \frac{\text{Price} - \text{P min}}{\text{P min}} \right] \quad \text{where P min is the lowest acceptable bid}$$

### Section C – B-BBEE Contribution

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME-s only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

**Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

Bids of non-compliant contributors (no certificate) will be considered, but no points will be awarded for B-BBEE status.

The generic threshold for EME are R10 million, but depending on the sector, the threshold as set in the BEE charter for that sector will apply. (Tourism R2.5mill and Construction R1.5 mill)

B-BBEE Status level of contributor	Number of points	Points awarded	BEE recognition level
1	20	EME & QSE 100% Black owned <b>For office use</b>	135%
2	18	EME & QSE 51% + Black owned <b>For office use</b>	125%
3	14	<b>For office use</b>	110%
	12	EME 51% < Black owned <b>For office use</b>	

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4 and EME			100%
5	8	For office use	80%
6	6	For office use	60%
7	4	For office use	50%
8	2	For office use	10%
Non-compliant contributor	0	For office use	0%

**Market related pricing**

If the bidder, whose tender has been compliant, and that received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer? YES / NO (delete which is not applicable)

If a market related price cannot be negotiated, the offer for negotiation will be extended to the second highest point scoring bidder, then the third highest scoring bidder, where after, failing to reach any agreement, the tender will be cancelled.

**Declaration of interest and Bidders past supply chain management practices**

In terms of section 22 of the **CBD 2.1** Conditions of Tender document:

Are any family member, trustee, director, shareholder or member of the bidder in any way connected to the State?

and/or

Do any potential conflict of interest exist, where the public duties (like being part of an approval or adjudication process) and private interests of the bidder, could improperly influence or lend inside trading information to the bidder?

and/or

Do the bidder have any relationship with a person that may be involved with the evaluation or adjudication of this bid? In view of possible allegations of favouritism, it is required that the bidder declare his/her position in relation to the Client.

**If so, furnish particulars:**

.....  
 .....  
 .....  
 .....  
 .....

The bid may be disregarded if that bidder or its directors have abused the Client’s supply chain management system, committed fraud or any other improper conduct in relation to such system.

- (i) Is the bidder or any of its directors;
  - listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? ([www.treasury.gov.za](http://www.treasury.gov.za), follow the link at the bottom of the home page);

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- Listed on the register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act;

(ii) Was the bidder or any of its directors;

- convicted by a court of law (including a court outside of the RSA) for fraud or corruption during the past five years?
- contract with any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

(iii) The contractor is not known to be insolvent, in receivership, bankrupt or being wound up, or has its affairs administered by a court or a judicial officer, has suspended its business activities, or is subject to legal procedures in respect of any of the foregoing.

**If so, furnish particulars:**

.....  
 .....  
 .....  
 .....  
 .....

**IMPORTANT NOTES**

**Casidra reserves the right to:**

- disregard any bids where the declaration (below) has not been signed;
- change the point system of the policy without prior notification;
- negotiate prices based on market related pricing before award of the bid;
- accept parts of the bid items or split bids based upon item prices
- disclose the results of the points awarded on request;
- evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion;
- award the bid to the qualifying Contractor with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, like fairness, safety, public interest and international suppliers;
- to award the bid to a Contractor which does not necessarily have the lowest price.

**Other Notes:**

- Final points scored will be rounded off to the nearest 2 decimal places
- In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.

**The bid may be cancelled if:**

- all the bid offers received are higher than R50 million;
- circumstances change and there is no longer a requirement for this service;
- funds are no longer available or if there are insufficient funds available in the budget for the work;
- no acceptable bids and/or market related prices are received;
- there is a material irregularity in the tender process;
- false information were supplied by the bidder.

Cancellation of bid will be placed in the same media as initially advertised.

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To be initialled by bidder		<i>Initial here</i>

Bids which are suspected to supplied false information will be subjected the *alteram partem* rule. If proven that false information was supplied, disqualify the tender or terminate the contract, without payment and/or claims for damages incurred by such cancellation.

The Contractor will be liable for the recovery of all costs and damages suffered as a result of the misconduct or cancellation of the bid or less favourable conditions affecting the award of the bid.

Exclusion of the Contractor and its directors, who acted fraudulently, from any business with an organ of state for a period not exceeding 10 years after has been applied.

**Declaration by the company submitting the bid:**

I, \_\_\_\_\_

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**SUPPLY CHAIN PERFORMANCE MEASUREMENT**

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- **What were the source that made you became aware of this bid being available.**  
**Mark with X**

Personal Email invite to bid:	
Via a friend or business partner:	
National Government E-Tender website:	
Local Newspapers:	
<b>Casidra</b> own website:	
CIDB website	

Other: Specify.....

- **Was the time allowed to date of closure sufficient for you to compile an offer.**

No – too short	Yes - Sufficient	No - Too long
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<b>For office use only</b>	<b>Version no: 11.12</b>	<b>Date: 25 August 2021</b>
To be initialised by bidder		<i>Initial here</i>

## Casidra SOC Ltd

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (**CBD**) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process will be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of the first advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

**2. Definitions**

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

- 4. Does any portion of the services or goods offered have any imported content?  
(Tick applicable box)

YES		NO	
-----	--	----	--

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of the first advertisement of the bid.  
**First date of advert to be used in this tender:** .....

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** ...../.....

**ISSUED BY:** Casidra SOC Ltd.

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names), do hereby declare, in my capacity as ..... of ..... (name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

NB: This document, fully completed and signed, must be handed in as part of the tender

SATS 1286.2011

### Annex C

#### Local Content Declaration - Summary Schedule

- (C1) Tender No.
- (C2) Tender description:
- (C3) Designated product(s)
- (C4) Tender Authority:
- (C5) Tendering Entity name:
- (C6) Tender Exchange Rate:
- (C7) Specified local content %

**Note:** VAT to be excluded from all calculations

Pula  EU  GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date: \_\_\_\_\_

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	





**CASIDRA SOC LTD**

NB: Do not hand this document in with the tender, but must be kept for a period of 5 years for future audits.

SATS 1286.2011

**Annex E**

**Local Content Declaration - Supporting Schedule to Annex C**

(E1) Tender No.	
(E2) Tender description:	
(E3) Designated products:	
(E4) Tender Authority:	
(E5) Tendering Entity name:	

**Note:** VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	<i>(E6)</i>	<i>(E7)</i>	<i>(E8)</i>
	<b>(E9) Total local products (Goods, Services and Works)</b>		R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

**(E13) Total local content** R 0

**This total must correspond with Annex C - C24**

Signature of tenderer from Annex B

Date: \_\_\_\_\_



**BID NO: 75/2021**

## **DE RUST: BOETIE HUTTIES: CONSTRUCTION OF A STEEL STRUCTURE**

**FEBRUARY 2022**

### **BASELINE RISK ASSESMENT REPORT**

A baseline risk assessment focuses on the identification of risk that applies to the whole project. The purpose of conducting a baseline risk assessment is to establish a risk profile.

This is an initial risk assessment that focuses on a broad overview in order to determine the risk profile to be used in subsequent risk assessments. It is performed to obtain a benchmark of the types and size of potential hazards, which could have a significant impact on the whole project and all stakeholders.

The stakeholders need to identify the major and significant risks, then prioritise these risks and evaluate the effectiveness of current systems for risk control.

The risks for the above project which have been identified have been highlighted under the following categories:-

#### **1. Scope of work (what is being built?)**

This project consists of the following elements:

1. The construction of a 9 x 30 meter long steel structure.
2. The construction of a 2 brick high wall

#### **2. Location of site and elements specific to the location (municipal by-laws, weather factors, geographical factors)**

De Rust normally receives about 520mm of rain per year and because it receives most of its rainfall during winter it has a Mediterranean climate. It receives the lowest rainfall (18mm) in January and the highest (97mm) in June. The monthly distribution of average daily maximum temperatures shows that the average midday temperatures for Darling range from 15.2°C in July to 28.2°C in January. The region is the coldest during August when the mercury drops to 4.8°C on average during the night.

#### **3. Geo- technical risks (conditions of the soil, raise any concerns that may hinder the project progress)**

The site consist of sandy soil conditions, during high rainfalls, the soil can be waterlogged.

**4. Environmental risks (This is the actual or potential threat of adverse effects on living organisms and environment by effluents, emissions, wastes, resource depletion, etc involved in the construction phase)**

Due to the site being in an environmental area there is always the risk for soil, groundwater and surface water pollution and contamination when using mechanical plant, fuel and pesticides. It will also not be allowed to dispose of any kind of waste by burying it on site.

**5. Risk assessments based on scope of work (Is this a high rise building in a built up area? Is it working in a flood plain and/or river with eroded soil conditions?)**

Due to the nature of the works, there is risk of maintaining structural stability during excavations. Dangers presented are the collapse of excavations, falling or dislodging material and falling into excavations.

The erection of steel framework presents its own dangers on both the erection of heavy steel sections and installation of roof plastics, especially at height. Care must be taken during the erection process with mechanical equipment working in close proximity to site labour force.

Working at height poses risks of falling, material/tools dropping down damaging infrastructure and/or personnel. People are struck by material falling from loads being lifted and material that rolls or is kicked off work platforms; others are struck or buried by falling materials. Structures under construction may also collapse, eg steel frames that have not been adequately braced, or formwork that is prematurely loaded.

**6. Equipment Risks.**

The equipment risks associated with this project is as follows:-

It is envisaged that this will be both a mechanised and labour job. There will be mechanised earth moving equipment in close proximity to people, infrastructure, and surrounding environment.

**7. Material Risks.**

The following could pose risks associated with the project:-

- Flammable materials such as diesel/petrol in a highly flammable environment.
- Inhalation of poison or being in contact with skin
- Care must be taken not to dispose of any material by burning

**8. Ergonomic Risks (Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker).**

Cold conditions. Dangers associated with pneumonia. During winter season.

**Manual handling**

Lifting heavy and awkward loads causes back and other injuries. Some injuries can result from a single lift, but more commonly, long-term injury develops as a result of repeated minor injury due to repetitive lifting.

**Noise and vibration**

High levels of noise can cause hearing loss and repeated use of vibrating tools can cause hand-arm vibration syndrome (damage to

nerves and blood vessels – most commonly in the hands and fingers).]

**Chemicals**

Exposure to materials such as cement and solvents can cause skin problems such as dermatitis.

**9. Controls specific to client requirements (two day induction, pink overalls, entrance to existing premises, etc).**

N/A

**RISK OVERVIEW CHART FOR PROJECT:**

<b>RISK CATEGORY</b>	<b>RISK FACTOR</b>	<b>ASSOCIATED RISK</b>	<b>RISK PROBABILITY FACTOR (1-5) 1 being low 5 being very high</b>
<b>LOCATION</b>	Cool temperatures	Pneumonia	2
<b>GEOGRAPHICAL</b>	Very loose sandy soil	Windstorms and risk of collapse of ground when excavating or open excavations	3
<b>ENVIRONMENTAL</b>	Dust pollution	Dust will affect both neighboring & current farmers crops	3
	Soil contamination	Risk of pollution to ground by contaminants	3
	High winds	Risk of damage to construction materials and risk of being blown off structure	4
<b>SCOPE OF WORK</b>	Structural stability	Risk that people be killed or seriously injured by collapses and falling materials while working in excavations	3
	Working at Heights	Risk of falling material and/or personnel	5
	Site enclosure	Risks to public if not	4

		managed and implemented	
<b>EQUIPMENT</b>	Mechanised plant working with labour	Risk of injury to labour force due to close proximity	5
<b>MATERIAL</b>	Flammable material	Dangerous to work with and to store	3
<b>ERGONOMIC</b>	Manual handling	Lifting of heavy equipment	4
	Noise/Vibration	High noise levels	4
	Chemicals	Exposure to chemicals	4
	Heat	Heat exhaustion	4
<b>CLIENT REQUIREMENTS</b>	Working times	No work is to be done after 17h00 at night	3

Please find below risk assessment template which can be used by the contractor to manage the above identified risks.

<b>Risk assessment</b>							
Title:							
Company name:			Date assessment was carried out:				
Assessment carried out by:			Date of next review:				
<b>Risk assessment Activity or area</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action do you need to take?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>



**BID NO: 75/2021**

## **DE RUST: BOETIE HUTTIES: CONSTRUCTION OF A STEEL STRUCTURE**

**FEBRUARY 2022**

### **OCCUPATIONAL HEALTH & SAFETY SPECIFICATION**

In terms of the Construction Regulations 2014 Regulation 5, a baseline risk assessment for the intended works is required to be done by the Client for each specific construction site.

This risk assessment will inform the site specific Occupational Health and Safety specifications that must be supplied to the designer, who will supply any design specifications to be added and then supplied to the prospective Contractor (Bidder) as part of the tender documents. This specification must be translated into actions and preventative risk management measures by the Contractor that will form part the Occupational Health and Safety Plan of the Contractor.

**This specification forms an integral part of the contract, and the Contractor is required to use it at pre-tender phase to make sufficient provision for related costs for risk management and after award of tender for the purpose of drawing up its project-specific construction phase health and safety plan.**

It is the responsibility of the Contractor in the bidding process to:

- ensure that he include adequate provision for the cost for health and safety measures in his bid and
- Provide proof and include in his cost the necessary competencies and resources to perform the work safely.

The risks for the above project which have been identified, evaluated and resulted in the following specifications that are highlighted under the following categories:-

**This specification does not replace the requirement of the Contractor to comply to all relevant legislation and the regulations of the Occupational Health and Safety Act, but just highlight the specific identified and relevant risk factors that need special mention and attention by the Contractor in his bid.**

#### **1. General administrative requirements**

<b>DESIGNATION</b>	<b>NAME</b>	<b>CONTACT NO's</b>	<b>ADDRESS</b>	<b>RESPONSIBLE PERSON</b>
Project Client	Casidra SOC REGIONAL OFFICE	:044 873 3587	BATELEUR PARK SUITE 107,133 CRADOCK STREET GEORGE 6530	M. Qotywe Senior Project manager



Municipality	Oudtshoorn local Municipality	044 203 3000	69 Cnr CJ Langenhoven Street & Voortrekker Road, Oudtshoorn	N/A
Project Funder	Department of Agriculture	021 808 5000 (tel)	ELSENBURG – HEAD OFFICE Muldersvlei Road, ELSENBURG, 7607	N/A

## 2. Scope of work (what is being built?)

This project consists of the following elements:

1. The construction of a 9 x 30 meter long steel structure.
2. The construction of a 2 brick high wall

## 3. Location of site and elements specific to the location (municipal by-laws, weather factors, geographical factors)

<b>What is the risk?</b>	Cold and rain	
<b>Hazard Identification?</b>	High temperatures together with high wind factor.	
<b>Who will be injured &amp; mechanism of injury?</b>	All personnel working on site. Possible injury will vary from pneumonia and or broken ankles from muddy soil.	
<b>Preventative action recommended</b>		
<b>Description</b>	<b>Category: Reduction/transfer/control/avoidance</b>	
<ul style="list-style-type: none"> <li>• Monitor weather for worsening soil conditions on daily basis. When conditions underfoot do not assist with mechanical and/or personnel, call site off until conditions improve</li> <li>• Ensure for shade and sufficient water onsite for high temperatures.</li> <li>• Ensure temperature is monitored and call site off with WGT of 40 and higher</li> </ul>	Risk reduction/control	

<b>What is the risk?</b>	Wind	
<b>Hazard Identification?</b>	High winds are experienced in the area and danger of falling off temporary and/or permanent structures	
<b>Who will be injured &amp; mechanism of injury?</b>	All personnel working at height. Possible injury will vary from dislocation, broken bones to death by falling.	
<b>Preventative action recommended</b>		
<b>Description</b>	<b>Category: Reduction/transfer/control/avoidance</b>	
<ul style="list-style-type: none"> <li>• All temporary structures to be designed and</li> </ul>	<ul style="list-style-type: none"> <li>• Risk reduction/mitigation</li> </ul>	

<p>erected to withstand high winds. All fall protection must be in place before workers can access platforms</p> <ul style="list-style-type: none"> <li>• Subcontract temporary platform erection to a specialist and they then bear all responsibility of erected temporary platforms</li> <li>• All people working at heights must have a harness.</li> <li>• Install wind meter on site with siren warning for wind speeds above 40km/h. Work at heights will stop until wind subsides</li> </ul>	<ul style="list-style-type: none"> <li>• Risk transfer</li> <li>• Risk control</li> <li>• Risk avoidance</li> </ul>
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**4. Geo- technical risks (conditions of the soil, raise any concerns that may hinder the project progress)**

<b>What is the risk?</b>	Soil conditions	
<b>Hazard Identification?</b>	Sandy soil conditions and soggy when wet	
<b>Who will be injured &amp; mechanism of injury?</b>	Infrastructure damage, damage to earthmoving equipment and personnel injury will vary from dislocation, broken bones to death	
<b>Preventative action recommended</b>		
<b>Description</b>		<b>Category: Reduction/transfe r/control/avoidan ce</b>
This is specialized work that requires competent human resources that are adequately skilled in working with locating unknown services and dealing with them when located. Heavy and dangerous machinery in loose sandy soil conditions when also require skill set.		Risk control

**5. Environmental risks (This is the actual or potential threat of adverse effects on living organisms and environment by effluents, emissions, wastes, resource depletion, etc involved in the construction phase)**

<b>What is the risk?</b>	Soil contamination	
<b>Hazard Identification?</b>	Risk of pollution to ground and river by its contaminants	
<b>Who will be injured &amp; mechanism of injury?</b>	Environment and this invariably falls over to communities, which then in affect the members of the public	
<b>Preventative action recommended</b>		
<b>Description</b>		<b>Category: Reduction/transfe r/control/avoidan ce</b>
Maintenance and service areas should be demarcated during site		Risk control/

<p>establishment and all maintenance and service activities contained so as to avoid any contamination of soil and / or water. All vehicles, equipment, fuel and petroleum services and tanks should be maintained in a good condition that prevents leakage and possible contamination of soil or water supplies. Refuelling areas should be bunded and lined to prevent spilled fuels and oils from contaminating the ground or water. It is suggested that as a minimum, sandbags should be placed surrounding the bulk fuel supply tank. The floor of the area is to be lined with plastic and a layer of sand of approximately 50mm is placed on top of the plastic. Automatic shut-off nozzles are recommended on all dispensing units.</p> <p>The park and service area should be treated with a suitable hydrocarbon absorption or remediation product. Absorbent spill mop-up products should to be on hand. All servicing should be done with a drip tray present to prevent accidental spillage of oils and fuels. A suitable leak proof container for the storage of oiled equipment (filters, drip tray contents and oil changes, etc.) should be established. All spills to be immediately contained, reported to the Project Manager, and dealt with.</p>	reduction
--	-----------

<b>What is the risk?</b>	Snakes	
<b>Hazard Identification?</b>	Being bitten by snakes	
<b>Who will be injured &amp; mechanism of injury?</b>	Personnel working on site	
<b>Preventative action recommended</b>		
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>	
<p>As the work entails working in dense brush and biomass areas, the risk of disturbing a snake is very high. Make sure that all personell are made aware of the increased risk of the presence of snakes.</p> <p>Wear proper protective clothing to protect against snake bites. An increased awareness and alertness is the best protection, the snake will not be looking for you, so watch for it. If a snake is seen or reported on site, note the area of the snake and work in this area stops until the hazard is removed. DO NOT approach, attack or otherwise provoke the snake as 95% of those bitten have done this. REMEMBER - IF PROVOKED IT WILL STRIKE.</p> <p>If bitten, the following procedures should apply:</p> <p>1.Immediately apply a broad firm bandage around the limb and on the bitten area. It should be as tight as one would bind a sprained ankle. As much of the limb should be bandaged as possible. Bind from below upwards. Crepe bandages are ideal, but any flexible material can be used, eg tear up clothing or old towels into strips. Panty hose is satisfactory.</p>	Risk reduction/control/avoidance	

<p>2.Keep the limb and the victim as still as possible. Splint the limb.  3.Bring transport to the victim if possible.  4.Leave the bandage and splint on until medical care is reached.</p> <p>Don't cut or excise the bitten area.</p> <p>Don't apply an arterial tourniquet.</p> <p>Don't wash the bitten area. The snake involved may be identified by the detection of venom on the skin.</p>	
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<b>What is the risk?</b>	Bees
<b>Hazard Identification?</b>	Being stung by bees
<b>Who will be injured &amp; mechanism of injury?</b>	Personnel working on site
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>
<p>Upon finding a bee hive/nest, do not try to get rid of the nest or hive yourself. Each type of insect or situation will likely need different removal methods. It is best to call pest control professionals for this service.</p> <p>Upon being stung, most people experience local effects like pain, swelling, itching, and redness around the sting site. In rare cases, a <b>severe allergic reaction</b> can occur. This situation is serious and can cause "<b>anaphylaxis</b>" or anaphylactic shock. Symptoms of anaphylaxis can appear immediately (within minutes) or up to 30 minutes later. Symptoms to watch for include:</p> <ul style="list-style-type: none"> <li>• hives, itching and swelling in areas other than the sting site,</li> <li>• swollen eyes and eyelids,</li> <li>• wheezing,</li> <li>• tightness in the chest and difficulty breathing,</li> <li>• hoarse voice or swelling of the tongue,</li> <li>• dizziness or sharp drop in blood pressure,</li> <li>• shock,</li> <li>• unconsciousness or cardiac arrest.</li> </ul> <p>Although most deaths result from severe allergic reactions, some are caused by direct toxicity of the insect venom. Of those who die from a severe allergic reaction to a sting, half die within 30 minutes, and three-quarters within 45 minutes. If you see any signs of reaction, or even if you are not sure, call or have a co-worker call emergency medical services right away. Also, get medical help if the sting is near the eyes,</p>	<p>Risk avoidance/control/ reduction/transfer</p>

nose or throat. People who have been stung multiple times (such as when fleeing from a swarm or nest) can sometimes suffer serious health effects. While rare, death may occur.

Employers should be notified if a worker, especially one who works outdoors, has allergies to insect stings. Co-workers should be trained in emergency first aid, be aware of the signs of a severe reaction, and know how to use the bee sting kit (self-injectable epinephrine). Always carry a cellular phone in case you need emergency medical help.

The best way to prevent stings is to avoid the insects. Leave the area, if possible. If there is a travelling swarm, they will likely leave within a few days.

Note that insect repellent ("bug spray") does not affect these stinging insects. Avoidance and awareness are the keys to not being stung.

Before working at a site:

- Take a look around. Check to see if there are any visible signs of activity or a hive or nest. If you see a number of insects flying around, check to see if they are entering/exiting from the same hole or place. If so, it is likely a nest or a source of food.
- Wear long sleeve shirts, and long pants. If you cannot avoid working near bees or wasps, wear a bee-keepers style hat with netting to cover your head, neck and shoulders. Tape your pant legs to your boots/socks, and your sleeves to your gloves. You may also wish to wear an extra layer of clothing since wasp stings are long enough to reach through one layer of clothing.
- Power tools such as lawnmowers, weed eaters and chainsaws will aggravate the insects. When using these tools, be aware that the tools may provoke the insects or in some cases, cause the insects to swarm.

If you find you are working near stinging insects, here are some tips.

- Most bees and wasps will not sting unless they are startled or attacked. Do not swat at them or make fast movements. The best option is to let the insects fly away on their own. If you must, walk away slowly, or gently "blow" them away. The only exception is if you have disturbed a nest and hear "wild" buzzing. Protect your face with your hands and run from the area immediately.
- Wear light coloured clothes such as khakis, beige, or blue. Avoid brightly coloured,

<p>DO NOT</p>	<p>patterned, or black clothing.</p> <ul style="list-style-type: none"> <li>• Tie back long hair to avoid bees or wasps from getting entangled in your hair.</li> <li>• Be careful when shaking out clothing or towels as the insects could be inside the folds.</li> <li>• If you find a bee or wasp in your car, take a thick cloth and cover the insect before it gets frightened. Carefully, let the insect back outside through an open window.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Do not wear perfumes, colognes, scented soaps, or powders as they contain fragrances that are attractive.</li> <li>• Do not go barefoot or wear sandals, especially in areas where there is clover or other flowering plants that attract bees.</li> </ul>	

**6. Risk assessments based on scope of work (Is this a high rise building in a built up area? Is it working in a flood plain and/or river with eroded soil conditions?)**

<b>What is the risk?</b>	Structural stability	
<b>Hazard Identification?</b>	Unstable working platforms could cause risk of collapse on trenches. Risk of excavations collapsing and burying or injuring people working in them; material falling from the sides into any excavation; and people or plant falling into excavations	
<b>Who will be injured &amp; mechanism of injury?</b>	Risk that people be killed or seriously injured by collapses and falling materials while working in excavations	
<b>Preventative action recommended</b>		
<b>Description</b>	<b>Category: Reduction/transfer/control/avoidance</b>	
<p><b><u>COLLAPSE OF EXCAVATIONS</u></b>  <b>Temporary support</b> – Before digging any trench pit, tunnel, or other excavations, decide what temporary support will be required and plan the precautions to be taken.  Make sure the equipment and precautions needed (trench sheets, props, baulks etc) are available on site <b>before</b> work starts.  <b>Battering the excavation sides</b> – Battering the excavation sides to a safe angle of repose may also make the excavation safer.</p> <p>In granular soils, the angle of slope should be less than the natural angle of repose of the material being excavated. In wet ground a considerably flatter slope will be required</p>	Risk reduction/avoidance	

### **FALLING OR DISLODGING MATERIAL**

**Loose materials** – may fall from spoil heaps into the excavation. Edge protection should include toeboards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection should be worn.

**Undermining other structures** – Check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. Decide if extra support for the structure is needed before you start. Surveys of the foundations and the advice of a structural engineer may be required.

**Effect of plant and vehicles** – Do not park plant and vehicles close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.

### **FALLING INTO EXCAVATIONS**

**Prevent people from falling** – Edges of excavations should be protected with substantial barriers where people are liable to fall into them.

To achieve this, use:

- Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or
- fabricated guard rail assemblies that connect to the sides of the trench box
- the support system itself, eg using trench box extensions or trench sheets longer than the trench depth.

### **INSPECTION**

A competent person who fully understands the dangers and necessary precautions should inspect the excavation at the start of each shift.

Excavations should also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth.

A record of the inspections will be required and any faults that are found should be corrected immediately.

<b>Who will be injured &amp; mechanism of injury?</b>	Public will be injured and/or killed
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category:</b>

	<b>Reduction/transfe r/control/avoidan ce</b>
<p>Construction work should be fenced off and suitably signed. This will protect people (especially children) from site dangers and the site from vandalism and theft. Site access should be monitored and controlled and all access routes should be clearly demarcated. A constant regard must be taken to safety and dangerous areas and should be adequately cordoned off to prevent accidental injury. Temporary fencing/hoarding with appropriate warning signs must be in place. Make sure there is a system to ensure necessary precautions are kept in place during working hours and that night-time and weekend protection is put in place as required before the site closes</p>	

<b>What is the risk?</b>	Working at heights
<b>Hazard Identification?</b>	Risks of falling material, tools & personel
<b>Who will be injured &amp; mechanism of injury?</b>	People/Infrastructure being struck by falling material & tools causing injury or even death. The same for personell falling from heights.
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>
<p>Avoid working at heights where you can. Use work equipment to prevent falls where work at height cannot be avoided. Where the risk of a fall cannot be eliminated, use work equipment to minimise the distance and consequences of a fall should one occur. Always consider measures that protect all those at risk, ie</p> <ul style="list-style-type: none"> <li>■ collective protection measures (scaffolds, nets, soft landing systems) before measures that only protect the individual, ie personal protection measures (a harness).</li> </ul> <p>Ensure work is carried out only when weather conditions do not jeopardise the health and safety of the workers.</p> <p>Suitable precautions must be taken to prevent falls. General access scaffolds provide a means of working at height while preventing falls and should be provided whenever practicable. Scaffolds should be designed, erected, altered and dismantled only by competent people and the work should always be carried out under the direction of a competent supervisor.</p> <p>Ensure the scaffold is based on a firm, level foundation. The</p>	Risk reduction/avoidance/control



ground or foundation should be capable of supporting the weight of the scaffold and any loads likely to be placed on it. Ensure it is braced and tied into a permanent structure or otherwise stabilised.	
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## 7. Equipment Risks

<b>What is the risk?</b>	Heavy Mechanized equipment
<b>Hazard Identification?</b>	Close proximity to labour force on ground working together in combined operations gives risk of collision
<b>Who will be injured &amp; mechanism of injury?</b>	Infrastructure damage, damage to plant equipment/constructed items and personnel injury will vary from dislocation, broken bones to death
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>
<p>This is specialized work that requires competent human resources that are adequately skilled in working with heavy and dangerous equipment.</p> <p>Guidelines and practical advice to all work operations to ensure effective and proper management of working with mechanical plant must be in place. Toolbox talks MUST make all personnel aware of the dangers. Equipment must be checked for proper working controls such as reverse warning sirens, etc.</p> <p>Make sure equipment is in good working order each and every day and before every single operation. All workers should wear bright protective clothing and signs that are highly visible.</p>	Risk Control

## 8. Material Risks.

<b>What is the risk?</b>	Storage of materials
<b>Hazard Identification?</b>	Tripping/ Flammable materials igniting
<b>Who will be injured &amp; mechanism of injury?</b>	Material/Infrastructure & personell
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan</b>

	<b>ce</b>
<p>Designate storage areas for plant, materials, waste, flammable substances (eg foam plastics, flammable liquids and gases such as propane) and hazardous substances (eg pesticides and timber treatment chemicals). Flammable materials will usually need to be stored away from other materials and protected from accidental ignition. Do not store materials where they obstruct access routes or where they could interfere with emergency escape, eg do not store flammable materials under staircases or near to doors or fire exits.</p> <p>If materials are stored at height (eg on top of a container or on a scaffold gantry), make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment. Keep all storage areas tidy, whether in the main compound or on the site itself.</p> <p>Try to plan deliveries to keep the amount of materials on site to a minimum. Waste materials also need storing safely before their removal from the site and make sure that you allow sufficient space for waste skips and bins.</p>	Risk Control

<b>What is the risk?</b>	Flammable material
<b>Hazard Identification?</b>	Dangerous to work with and store for prevention of fires
<b>Who will be injured &amp; mechanism of injury?</b>	Infrastructure damage and injury or death to all persons
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>
<p>Fuels and flammable materials should be stored in suitably equipped storage areas demarcated within the Contractor's camp. These areas must comply with general fire safety requirements. No fuel may be stored within drainage lines or areas. Impervious lining materials should be used in these storage areas to prevent contamination of the ground in the event of spillages or leaks, and automatic shut-off nozzles should be used on all dispensing units. Quantities of fuels and flammable/hazardous materials stored on site should be appropriate to the requirement for these substances on site.</p> <p>Fuels and oils should be safely located out of harm's way from the elements. No fuel / oil containers may be left unattended within drainage areas. All open containers containing used oil, etc., should be kept under roof or have adequate water tight lids. All spills to be immediately contained, reported to the Project Manager and dealt with.</p>	Risk control

Adequate fire fighting equipment should be available on site, in good working order, and according to the fire hazard present during construction activities of at least one type ABC all-purpose 12.5kg extinguisher and a water cart with a minimum capacity of 1000 litres for the duration of the contract. Any welding, gas cutting or cutting of metal should only be permitted inside the demarcated working areas for this purpose and these areas should be approved by the Project Manager.	
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<b>What is the risk?</b>	Fire
<b>Hazard Identification?</b>	Flammable materials are always evident on construction site and danger of fire is always constant
<b>Who will be injured &amp; mechanism of injury?</b>	Material/Infrastructure & personnel
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>
<p>Fire can be a particular hazard in refurbishment/new work when there is a lot of dry timber and at the later stages of building jobs where flammable materials such as adhesives, insulating materials and soft furnishings are present.</p> <p>Many fires can be avoided by careful planning and control of work activities.</p> <p>Good housekeeping and site tidiness are important not only to prevent fire, but also to ensure that emergency routes do not become obstructed. Making site rules can help.</p>	Risk reduction/transfer/control/avoidance

**9. Ergonomic Risks (Ergonomic hazards refer to workplace conditions that pose the risk of injury to the musculoskeletal system of the worker).**

<b>What is the risk?</b>	Health
<b>Hazard Identification?</b>	On-site injuries due to physical construction work taking place
<b>Who will be injured &amp; mechanism of injury?</b>	Personnel suffering ill-health
<b>Preventative action recommended</b>	
<b>Description</b>	<b>Category: Reduction/transfe r/control/avoidan ce</b>
Construction workers are likely to suffer ill health as a result of their work in the industry after exposure to both harsh working conditions and	Risk reduction/transfer/control/avoidance

<p>hazardous substances.</p> <p>Assess both immediate risks, eg being overcome by fumes in a confined space, and longer-term health risks. Materials like cement can cause dermatitis. Sensitizing agents like isocyanates can make people using them have sudden reactions, even though they may have used the substance many times before.</p> <p>If harm from the substance is possible, the first step to take is to try and avoid it completely by not using it at all. Try and control exposure. Some of the ways this could be done include: Keep containers closed except when transferring; using cutting and grinding tools and blasting equipment fitted with exhaust ventilation or water suppression to control dust; ensuring good ventilation in the working area by opening doors, windows and skylights.</p> <p>The need to provide personal protective equipment (PPE) is also a must and will contribute in minimizing exposure risks. Respirators can protect against dusts, vapours and gases. Ear plugs for noise, etc. Where protective clothing is provided (such as overalls and gloves), it must be of the right type to protect the wearer against the particular hazard they are going to encounter. All manufacturers offer advice on the most suitable gloves for specific types of hazard. When using gloves to help prevent dermatitis, users must avoid getting contaminants inside the gloves when putting them on and taking them off. It is also essential to provide washing facilities, with a supply of hot and cold (or warm) running water, soap and a means of drying the hands, to help prevent dermatitis.</p> <p>First aid can save lives, reduce pain and help an injured person make a quicker recovery. Provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work. The minimum provision for all sites is:</p> <ul style="list-style-type: none"><li>• a first aid box with enough equipment to cope with the number of workers on site;</li><li>• an appointed person to take charge of first-aid arrangements;</li><li>• information telling workers the name of the appointed person or first aider and where to find them.</li></ul>	
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**10. Controls specific to client requirements (two day induction, pink overalls, entrance to existing premises, etc).**

No work after 17h00 and only on weekdays

### **11. Personal Protective Equipment (PPE) and Clothing**

The principal contractor and other contractors shall ensure that all workers are issued with protective clothing free of charge and make use of the equipment and protection provided such as to wear hard hats, protective footwear, overalls, etc. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times. The Principal Contractor shall clearly outline procedures to follow when PPE or Clothing is:

- Lost or stolen;
- Worn out or damaged

The above procedure applies to Contractors and their Sub-contractors, as they are all employers in their own right, as per section 37 (2) of the Act.

*( The general PPE requirements are attached under Annexure A to this document as well as an additional list of PPE for biomass removal is also attached as Addendum B to this specification ).*

### **12. Occupational Health and Safety signage**

The Contractor shall provide and maintain 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

### **13. Fences and access**

Construction sites in built-up areas or adjacent to public roads must be suitable and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorised persons.

### **14. Admittance to site**

A notice must be posted up at every entrance to a building site prohibiting the entry of unauthorised persons to such workplace and no person shall enter such a site without the permission of the employer or user as the case may be. In no circumstances may the wording "Enter at Own Risk" be used

### **15. Speed Restrictions, construction vehicles and Protection**

The Principal Contractor shall ensure that all persons in its employment, all Contractors, and all those that are visiting the site are aware and comply with the site speed restriction(s) and route identification for construction vehicles only. Separate vehicle and pedestrian access routes shall be provided, maintained, controlled, and enforced.

### **16. Hazardous Chemical Substances (HCS)**

The Principal Contractor and other relevant Contractors shall provide the necessary training and information regarding the use, transport, and storage of HCS. The Principal Contractor

shall ensure that the use, transport, and storage of HCS is carried out as prescribed by the HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.

The below acts are relevant regarding the transporting, storage and application of these agricultural chemicals:-

- Fertilizers, farm feeds, agricultural remedies and stock remedies act, 1947 (Act no. 36 of 1947)
- Hazardous Substances Amendment Act, No. 53 of 1992
- The South African National Pesticide registration authority registrar: Act no. 36 of 1947

### **17. Public and Site Visitor Health and Safety**

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers. Appropriate health and safety notices and signs shall be posted up, but shall not be the only measure taken.

The Principal Contractor has a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

Site visitors must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of these 'inductions' must be kept on site in accordance with the Construction Regulations.

### **18. Occupational Hygiene**

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, absorption, and noise induction.

Contractor must identify site-specific health risks for construction. e.g. cement dust, wet cement, wood-dust, noise, etc.

### **19. Welfare Facilities**

The Principal Contractor must supply the following clean, hygienic and maintained facilities:

- Shower facilities, after consultation with employees or employee representative ( 1 shower for every 15 persons ).
- Sufficient toilets (1 toilet per 30 workers) and hand washing facilities. Separate toilets needed for both males and females. Toilet paper must be provided.

- Changing facilities for each sex
- Sheltered eating areas
- Waste bins must be strategically placed and emptied regularly.

Workers who are far removed from their homes, reasonable and suitable living accommodation for the workers must be provided and adequate transportation between sites and homes where suitable living accommodation is not available.

## **20. Alcohol and other Drugs**

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

## **21. Other compliance requirements**

Notwithstanding the Occupational Health & Safety Act, the contractor must also confirm to the following acts:

- Basic conditions of employment act 75 of 1997
- National Road Traffic Act 93 of 1996
- National Environmental Management: Biodiversity Act, no 10 of 2004
- National Veld and Forest Fire Act, no 101 of 1998.
- Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Amendment act

## **22. Management control measures and review**

**23.** Risk assessment of the site must be reviewed at least every 30 days. Based on the effectiveness of the existing measures, the safety plan must be adjusted to meet the new or existing identified deficiencies.

## **24. Electrical Safety**

All persons who carry out or arrange for work of any description for Casidra in connection with **electrical apparatus** shall make themselves acquainted with the Occupational Health and Safety Act (Act 85 1993) with particular reference to the Electrical Machinery Regulations, Regulations 1 to 23 inclusive.

The works performed under this contract shall comply in every respect with the latest relevant rules and regulations including following:

- Occupational Safety and Health Act (OSH Act)

- The South African Bureau of Standards Code of Practice SANS 10142
- Normal requirements laid down by Eskom.
- The latest requirements of the IEC and the British Standard Institute, where no SANS codes of practice exist.
- All rules and regulations issued by local and other authorities having jurisdiction over the contract.

The contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that —

- (a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- (b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- (c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- (d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and that inspection findings are recorded in a register kept on the construction site; and
- (e) all electrical machinery is inspected by the authorized machine operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site

**NOTE:**

The Electrical Installation Regulations clause 6 (2) require electrical contractors to register annually.

“(2) Any person who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector “

In terms of the OHS Act Electrical Installation Regulations, a Certificate of Compliance (CoC) must be issued by a registered person, defined as “a person registered as an electrical tester for single phase, an installation electrician, or a master installation electrician”. Registered persons may be the owners or employees of electrical contractors. They must be currently registered with the Department of Labour (DoL), and registrations must be renewed annually, bi-annually or every three years depending on the application. No company may do electrical contracting work unless they have a permanently employed registered person as part of the company.

Department of Labour stating the certification as either ‘single phase tester’, “installation electrician” or “master installation electrician” with a unique licence number

**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.

### **Earthing**

Always safety test before applying earths

Risk assessment of the site must be reviewed at least every 30 days. Based on the effectiveness of the existing measures, the safety plan must be adjusted to meet the new or existing.

At completion of the electrical installation work in the tender, a test as required must be performed to ensure safe operation of the equipment and a signed original CoC be supplied to the client.

## ADDENDUM A – GENERAL MINIMUM PPE REQUIREMENTS

Subject	Requirement
*PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
*Head Protection	All persons on site wearing Safety Helmets including Sub-contractors and Visitors (where prescribed)
*Foot Protection	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
*Eye and Face Protection	<u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: <ul style="list-style-type: none"> <li>* Jack/ Kango Hammers</li> <li>* Angle / Bench Grinders</li> <li>* Electric Drills (Overhead work into concrete / cement / bricks</li> <li>* Explosive Powered tools</li> <li>* Concrete Vibrators / Pokers</li> <li>* Hammers &amp; Chisels</li> <li>* Cutting / Welding Torches</li> <li>* Cutting Tools and Equipment</li> <li>* Guillotines and Benders</li> <li>* Shears</li> <li>* Sanders and Sanding Machines</li> <li>* CO2 and Arc Welding Equipment</li> <li>* Skill / Bench Saws</li> <li>* Spray Painting Equipment etc.</li> </ul>
*Hearing Protection	<u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following: <ul style="list-style-type: none"> <li>* Jack / Kango Hammers</li> <li>* Explosive Powered Tools</li> <li>* Wood/Aluminium Working Machines e.g. saws, planers, routers</li> </ul>
*Hand Protection	<u>Protective Gloves</u> worn by employees handling / using: <ul style="list-style-type: none"> <li>* Cement / Bricks / Steel / Chemicals</li> <li>* Welding Equipment</li> <li>* Hammers &amp; Chisels</li> <li>* Jack / Kango Hammers etc.</li> </ul>
*Respiratory Protection	Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using: <ul style="list-style-type: none"> <li>* Dry cement</li> <li>* Dusty areas</li> <li>* Hazardous chemicals</li> <li>* Angle Grinders</li> <li>* Spray Painting etc.</li> </ul>
*Fall Prevention Equipment	Suitable <u>Safety Belts</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: <ul style="list-style-type: none"> <li>* Scaffolding</li> <li>* Riggers</li> <li>* Lift shafts</li> <li>* Edge work</li> </ul>

	<p>* Ring beam edges etc.  Other methods of fall prevention applied e.g. catch nets</p>
*Protective Clothing	All jobs requiring protective clothing ( Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.
*PPE Issue & Control	<p>Identified Equipment issued free of charge.  All PPE maintained in good condition. (Regular checks).  Workers instructed in the proper use &amp; maintenance of PPE.  Commitment obtained from wearer accepting conditions and to wear the PPE.  Record of PPE issued kept on H&amp;S File.  PPE remain property of Employer, not to be removed from premises GSR 2(4)</p>

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**ADDENDUM TO HEALTH AND SAFETY  
SPECIFICATION TO INCLUDE COVID 19  
HEALTH & SAFETY MEASURES**

## FOREWORD

Due to the Global Health Crisis, the South African Government has outlined new Occupational Health & Safety requirements for workplaces to function during the various alert stages of the lockdown. Since the onset of the Health Crisis, government has published various notices, gazettes and amendments to existing legislation which include but are not limited to the following:

- Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020,
- Directive by the Minister of Employment and Labour in terms of Regulation 10 (8) of the regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002),
- Notice on Compensation for Occupationally- Acquired Novel Corona Virus Disease (Covid -19) and the Compensation for Occupational Injuries and Diseases Act, 1993 (No. 130 Of 1993) as Amended
- Risk Adjusted Strategy Regulations 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002)

All contractors must familiarize themselves with all new COVID 19 legislation and guidelines from the Department of Employment & Labour in order to ensure mitigation on the spread of COVID 19.

**COVID 19 Legislation and guidelines are to be read in conjunction with all existing OHS legislation.**

**Note: It is important for contractors to provide the following, to comply to** all COVID-19 Legislation and the Department of Labour COVID 19 standard checklist:

1. Workplace Plan
2. Risk Assessment and a Health Risk Assessment (as per DoL checklist)
3. Complete the Annexure: A (Page 15) – Summary of mandatory requirements attached to this document prior to commencement on site.

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## **1. HAZARD IDENTIFICATION AND RISK ASSESSMENT** **Mitigating the Spread of COVID-19 (coronavirus)**

A key theme of all COVID 19 notices and legislation is that all employers must conduct risk assessments which include at their workplace to determine areas of high risk and provide adequate controls to mitigate such risk.

## **2. COVID-19 DIRECTIONS ISSUED IN TERMS OF REGULATION SECTION 27(2)(F) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)**

The Principal Contractor and their contractors must provide control measures regarding COVID 19 and must comply with all amended Legislation and must include but not limited to:

To ensure and maintain a safe and healthy working environment for employees and members of the public, the Principal Contractor and their contractors must assess the workplace risks posed by the COVID-19 pandemic, giving due consideration to the response measures announced by Government.

The Principal Contractor and their contractors must therefore determine mitigation measures to minimize risk as far as reasonably practicable, allowing work to continue safely and without harm to all relevant stakeholders, including Clients, Employees, Contractors, Suppliers, Manufacturers and all interested and affected parties.

### **2.1 Mitigation Measures**

#### **2.2.1 Administrative Measures**

The Principal Contractor must establish the following administrative measures on site:

- Conduct a risk assessment considering the specific circumstances of the workplace.
- Submit a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of Occupational Health and Safety Act 85/1993
- Appoint a Manager (in terms of Section 16 (5) and a,
- COVID-19 Compliance Officer in terms of Regulation 16 (6)(a) of the Disaster Management Act 2002
- Risk assessments must be monitored and reviewed as the risk changes
- Records to be kept of all employee screening and self-assessments
- The following registers must be kept and completed:
  - Routine Cleaning Register (Facility and vehicles)
  - PPE Issue Register
  - Training Register
  - Workplace Plan in terms of Annexure E

### **2.1.2 Symptom Screening**

The Principal Contractor must ensure that all employees and visitors are screened prior to entering the site.

Screening must include,

- Hand Wash
- Infrared Thermometer Testing (< 38°C is acceptable)
- Self-Assessment (Questionnaire)

If a worker presents any symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); or advises the employer of these symptoms, the employer must –

- not permit the worker to enter the workplace or report for work; or
- if the worker is already at work immediately-
- isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing;
- assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission.
- ensure that the worker is tested or referred to an identified testing site.

### **2.1.3 Sanitizers, disinfectants and other measures**

The Principal Contractor and their contractors must ensure that hand wash/sanitizers are compulsory on site and that workers use hand wash facilities prior, during and after each activity irrespective of how long or short the activity is.

Hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

### **2.1.4 Surfaces**

The Principal Contractor must ensure that all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends.

- The Principle Contractor and Contractors to prepare and maintain a cleaning schedule for all facilities.

### **2.1.5 PPE**

For the reasons underlying the Department of Health's requirement, the Principal Contractor must –



- provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition.
- require any other worker to wear masks in the workplace.
- Provide as a minimum a cloth mask unless otherwise prescribed as per the risk assessment.
- Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.
- where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines and COVID 19 risk assessments .

**One of the Western Cape Department of Health’s top priorities is to ensure that our Front-Line Healthcare Workers, who are caring for those with COVID-19, have the required N95 respirators and/or medical masks so that they are protected when undertaking their duties and helping us save lives.**

**PPE spotters required to monitor the usage of PPE throughout the site.**



### **2.1.6 Ventilation**

The Principal Contractor must –

- keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.

### **2.1.7 Waste Management**

The Department of Health published a guideline on the management of COVID-19 (coronavirus) or Health Care Waste. The document defines two types of waste which are applicable to the pandemic.

#### **Infectious Waste**

Means waste which is suspected to contain pathogens; and which normally causes or significantly contributes to the cause of increased morbidity or mortality of human beings.

#### **Isolation Waste**

Means waste containing discarded materials contaminated with excretion, exudates, or secretions from humans or animals who or which are required to be isolated (by the infection control staff, the attending physician or surgeon, the attending veterinarian, or the local health practitioner) in order to protect others from highly communicable or zoonotic diseases.

In compliance with the guideline published by the Department of Health; employers must ensure the following:

- All waste management plans, classifications and procedures to include COVID 19 waste/Isolation Waste/Health Care Waste.
- A designated area to be made available for the storage of COVID- 19 waste
- Should an Employee display known symptoms of COVID- 19, the medical waste of that person may be kept in the isolation room established on site.
- All corona virus waste shall be treated as isolation waste and must be double bagged in preferably red plastic inside of 50 L or 142 L single use boxes and must be labelled "SUSPECTED COVID- 19" whilst the employees' status is not confirmed. The double bagged waste can remain in the isolation room for collection.
- Should the suspected patient tested as negative; the waste must be handled as health care waste.
- All employees working with isolation waste shall be provided with PPE as outlined in the highest risk category above (gloves, face shield, mask etc.)
- Arrange with our municipal environmental health Practitioners for the collection of the waste at your facility.
- A separate waste register must be implemented to record all COVID-19 waste removed from the facility.
- All COVID 19 waste must be disposed at a registered Health Care Risk Waste Facility (searchable on google maps).

### **2.1.8 Social Distancing**

The Principal Contractor must arrange the workplace to ensure minimal contact between workers and as far as reasonably practicable ensure that there is a minimum of

1.5metres between workers while they are working, for example, at their workstations. Depending on the circumstances of the workplace or the nature thereof, the minimum distance may need to be longer. Reducing the number of workers present in the workplace at any time in terms by means of rotation, staggered working hours, shift systems or remote working arrangements

- Supervisors should consider in their daily planning to avoid close contact with persons where possible.
- It is important that employee representatives are elected and appointed to ensure workers can raise anonymous issues to them instead of discussing site issues in large groups for management to address.
- It is recommended that traditional contractual site/progress meetings be conducted through online media platforms such as Webex/skype conference calling etc. instead of grouping on site where possible, provision of sufficient internet services should be available on sites to accommodate this.

#### **2.1.9 Measures in respect of workplaces to which Public have access**

The Principal Contractor must ensure that where reasonably practicable given the nature of the workplace, every employer must –

- Ensure that adequate social distancing is always maintained
- Provide compliance with relevant legislation and risk assessment

#### **2.1.10 Awareness:**

The Principal Contractor must ensure that the relevant signage is clearly displayed on site, employees are kept informed and up to date with the latest news regarding COVID 19.

- Awareness Training in small groups
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).

#### **2.1.11 Returning to work after being Infected with COVID 19**

**The Principal Contractor must ensure that the following is implemented after an employee has been infected and is returning to work.**

If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:

The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19.

- the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- the employer closely monitors the worker for symptoms on return to work.

### **2.1.12 Procedure: Suspected Infection Case on project**

The Principal Contractor must ensure that if a worker has been diagnosed with COVID-19 that:

- the Department of Health and the Department of Employment and Labour is informed.
- investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place.
- give administrative support to any contact-tracing measures implemented by the Department of Health.

In addition.

- No person may refuse to be screened or tested if suspected that, that person has COVID19 like symptoms as per the Amended Disaster Management Act 2002.
- As per the Disaster Management Act 2002, no person that has been clinically or by a laboratory, confirmed as having COVID-19, or who is suspected of having contracted COVID-19, or who has been in contact with a person who is a carrier of COVID–19, may refuse self-quarantine or quarantine by a health establishment.
- Once identified through screening a person under investigation (PUI) needs to be moved to an isolated area on site that has been disinfected and access controlled.
- It is important to note that once an employee has been diagnosed with the symptoms of COVID19 and it has been clinically confirmed as positive by a Laboratory and this employee has been on site or at office.
- **Note:** the entire site/office must be evaluated for the COVID19 virus by a Health Establishment as a precaution.

### **3. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA) 130 OF 1993.**

***Principle Contractor must ensure that a separate register containing the details of confirmed or suspected COVID 19 cases are kept on file and made available for inspection by any approved government authority as required by the National Disaster Act 57 of 2002.***

***All cases of occupationally acquired COVID 19 to be reported to the department of labour in accordance with General Administrative Regulation 8 and Section 6 of the Notice (CF/03/2020) on Compensation for Occupationally-Acquired Novel Corona Virus Disease (COVID 19).***

Occupationally- acquired COVID -19 is a disease contracted by an Employee as defined in the COID Act arising out of and in the course of his or her employment.

#### **Reporting:**

The following documentation should be submitted to the Compensation Commissioner or the employer individually liable or the mutual association concerned:

- a) Employer's Report of an Occupational Disease (W CL.1)
- b) Notice of an Occupational Disease and Claim for Compensation (W.CL.14)
- c) Exposure and Medical Questionnaire
- d) First Medical Report in respect of an Occupational Disease (W.CL 22) indicating U07.1 as the ICD -10 code for Covid -19
- e) Exposure History (W.CL. 110) and /or any other appropriate employment history which may include any information that may be helpful to the Compensation Commissioner.
- f) A medical report on the employee's symptoms that details the history, establishes a diagnosis of COVID -19 and laboratory results and chest radiographs where appropriate or any other information relevant to the claim.
- g) For each consultation, a Progress Medical Report (W.CL. 26).
- h) Final Medical Report in respect of an Occupational Disease (W.CL.26) when the employee's condition has reached Maximum Medical Improvement (MMI).
- i) An affidavit by the employee if employer cannot be traced or will not timeously supply a W.CL.1, where applicable.

## AMENDED BASELINE RISK ASSESSMENT

Activity	Control Measure	Responsible Person
<b>1. Access Control</b>	<ul style="list-style-type: none"> <li>• Security personnel to be trained on the COVID 19 access control procedures.</li> <li>• Have sufficient hand sanitizers/soap and water for use to employees and visitors prior to entering the site.</li> <li>• Visitors/Employees to sign in and out.</li> <li>• No biometric systems to be used.</li> <li>• Limit all access points (one access and egress point).</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>2. Screening</b>	<ul style="list-style-type: none"> <li>• Screening team shall be issued with the relevant personal protective equipment (Full face shield/screen, N95 Mask/ 3-layer surgical mask, latex gloves etc.</li> <li>• Screening Team to keep safe distance when screening employees and visitors.</li> <li>• Screening team to ensure where high temperature (above 38°C) is registered, possible Infected person will report his/her symptoms to his/her construction manager who will contact the NICD hotline on 080002999.</li> <li>• A suspected infected person must be moved to the isolation room immediately with minimal interaction/contact with other persons on site.</li> <li>• Should the suspected infected person be able, they will drive themselves to a hospital/doctor. Should this person be unable to transport themselves, a household member must be contacted to transport the employee. a</li> <li>• A suspected infected person will only be allowed to return to site after being examined by Doctor and being given certificate that clears him/her from COVID 19.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

<b>3. Visitors &amp; Employees entering site (including deliveries)</b>	<ul style="list-style-type: none"> <li>• All visitors to be escorted to site office, be inducted and receive COVID 19 awareness training with proof of attendance.</li> <li>• Comply with all relevant Legislation</li> <li>• COVID 19 team to familiarise themselves with the latest legislation and guidelines that has been issued by the relevant authorities and ensure that all persons are adequately informed.</li> <li>• All employees/persons to be screened as required by Department of Health a Guidelines.</li> <li>• Security to control attendance register/book alone to avoid double handling and possible spread of virus.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
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Activity	Control Measure	Responsible Person
	<ul style="list-style-type: none"> <li>• All employees &amp; visitors who previously been screened and tested positive shall provide a Medical Certificate indicating that he/she has been declared fit for work and Coronavirus Free.</li> <li>• Non-contact Temperature testing to be conducted by responsible trained persons to all employees/visitors prior to entering the site with records kept.</li> <li>• Employees/Persons who indicates any signs of COVID 19 based on completion of the checklist and shall be escorted to the isolation room and be provided with a mask (should they not have any).</li> <li>• Report all incidents and suspected COVID 19 cases/employees to site management and the respective COVID 19 /team / Compliance Officer/Coordinators</li> <li>• All persons delivering material must have PPE- Face Masks compulsory</li> </ul>	
<b>4. Off-loading of Material/ Deliveries</b>	<ul style="list-style-type: none"> <li>• Limit all access points</li> <li>• Relevant signage to be provided and displayed</li> <li>• All persons delivering material must have PPE- Cloth Masks are compulsory</li> <li>• Drivers to remain in vehicles where possible, should they be required to offload manually the site employees must maintain a distance of at least 2 meters.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>5. Washing/Sanitizing of Hands and disinfectant of surfaces.</b>	<ul style="list-style-type: none"> <li>• Workers to be trained and instructed on how to wash their hands.</li> <li>• Sufficient hand Wash Bays and Soap to be at site entrance.</li> <li>• Workers to ensure that hands are washed prior and after every activity.</li> <li>• No sharing of stationary or utensils.</li> <li>• Using at least 70% alcohol-based hand sanitizer.</li> <li>• Use disposable towels.</li> <li>• Display handwashing signs in all areas.</li> <li>• All work areas, eating facilities and ablution facilities to be cleaned/disinfected prior, during and after work.</li> <li>• Sufficient waste bins with lids and must be emptied regularly</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators



<b>6. Working onSite/ Site Inspections</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and restrictions</li> <li>• Appoint a COVID Compliance officer persons to coordinate COVID 19 activities with daily feedback to management.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
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Activity	Control Measure	Responsible Person
	<ul style="list-style-type: none"> <li>• Employees who are elderly and or have existing respiratory ailments or are currently sick must remain at home until further notice from the President.</li> <li>• <b>All persons with general flue like symptoms to be encouraged to stay at home or seek medical attention</b></li> <li>• PPE to be worn at all times- Cloth Masks are compulsory</li> <li>• No sharing of PPE</li> <li>• Spotters to be on site monitoring use of PPE and or unusual behaviour of employees</li> <li>• Alternate/stagger Working Hours</li> <li>• Designated isolation room/areas to be provided for all possible COVID 19 cases and must be decontaminated as needed</li> <li>• Provide and display Emergency &amp; Counselling Contact Numbers</li> <li>• Provide designated bins for all used PPE and dispose safely</li> <li>• Alternate Lunch and Tea Breaks to be considered to avoid any gathering of persons n site.</li> </ul>	
<b>7. Operating of Mobile/Small Plant and Tools</b>	<ul style="list-style-type: none"> <li>• One operator to be assigned per mobile plant</li> <li>• Daily Inspections to be conducted prior to use of plant and tools</li> <li>• Cabin to be disinfected prior, during and after use</li> <li>• Good hygiene to be implemented</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>8. Conducting &amp; Attending Safety Awareness Sessions &amp; Inductions including progress/site meetings.</b>	<ul style="list-style-type: none"> <li>• Ensure that sufficient Sanitisers are available at all entrances/work areas and office.</li> <li>• Use loudspeaker/loudhailer to be used if possible. Avoid sharing the same loud hailer</li> <li>• Avoid physical contact, no shaking of hands</li> <li>• Make use of technology/media</li> <li>• If not possible then adequate and sufficient space is required with smaller groups.</li> <li>• Alternate awareness session schedules and inductions</li> <li>• Employees to be informed regarding Section 14 of the OHS Act 85/1993 and all relevant legislation.</li> <li>• Avoid any meetings held n site in a confined space.</li> <li>• Use of media networks to conduct remote meetings, Zoom, Skype, Microsoft Teams for meetings where necessary.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

Activity	Control Measure	Responsible Person
<b>9. Using Ablution Facilities (Toilets) and cleaning thereof</b>	<ul style="list-style-type: none"> <li>• Provide additional facilities (toilets)</li> <li>• Use flushable toilets as far as reasonably practicable</li> <li>• Ensure that sufficient Sanitisers/ Soap &amp; Water are available</li> <li>• Wash Hands (before and after use) when using facilities</li> <li>• Use your own hand towel/ paper towel to dry your hands.</li> <li>• Clean Ablution facilities at least twice per day as agreed/risk assessment</li> <li>• Decontaminate Portable Toilets daily or at appropriate intervals</li> <li>• Additional Signage to be displayed</li> <li>• Register required for cleaning relevant areas.</li> <li>• Outsource cleaning of portable toilets if possible, where this is not possible the following must apply but is not limited to,</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>10. Transportation of Employees</b>	<ul style="list-style-type: none"> <li>• Daily vehicle inspections and disinfecting to be conducted</li> <li>• Limit number of employees as per the relevant legislation</li> <li>• Driver to monitor this process</li> <li>• All employees/persons must complete a Self-Assessment/checklist prior to them entering the vehicle/plant.</li> <li>• Employees/Persons who indicates any signs of COVID 19 based on completion of checklist or screening and shall be escorted to the isolation room and be provided with a mask (should they not have any). Such a person must be requested to contact their Doctor or The COVID 19 helpline and leave site.</li> <li>• Adequate Ventilation required</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>11. Treating of Injuries on Site</b>	<ul style="list-style-type: none"> <li>• Competent First Aider to attend to all reported cases and follow all COVID 19 protocols and emergency procedures.</li> <li>• First Aider to be provided with the relevant PPE (disposable overall)</li> <li>• Assess the injured person with caution and discretion.</li> <li>• Temperature of injured person to be taken immediately or prior to assessment if possible</li> <li>• <b>Additional PPE Required but is not limited to, E.g. approved Medical Masks, N-95 or N-99 Masks or similar, suitable gloves, and Face and eye protection</b></li> <li>• <b>Decontaminate area and equipment if area has been contaminated</b></li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

Activity	Control Measure	Responsible Person
	<ul style="list-style-type: none"> <li>• A register to be provided of All persons who has been screened and tested positive</li> <li>• <b>Note, this must be done in a dignified and confidential manner. All COVID 19 statistics to be provided to the department of Health</b></li> <li>• Emergency procedures and tracking register to be provided for infected persons</li> </ul>	
<b>12. Waste Management</b>	<ul style="list-style-type: none"> <li>• All corona virus waste shall be treated as isolation waste and must be double bagged in preferably red plastic inside of 50 L or 142 L single use boxes and must be labelled "SUSPECTED COVID- 19" whilst the employees' status is not confirmed.</li> <li>• Place the bags in the designated Health Care Waste Staging area.</li> <li>• A Separate Waste Register to be provided</li> </ul>	

**5. ANNEXURE A: COVID 19 OCCUPATIONAL HEALTH & SAFETY PRE-START CHECKLIST**

Item	Compliant (Yes, No)	Comments
1. The date the business will open and the hours of opening.		
2. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace		
3. The steps taken to get the workplace COVID -19 ready.		
4. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home		
5. Sanitary and social distancing measures and facilities at the entrance and exit to the workplace.		
6. The attendance -record system and infrastructure		
7. The work -area of employees		
8. Canteen/eating facilities and bathroom facilities.		
9. Testing facilities (for establishments with more than 500 employees);		
10. Staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).		
11. Arrangements for the public/visitors, including sanitation and social distancing measures.		
12. The steps taken to get the workplace COVID -19 ready.		
13. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home:		
14. All the required permits in place to resume work. <b>Form 2</b>		
15. Details regarding transport to site		
16. Arrangements regarding site access		

17. Details regarding screening on site (persons must que outside the site)		
18. Risk Assessments		
19. COVID-19 emergency procedures		
20. Procedures for welfare, washing and sanitising and disinfection facilities		
21. All site personnel issued with PPE based on the COVID 19 Risk Assessments		
22. Supervision and monitoring of safety protocols		
23. Updated Waste Management Procedure (Including COVID 19 waste)		
a. Separate waste manifest register for all COVID 19 waste disposed		
24. Procedure for investigation of COVID-19 cases		
25. COVID-19 Compliance Officer details and appointment(s)		
26. COVID-19 Compliance Manager details and appointment		
27. Arrangements for visitors or members of the public, including sanitation, PPE and social distancing measures.		
28. List of high-risk staff with underlying medical conditions		
29. COVID 19 Notices and Signage displayed		
30. Provisions made for an adequate isolation room		
31. Awareness training (inductions, toolbox talks, procedure communications)		
32. Provisions for soap and water/sanitizer (70 % alcohol)		

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**ADDENDUM TO HEALTH AND SAFETY  
SPECIFICATION TO INCLUDE COVID 19  
HEALTH & SAFETY MEASURES**

## **FOREWORD**

Due to the Global Health Crisis, the South African Government has outlined new Occupational Health & Safety requirements for workplaces to function during the various alert stages of the lockdown. Since the onset of the Health Crisis, government has published various notices, gazettes and amendments to existing legislation which include but are not limited to the following:

- Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020,
- Directive by the Minister of Employment and Labour in terms of Regulation 10 (8) of the regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002),
- Notice on Compensation for Occupationally- Acquired Novel Corona Virus Disease (Covid -19) and the Compensation for Occupational Injuries and Diseases Act, 1993 (No. 130 Of 1993) as Amended
- Risk Adjusted Strategy Regulations 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no. 57 of 2002)

All contractors must familiarize themselves with all new COVID 19 legislation and guidelines from the Department of Employment & Labour in order to ensure mitigation on the spread of COVID 19.

**COVID 19 Legislation and guidelines are to be read in conjunction with all existing OHS legislation.**

**Note: It is important for contractors to provide the following, to comply to** all COVID-19 Legislation and the Department of Labour COVID 19 standard checklist:

4. Workplace Plan
5. Risk Assessment and a Health Risk Assessment (as per DoL checklist)
6. Complete the Annexure: A (Page 15) – Summary of mandatory requirements attached to this document prior to commencement on site.



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## **1. HAZARD IDENTIFICATION AND RISK ASSESSMENT** **Mitigating the Spread of COVID-19 (coronavirus)**

A key theme of all COVID 19 notices and legislation is that all employers must conduct risk assessments which include at their workplace to determine areas of high risk and provide adequate controls to mitigate such risk.

## **2. COVID-19 DIRECTIONS ISSUED IN TERMS OF REGULATION SECTION 27(2)(F) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)**

The Principal Contractor and their contractors must provide control measures regarding COVID 19 and must comply with all amended Legislation and must include but not limited to:

To ensure and maintain a safe and healthy working environment for employees and members of the public, the Principal Contractor and their contractors must assess the workplace risks posed by the COVID-19 pandemic, giving due consideration to the response measures announced by Government.

The Principal Contractor and their contractors must therefore determine mitigation measures to minimize risk as far as reasonably practicable, allowing work to continue safely and without harm to all relevant stakeholders, including Clients, Employees, Contractors, Suppliers, Manufacturers and all interested and affected parties.

### **2.1 Mitigation Measures**

#### **2.2.1 Administrative Measures**

The Principal Contractor must establish the following administrative measures on site:

- Conduct a risk assessment considering the specific circumstances of the workplace.
- Submit a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of Occupational Health and Safety Act 85/1993
- Appoint a Manager (in terms of Section 16 (5) and a,
- COVID-19 Compliance Officer in terms of Regulation 16 (6)(a) of the Disaster Management Act 2002
- Risk assessments must be monitored and reviewed as the risk changes
- Records to be kept of all employee screening and self-assessments
- The following registers must be kept and completed:
  - Routine Cleaning Register (Facility and vehicles)
  - PPE Issue Register
  - Training Register
  - Workplace Plan in terms of Annexure E

### **2.1.2 Symptom Screening**

The Principal Contractor must ensure that all employees and visitors are screened prior to entering the site.

Screening must include,

- Hand Wash
- Infrared Thermometer Testing (< 38°C is acceptable)
- Self-Assessment (Questionnaire)

If a worker presents any symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); or advises the employer of these symptoms, the employer must –

- not permit the worker to enter the workplace or report for work; or
- if the worker is already at work immediately-
- isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing;
- assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission.
- ensure that the worker is tested or referred to an identified testing site.

### **2.1.3 Sanitizers, disinfectants and other measures**

The Principal Contractor and their contractors must ensure that hand wash/sanitizers are compulsory on site and that workers use hand wash facilities prior, during and after each activity irrespective of how long or short the activity is.

Hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

### **2.1.4 Surfaces**

The Principal Contractor must ensure that all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends.

- The Principle Contractor and Contractors to prepare and maintain a cleaning schedule for all facilities.

### **2.1.5 PPE**

For the reasons underlying the Department of Health's requirement, the Principal Contractor must –

- provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition.
- require any other worker to wear masks in the workplace.
- Provide as a minimum a cloth mask unless otherwise prescribed as per the risk assessment.
- Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.
- where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines and COVID 19 risk assessments .

**One of the Western Cape Department of Health's top priorities is to ensure that our Front-Line Healthcare Workers, who are caring for those with COVID-19, have the required N95 respirators and/or medical masks so that they are protected when undertaking their duties and helping us save lives.**

**PPE spotters required to monitor the usage of PPE throughout the site.**



### **2.1.6 Ventilation**

The Principal Contractor must –

- keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.

### **2.1.7 Waste Management**

The Department of Health published a guideline on the management of COVID-19 (coronavirus) or Health Care Waste. The document defines two types of waste which are applicable to the pandemic.

#### **Infectious Waste**

Means waste which is suspected to contain pathogens; and which normally causes or significantly contributes to the cause of increased morbidity or mortality of human beings.

#### **Isolation Waste**

Means waste containing discarded materials contaminated with excretion, exudates, or secretions from humans or animals who or which are required to be isolated (by the infection control staff, the attending physician or surgeon, the attending veterinarian, or the local health practitioner) in order to protect others from highly communicable or zoonotic diseases.

In compliance with the guideline published by the Department of Health; employers must ensure the following:

- All waste management plans, classifications and procedures to include COVID 19 waste/Isolation Waste/Health Care Waste.
- A designated area to be made available for the storage of COVID- 19 waste
- Should an Employee display known symptoms of COVID- 19, the medical waste of that person may be kept in the isolation room established on site.
- All corona virus waste shall be treated as isolation waste and must be double bagged in preferably red plastic inside of 50 L or 142 L single use boxes and must be labelled "SUSPECTED COVID- 19" whilst the employees' status is not confirmed. The double bagged waste can remain in the isolation room for collection.
- Should the suspected patient tested as negative; the waste must be handled as health care waste.
- All employees working with isolation waste shall be provided with PPE as outlined in the highest risk category above (gloves, face shield, mask etc.)
- Arrange with our municipal environmental health Practitioners for the collection of the waste at your facility.
- A separate waste register must be implemented to record all COVID-19 waste removed from the facility.
- All COVID 19 waste must be disposed at a registered Health Care Risk Waste Facility (searchable on google maps).

### **2.1.8 Social Distancing**

The Principal Contractor must arrange the workplace to ensure minimal contact between workers and as far as reasonably practicable ensure that there is a minimum of

1.5metres between workers while they are working, for example, at their workstations. Depending on the circumstances of the workplace or the nature thereof, the minimum distance may need to be longer. Reducing the number of workers present in the workplace at any time in terms by means of rotation, staggered working hours, shift systems or remote working arrangements

- Supervisors should consider in their daily planning to avoid close contact with persons where possible.
- It is important that employee representatives are elected and appointed to ensure workers can raise anonymous issues to them instead of discussing site issues in large groups for management to address.
- It is recommended that traditional contractual site/progress meetings be conducted through online media platforms such as Webex/skype conference calling etc. instead of grouping on site where possible, provision of sufficient internet services should be available on sites to accommodate this.

#### **2.1.9 Measures in respect of workplaces to which Public have access**

The Principal Contractor must ensure that where reasonably practicable given the nature of the workplace, every employer must –

- Ensure that adequate social distancing is always maintained
- Provide compliance with relevant legislation and risk assessment

#### **2.1.10 Awareness:**

The Principal Contractor must ensure that the relevant signage is clearly displayed on site, employees are kept informed and up to date with the latest news regarding COVID 19.

- Awareness Training in small groups
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).

#### **2.1.11 Returning to work after being Infected with COVID 19**

**The Principal Contractor must ensure that the following is implemented after an employee has been infected and is returning to work.**

If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:

The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19.

- the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- the employer closely monitors the worker for symptoms on return to work.

### **2.1.12 Procedure: Suspected Infection Case on project**

The Principal Contractor must ensure that if a worker has been diagnosed with COVID-19 that:

- the Department of Health and the Department of Employment and Labour is informed.
- investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place.
- give administrative support to any contact-tracing measures implemented by the Department of Health.

In addition.

- No person may refuse to be screened or tested if suspected that, that person has COVID19 like symptoms as per the Amended Disaster Management Act 2002.
- As per the Disaster Management Act 2002, no person that has been clinically or by a laboratory, confirmed as having COVID-19, or who is suspected of having contracted COVID-19, or who has been in contact with a person who is a carrier of COVID-19, may refuse self-quarantine or quarantine by a health establishment.
- Once identified through screening a person under investigation (PUI) needs to be moved to an isolated area on site that has been disinfected and access controlled.
- It is important to note that once an employee has been diagnosed with the symptoms of COVID19 and it has been clinically confirmed as positive by a Laboratory and this employee has been on site or at office.
- **Note:** the entire site/office must be evaluated for the COVID19 virus by a Health Establishment as a precaution.

### **3. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA) 130 OF 1993.**

***Principle Contractor must ensure that a separate register containing the details of confirmed or suspected COVID 19 cases are kept on file and made available for inspection by any approved government authority as required by the National Disaster Act 57 of 2002.***

***All cases of occupationally acquired COVID 19 to be reported to the department of labour in accordance with General Administrative Regulation 8 and Section 6 of the Notice (CF/03/2020) on Compensation for Occupationally-Acquired Novel Corona Virus Disease (COVID 19).***

Occupationally- acquired COVID -19 is a disease contracted by an Employee as defined in the COID Act arising out of and in the course of his or her employment.

#### **Reporting:**

The following documentation should be submitted to the Compensation Commissioner or the employer individually liable or the mutual association concerned:

- a) Employer's Report of an Occupational Disease (W CL.1)
- b) Notice of an Occupational Disease and Claim for Compensation (W.CL.14)
- c) Exposure and Medical Questionnaire
- d) First Medical Report in respect of an Occupational Disease (W.CL 22) indicating U07.1 as the ICD -10 code for Covid -19
- e) Exposure History (W.CL. 110) and /or any other appropriate employment history which may include any information that may be helpful to the Compensation Commissioner.
- f) A medical report on the employee's symptoms that details the history, establishes a diagnosis of COVID -19 and laboratory results and chest radiographs where appropriate or any other information relevant to the claim.
- g) For each consultation, a Progress Medical Report (W.CL. 26).
- h) Final Medical Report in respect of an Occupational Disease (W.CL.26) when the employee's condition has reached Maximum Medical Improvement (MMI).
- i) An affidavit by the employee if employer cannot be traced or will not timeously supply a W.CL.1, where applicable.



## AMENDED BASELINE RISK ASSESSMENT

Activity	Control Measure	Responsible Person
<b>1. Access Control</b>	<ul style="list-style-type: none"> <li>• Security personnel to be trained on the COVID 19 access control procedures.</li> <li>• Have sufficient hand sanitizers/soap and water for use to employees and visitors prior to entering the site.</li> <li>• Visitors/Employees to sign in and out.</li> <li>• No biometric systems to be used.</li> <li>• Limit all access points (one access and egress point).</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>2. Screening</b>	<ul style="list-style-type: none"> <li>• Screening team shall be issued with the relevant personal protective equipment (Full face shield/screen, N95 Mask/ 3-layer surgical mask, latex gloves etc.</li> <li>• Screening Team to keep safe distance when screening employees and visitors.</li> <li>• Screening team to ensure where high temperature (above 38°C) is registered, possible Infected person will report his/her symptoms to his/her construction manager who will contact the NICD hotline on 080002999.</li> <li>• A suspected infected person must be moved to the isolation room immediately with minimal interaction/contact with other persons on site.</li> <li>• Should the suspected infected person be able, they will drive themselves to a hospital/doctor. Should this person be unable to transport themselves, a household member must be contacted to transport the employee.</li> <li>• A suspected infected person will only be allowed to return to site after being examined by Doctor and being given certificate that clears him/her from COVID 19.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

<b>3. Visitors &amp; Employees entering site (including deliveries)</b>	<ul style="list-style-type: none"> <li>• All visitors to be escorted to site office, be inducted and receive COVID 19 awareness training with proof of attendance.</li> <li>• Comply with all relevant Legislation</li> <li>• COVID 19 team to familiarise themselves with the latest legislation and guidelines that has been issued by the relevant authorities and ensure that all persons are adequately informed.</li> <li>• All employees/persons to be screened as required by Department of Health a Guidelines.</li> <li>• Security to control attendance register/book alone to avoid double handling and possible spread of virus.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
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Activity	Control Measure	Responsible Person
	<ul style="list-style-type: none"> <li>• All employees &amp; visitors who previously been screened and tested positive shall provide a Medical Certificate indicating that he/she has been declared fit for work and Coronavirus Free.</li> <li>• Non-contact Temperature testing to be conducted by responsible trained persons to all employees/visitors prior to entering the site with records kept.</li> <li>• Employees/Persons who indicates any signs of COVID 19 based on completion of the checklist and shall be escorted to the isolation room and be provided with a mask (should they not have any).</li> <li>• Report all incidents and suspected COVID 19 cases/employees to site management and the respective COVID 19 /team / Compliance Officer/Coordinators</li> <li>• All persons delivering material must have PPE- Face Masks compulsory</li> </ul>	
<b>4. Off-loading of Material/ Deliveries</b>	<ul style="list-style-type: none"> <li>• Limit all access points</li> <li>• Relevant signage to be provided and displayed</li> <li>• All persons delivering material must have PPE- Cloth Masks are compulsory</li> <li>• Drivers to remain in vehicles where possible, should they be required to offload manually the site employees must maintain a distance of at least 2 meters.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>5. Washing/Sanitizing of Hands and disinfectant of surfaces.</b>	<ul style="list-style-type: none"> <li>• Workers to be trained and instructed on how to wash their hands.</li> <li>• Sufficient hand Wash Bays and Soap to be at site entrance.</li> <li>• Workers to ensure that hands are washed prior and after every activity.</li> <li>• No sharing of stationary or utensils.</li> <li>• Using at least 70% alcohol-based hand sanitizer.</li> <li>• Use disposable towels.</li> <li>• Display handwashing signs in all areas.</li> <li>• All work areas, eating facilities and ablution facilities to be cleaned/disinfected prior, during and after work.</li> <li>• Sufficient waste bins with lids and must be emptied regularly</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

<b>6. Working onSite/ Site Inspections</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and restrictions</li> <li>• Appoint a COVID Compliance officer persons to coordinate COVID 19 activities with daily feedback to management.</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
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<b>Activity</b>	<b>Control Measure</b>	<b>Responsible Person</b>
	<ul style="list-style-type: none"> <li>• Employees who are elderly and or have existing respiratory ailments or are currently sick must remain at home until further notice from the President.</li> <li>• <b>All persons with general flue like symptoms to be encouraged to stay at home or seek medical attention</b></li> <li>• PPE to be worn at all times- Cloth Masks are compulsory</li> <li>• No sharing of PPE</li> <li>• Spotters to be on site monitoring use of PPE and or unusual behaviour of employees</li> <li>• Alternate/stagger Working Hours</li> <li>• Designated isolation room/areas to be provided for all possible COVID 19 cases and must be decontaminated as needed</li> <li>• Provide and display Emergency &amp; Counselling Contact Numbers</li> <li>• Provide designated bins for all used PPE and dispose safely</li> <li>• Alternate Lunch and Tea Breaks to be considered to avoid any gathering of persons on site.</li> </ul>	
<b>7. Operating of Mobile/Small Plant and Tools</b>	<ul style="list-style-type: none"> <li>• One operator to be assigned per mobile plant</li> <li>• Daily Inspections to be conducted prior to use of plant and tools</li> <li>• Cabin to be disinfected prior, during and after use</li> <li>• Good hygiene to be implemented</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

<p><b>8. Conducting &amp; Attending Safety Awareness Sessions &amp; Inductions including progress/site meetings.</b></p>	<ul style="list-style-type: none"> <li>• Ensure that sufficient Sanitisers are available at all entrances/work areas and office.</li> <li>• Use loudspeaker/loudhailer to be used if possible. Avoid sharing the same loud hailer</li> <li>• Avoid physical contact, no shaking of hands</li> <li>• Make use of technology/media</li> <li>• If not possible then adequate and sufficient space is required with smaller groups.</li> <li>• Alternate awareness session schedules and inductions</li> <li>• Employees to be informed regarding Section 14 of the OHS Act 85/1993 and all relevant legislation.</li> <li>• Avoid any meetings held on site in a confined space.</li> <li>• Use of media networks to conduct remote meetings, Zoom, Skype, Microsoft Teams for meetings where necessary.</li> </ul>	<p>CR 8.1 &amp; COVID 19 Compliance Officer/ Coordinators</p>
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Activity	Control Measure	Responsible Person
<b>9. Using Ablution Facilities (Toilets) and cleaning thereof</b>	<ul style="list-style-type: none"> <li>• Provide additional facilities (toilets)</li> <li>• Use flushable toilets as far as reasonably practicable</li> <li>• Ensure that sufficient Sanitisers/ Soap &amp; Water are available</li> <li>• Wash Hands (before and after use) when using facilities</li> <li>• Use your own hand towel/ paper towel to dry your hands.</li> <li>• Clean Ablution facilities at least twice per day as agreed/risk assessment</li> <li>• Decontaminate Portable Toilets daily or at appropriate intervals</li> <li>• Additional Signage to be displayed</li> <li>• Register required for cleaning relevant areas.</li> <li>• Outsource cleaning of portable toilets if possible, where this is not possible the following must apply but is not limited to,</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>10. Transportation of Employees</b>	<ul style="list-style-type: none"> <li>• Daily vehicle inspections and disinfecting to be conducted</li> <li>• Limit number of employees as per the relevant legislation</li> <li>• Driver to monitor this process</li> <li>• All employees/persons must complete a Self-Assessment/checklist prior to them entering the vehicle/plant.</li> <li>• Employees/Persons who indicates any signs of COVID 19 based on completion of checklist or screening and shall be escorted to the isolation room and be provided with a mask (should they not have any). Such a person must be requested to contact their Doctor or The COVID 19 helpline and leave site.</li> <li>• Adequate Ventilation required</li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators
<b>11. Treating of Injuries on Site</b>	<ul style="list-style-type: none"> <li>• Competent First Aider to attend to all reported cases and follow all COVID 19 protocols and emergency procedures.</li> <li>• First Aider to be provided with the relevant PPE (disposable overall)</li> <li>• Assess the injured person with caution and discretion.</li> <li>• Temperature of injured person to be taken immediately or prior to assessment if possible</li> <li>• <b>Additional PPE Required but is not limited to, E.g. approved Medical Masks, N-95 or N-99 Masks or similar, suitable gloves, and Face and eye protection</b></li> <li>• <b>Decontaminate area and equipment if area has been contaminated</b></li> </ul>	CR 8.1 & COVID 19 Compliance Officer/ Coordinators

Activity	Control Measure	Responsible Person
	<ul style="list-style-type: none"> <li>• A register to be provided of All persons who has been screened and tested positive</li> <li>• Note, this must be done in a dignified and confidential manner. All COVID 19 statistics to be provided to the department of Health</li> <li>• Emergency procedures and tracking register to be provided for infected persons</li> </ul>	
<b>12. Waste Management</b>	<ul style="list-style-type: none"> <li>• All corona virus waste shall be treated as isolation waste and must be double bagged in preferably red plastic inside of 50 L or 142 L single use boxes and must be labelled "SUSPECTED COVID- 19" whilst the employees' status is not confirmed.</li> <li>• Place the bags in the designated Health Care Waste Staging area.</li> <li>• A Separate Waste Register to be provided</li> </ul>	

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To be signed upon appointment of winning bidder to form the agreement between the parties			
Signature for <b>Casidra</b>		Signature for Contractor	

**5. ANNEXURE A: COVID 19 OCCUPATIONAL HEALTH & SAFETY PRE- START CHECKLIST**

Item	Compliant (Yes, No)	Comments
1. The date the business will open and the hours of opening.		
2. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace		
3. The steps taken to get the workplace COVID -19 ready.		
4. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home		
5. Sanitary and social distancing measures and facilities at the entrance and exit to the workplace.		
6. The attendance -record system and infrastructure		
7. The work -area of employees		
8. Canteen/eating facilities and bathroom facilities.		
9. Testing facilities (for establishments with more than 500 employees);		
10. Staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).		
11. Arrangements for the public/visitors, including sanitation and social distancing measures.		

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12. The steps taken to get the workplace COVID -19 ready.		
13. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home:		
14. All the required permits in place to resume work. <b>Form 2</b>		
15. Details regarding transport to site		
16. Arrangements regarding site access		
17. Details regarding screening on site (persons must que outside the site)		
18. Risk Assessments		

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19. COVID-19 emergency procedures		
20. Procedures for welfare, washing and sanitising and disinfection facilities		
21. All site personnel issued with PPE based on the COVID 19 Risk Assessments		
22. Supervision and monitoring of safety protocols		
23. Updated Waste Management Procedure (Including COVID 19 waste)		
a. Separate waste manifest register for all COVID 19 waste disposed		
24. Procedure for investigation of COVID-19 cases		
25. COVID-19 Compliance Officer details and appointment(s)		
26. COVID-19 Compliance Manager details and appointment		
27. Arrangements for visitors or members of the public, including sanitation, PPE and social distancing measures.		
28. List of high-risk staff with underlying medical conditions		
29. COVID 19 Notices and Signage displayed		
30. Provisions made for an adequate isolation room		
31. Awareness training (inductions, toolbox talks, procedure communications)		
32. Provisions for soap and water/sanitizer (70 % alcohol)		

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