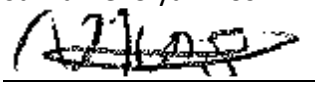
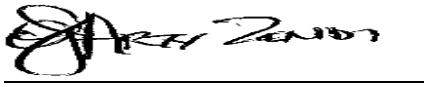
ETHEKWINI MUNICIPALITY
Occupational Health & Safety Directorate

Site Specific Health and Safety Specification in terms of 2014 Construction Regulations 5.1(b)

Document Title	Site Specific Health and Safety Specification
Client	EThekwini Municipality - (Human Settlements Directorate)
Project Name	Construction of 100 top-structure units at Umbhayi Housing Project, ward 61
Contract Number	36518 – 1H
Internal Reference no.	SSHSS09/11/2026
Compiled by (Safety officer)	Name and surname: Siya Nkosi Signature:  Date: 09/11/2026
Reviewed by (Manager: Safety& Risk)	Name and surname: Arty Zondi Signature:  Date: 09/11/2026

PROJECT LOCALITY

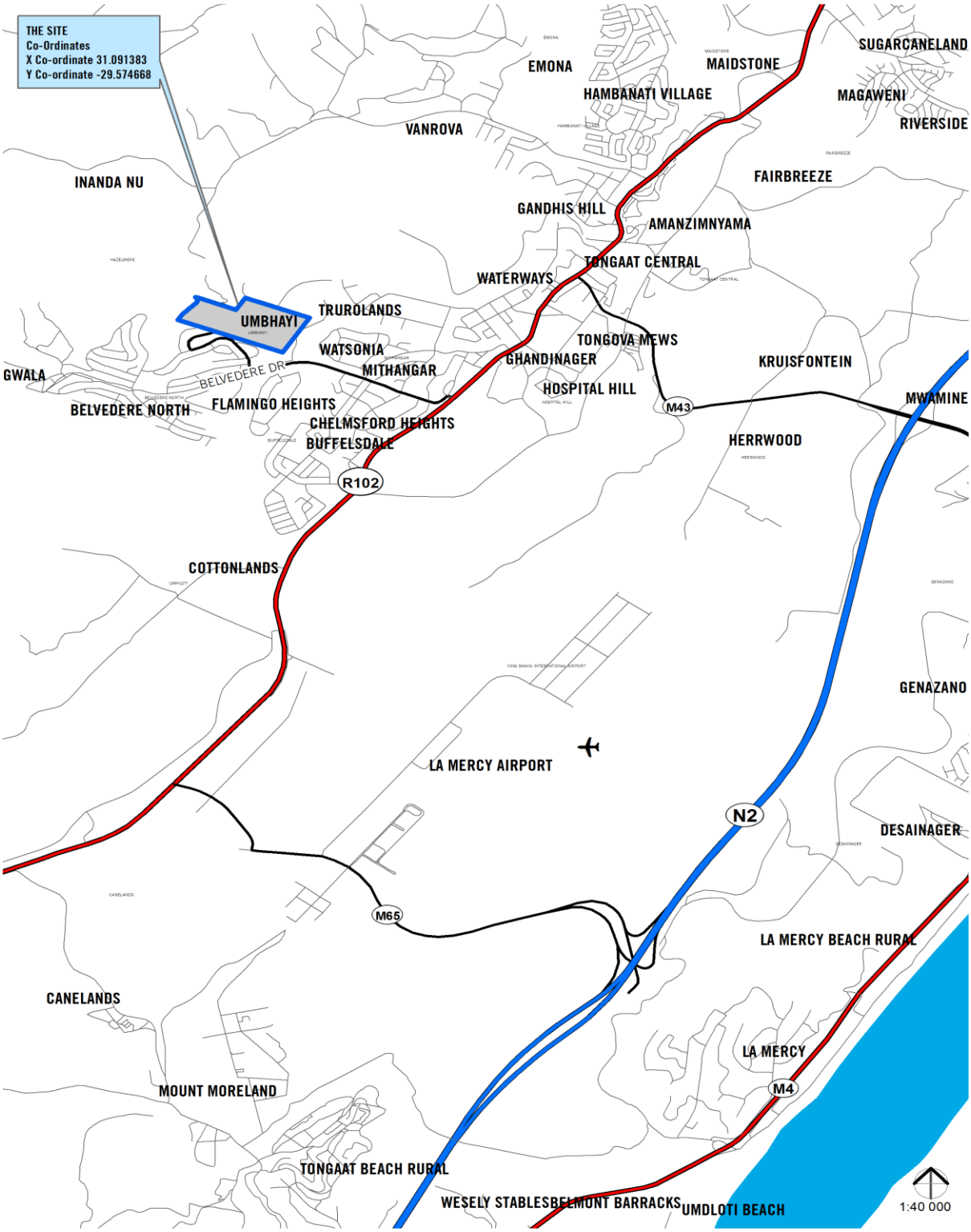


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1. PROJECT DESCRIPTION (Works) AND SITE ACCESS

Please refer on the Tender document (BOQ).

2. LIMITATIONS OF LIABILITY

The Principal Contractor shall enter into a Mandatory Agreement with the Client, as defined in Section 37(2) of the Occupational Health and Safety ACT.
The Principal Contractor shall ensure that each contractor appointed by the Principal Contractor and each sub-contractor appointed by a contractor also into a Mandatory Agreement with the Principal Contractor, as defined in Section 37(2) of the Occupational Health and Safety ACT. These agreements shall be included in the Principal Contractor's H&S File on site and be valid for the duration of the contractors' work on the construction site.

3. PURPOSE OF THE CONSTRUCTION H&S SPECIFICATION

This document defines the minimum management requirement that is to be implemented by the Principal Contractor/ Contractor for the management of Health and Safety on any eThekwini Municipality project. The aim of this document is to present the health and safety aspects that need to be controlled and managed on the project. This Health and Safety specification identifies and encompasses the working behaviours and safe work practices that are expected of all employees, Vendors and Contractors, Sub-Contractors and Visitors, engaged on construction site. Providing a guideline to comply with best Health & Safety practices and the Occupational Health and Safety Act85/1993 as amended, including reference to applicable legislative requirement.

4. PROJECT HEALTH AND SAFETY COST

The Client must ensure that potential Principal Contractor submitting tenders have made adequate provision for the cost of health and safety measures.
The Principal Contractor shall allow in their cost provision for complying with the requirements of this Construction Health and Safety Specification; resources for the following Health and Safety controls shall be in place.

NO.	H&S cost item	Description
1.	Construction Health and Safety Officer	A full-time Construction health and safety officer with an experience of at least 2 years is required to ensure that the health and safety plan is implemented on site. Registered with SACPCMP.
2	Medical certificate of fitness	Medical examination of all employees and certification of fitness by an Occupational Medicine Practitioner

3	Personal Protective Equipment	Personal Protective Equipment to be provided as per risk exposure, including but not limited to: respiratory protection, hearing protection, hand protection, eye and face protection and fall protection
4	Public protection	To reduce risk exposure to the employees and members of the public
5	Employee facilities	Drinking water, ablution toilets ect.
6	Trainings and competency	Risk assessor, Fall protection Planner, Incident Investigator and Fire fighter, First aider, Scaffolding
7	Safety file	Full completed with all supporting documents
8	Health and safety signage	All construction necessary signage that may be required
9	Environmental management	Protection of the environment
10	Temporary works	Compliance with all temporary works trainings and equipment
11	Other	Items not indicated in the Specification

5. SCOPE OF WORK

The works/ risk assessments must broadly include but not limited to:
Local hazards that may affect the construction work Site clearing Site establishment Earthworks and slab construction Superstructure (Block work, doors and windows) Roof construction (Trusses, tiles, insulation and ceiling) Painting works Electrical installations Construction mobile plant Site security Public safety Decking/ temporary works Scaffolding

6. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT

The Principal Contractor, each contractor and each sub-contractor shall submit proof of Good Standing with COIDA Commissioner or a Mutual Association licensed in terms of Section 30 of COIDA, prior to starting any work on site. A copy of the Letter of Good Standing with COIDA Commissioner must be included in the H&S Plan of each contractor working on the site and must remain updated for the duration of the construction work.

7. APPLICATION FOR CONSTRUCTION WORK PERMIT

The Principal Contractor shall assist the Client in compiling the evidence required by the Department of Labour for the issuing of the Construction Work Permit.

The Principal Contractor shall ensure that the H&S Plan presented for approvals includes:

- Evidence that the Principal Contractor made adequate provision for the cost of H&S measures
- Evidence that the Principal Contractor has the necessary competencies and resources to carry out the construction work safely.
- A copy of the Letter of appointment of the Construction Manager in terms of CR 8(1) + proof of his qualification, competence and registration where applicable.
- Proof of the registration of the Principal Contractors safety officer with the SACPCMP.

The Principal Contractor shall display the work permit number at the main site entrance. This display must be conspicuous to the satisfaction of the Department of Labor. The permit must be noticeable. The construction works can only commence once the construction work permit is issued by the Department of Employment and Labour.

8. MANAGEMENT AND SUPERVISION OF CONSTRUCTION WORK

For the approval of the safety file, please ensure that the following appointments are submitted with the file:

- *OHSA16(1) Resolution letter*
- *Construction manager CR8(1)*
- *Construction work supervisor CR8(7)*
- *Construction health and safety officer CR8(5)*
- *Risk assessor CR9(1)*
- *Incident investigator GAR9(2)*
- *Fall Protection Planner CR10(1)*
- *Excavation supervisor*
- *Temporary works supervisor*

8.1 Construction Manager

The Principal Contractor shall appoint in writing a full time competent person as the construction manager with the duty of managing all construction on the site including the duty of ensuring occupational health and safety compliance. The Construction Manager must demonstrate competency in relation to work being performed and the ability to manage construction work, which may include making all statutory appointments in terms of health and safety.

8.2 Construction health and safety officer

The Principal Contractor shall appoint a full-time competent Construction Health and Safety Officer for the construction work, with at least 2 years of experience in the construction industry as a construction health and safety officer. The appointed Safety officer must be registered with SACPCMP as a CHSO.

8.3 Construction supervisor

A Construction Manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site. A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in sub regulation (7)**,** and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this Regulation.

9. PRINCIPAL CONTRACTOR'S HEALTH AND SAFETY PLAN

The Principal Contractor shall submit a suitable, sufficiently documented and coherent specific health and safety plan based on the Client documented Health and Safety Specification. The health and safety plan shall include but not limited to the following:

- *Objectives*
- *Scope of work*
- *Management of construction and supervision*
- *Monitoring and review of the plan*
- *Sub-contractor management*
- *Application for Construction Work*
- *COIDA*
- *Risk Assessment & safe working procedures*

- *Incident management*
- *First aid*
- *Fall protection plan*
- *Emergency procedures*
- *Fire prevention & protection*
- *PPE provision*
- *Health & safety signage*
- *Construction vehicles and mobile plants*
- *Hand tools and electrical tool management*
- *Construction employee's facilities*
- *Health & safety policies*
- *Health and safety training & competencies*
- *Health and safety representative and committee*
- *Housekeeping*
- *Hazardous chemicals*
- *Inductions*
- *Medicals*
- *Stacking and storage*
- *Internal and external audit*
- *Inspection registers*
- *Toolbox talks*
- *Public safety*
- *Roof work*
- *Site security*
- *Excavations*
- *Temporary works*
- *Scaffolding*
- *Heat stress*

10. HAZARD IDENTIFICATION AND RISK ASSESSMENT

The Principal Contractor shall before commencement of any construction and during such construction works have risk assessments performed by appointed competent person in writing which forms part of the health and safety plan to be applied.

The provisions of Regulation 9 of the Construction Regulations shall be followed in every detail.

11. HEALTH AND SAFETY FILE

The Client must discuss and negotiate with a Principal Contractor the content of the Health and Safety Plan and thereafter finally approve the Health and Safety plan for implementation. The recommended Health and Safety file shall include the following:

- *H&S policy*
- *PPE policy*
- *Drugs and Alcohol Abuse Policy*
- *Smoking Policy*
- *Environmental policy*
- *Client health & safety specification and Baseline*
- *Principal contractor health & safety plan*
- *Letter of good standing*
- *Section 37.2 Mandatory Agreement*
- *Contractor appointment letter in terms of CR 5.1(k)*
- *LOA from SCM*
- *Organogram as per appointments*
- *Legal appointments and competencies*
- *Risk Assessments as per scope of work*
- *Safe working procedures as per risk assessment*
- *Incident/Accident management procedures*
- *Environmental management procedures*
- *Induction programme*
- *Emergency procedures*
- *Medical certificate of fitness*
- *Tool box talks programme/ Plan*
- *Fall protection plan (Must be site specific. Only list or write about equipment and system you will be using on site, do not generalise)*
- *Roof work methodology (MUST be done and signed by Construction manager/ Supervisor NOT safety officer detailing a process of installation and material)*
- *Proof of registration as an electrical contractor (if this activity will be subcontracted, please attach such proof of registration; 37(2) Agreement and CR7(1)(c)(v) Appointment)*
- *Copy of OHS Act, COIDA, BCEA, Construction Regulations 2014,etc.*

12. CLOSE- OUT CONSOLIDATED HEALTH AND SAFETY FILE

The Principal Contractor shall compile a consolidated H&S file and hand over to EThekwini municipality, Human Settlements Directorate (Project manager). OHS Directorate will conduct a project close out using the appropriate checklist before the completion of the project. The closeout file forms part of the project completion requirements for the retention payment.

13. HEALTH AND SAFETY TRAINING

The Principal Contractor shall ensure that employees are trained on health and safety measures this shall include but not limited to:

- *Written safe working procedures*
- *Risk assessments*
- *Health and safety plan and other policies*
- *Emergency procedures/ Plan*
- *Incident management procedures*
- *Environmental management procedures*
- *Fall protection plan*
- *Induction*
- *Toolbox talks*
- *MSDSs*
- *Roof work methodology*

14. INCIDENTS MANAGEMENT & FIRST AID

All incidents and accidents as per Section of the Act must be reported, recorded and investigated as per General Administration Regulation 8 & 9. Where a fatality or permanent disabling injury or incident occurs on the Construction site, the Client must ensure that the Principal Contractor provides the Provincial Director with a report contemplated in Section 24 of the Act and the report includes the measures that the Principal Contractor intends to implement to ensure a safe construction site.

15. HEALTH AND SAFETY AUDITS

The Client must ensure that periodic health and safety audits are conducted at intervals mutually agreed upon between the Principal Contractor and the Client at least every 30 days, the copy of the health and safety audit report must be provided to the Principal Contractor within seven days after the audit.

16. FIRE PRECAUTIONS ON CONSTRUCTION SITE

The Principal Contractor shall provide suitable fire extinguishers which shall be serviced regularly in accordance with the manufactures recommendations. Safety signage shall be prominently displayed in all areas where fire extinguishers are located. The Principal Contractor shall arrange for training of the relevant personnel, in the use of fire extinguishers.

The provisions of Regulation 29 of the Construction Regulations as well as Regulation 9 of Environmental Regulation for Workplaces shall be followed in every detail.

17. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING.

The Principal Contractor shall ensure that every employee is issued with, and wears SANS-approved P.P.E. as per the conducted risk assessment. Failure to use protective equipment as per the risk assessment shall require disciplinary intervention and this process shall be documented in the induction. No employer shall in respect of anything which he is in terms of this Act required to provide or to do in the interest of health or safety of an employee make any deductions from any employee's remuneration or require or permit any employee to make any payment to him or to any other person.

The provisions of Regulation 2 of the General Safety Regulations shall be followed in every detail.

18. OCCUPATIONAL HEALTH AND SAFETY SIGNAGE

The Principal Contractor shall erect and maintain quality safety signage. The signage shall include but is not limited to:

- The construction work permit number displayed at the entrance
- Access restrictions
- A sign indicating that all visitors must report to the site office and must be accompanied by the Principal Contractor when accessing the site
- The name and telephone number of the responsible person(s)
- Emergency telephone number(s)
- PPE to be worn at the particular site
- When falling objects may occur, relevant barricading and warning signs must be erected
- Excavations, heights structures, temporary structures and all risk areas must be indicated as per the specific methods defined in the H&S Plan.

19. FALL PROTECTION PLANNING

The Principal Contractor shall ensure that the fall protection plan include a risk assessment for all work carried out from the fall risk position and the safe work procedures. All employees working from fall risk position are subject to medical examination. The Training Program must be in place for employees working from a fall risk position. The procedures addressing the inspection, testing and maintenance of all fall risk protection equipment. The rescue plan detailing procedure, personnel and suitable equipment to be used to rescue a person. The Principal Contractor must that a competent person is designated to be responsible for the preparation of the fall protection plan.

The provisions of Regulation 10 of the Construction Regulations shall be followed in every detail.

20. SCAFFOLDING AND WORKING IN A FALL RISK POSITIONS

The Principal Contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
Scaffold erectors and inspectors must be formally trained and certified competent such training must conform to the requirements of SANS 10085. Scaffolds must be clearly tagged with safe access signage, scaffolds must be inspected daily prior to use and weekly by the scaffold inspector. All scaffolds on site must be individually identified and display a safe / not safe sign. Inspections by the scaffold inspector must be documented on the scaffold tag and in a register; a template of the tag and of the register shall be included in the H&S Plan. All scaffolds must be accessed with a ladder only. Ladders must be inside the scaffolds and hatches must be close ladder – openings in decks. All scaffold decks must be fully covered and barricaded so as to prevent persons working there from falling off. Scaffold erectors must attach a fall prevention harness at all times; the double lanyards must be fitted with scaffold hooks only. Where a Principal Contractor is using access trestles must be in compliance with General Safety Regulation 6

The provisions of Regulation 16 of the Construction Regulations shall be followed in every detail.

21. CONSTRUCTION EMPLOYEES FACILITIES

The Principal Contractor shall provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities:
(a) Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 15 persons;
(b) at least one sanitary facility for each sex and for every 30 workers;
(c) changing facilities for each sex; and
(d) sheltered eating areas.

The provisions of Regulation 2, 3, 4, 6, 7, 9 of the Facilities Regulations shall be followed in every detail.

22. STORAGE AND USE OF FLAMMABLE LIQUIDS

No flammable substances must be stored on site unless these are stored in a flammable store or cabinet approved by the Municipal Chief Fire Officer, no other materials shall be stored in the flammable store or cabinet. Where required the H&S Plan shall include a method statement detailing the safe use, storage, decanting and spill controls for all flammable liquids used and stored on site.

The provisions of Regulation 25 of the Construction Regulations shall be followed in every detail.

23. HAZARDOUS CHEMICAL SUBSTANCE

With respect to hazardous chemical substances used, the contractor shall ensure that:

- All MSDS are included in the H&S File
- A HCS risk assessment is included in the H&S Plan
- The safe use, storage, emergency procedures and safe disposal of hazardous substances are addressed in a method statement(s) included in the H&S Plan.
- Proof of competency and signed letters of appointment of the person responsible for chemical handling is included in the H&S File.

Any hazardous chemical substance intended to be applied on site during the project (i.e. after approval of the H&S Plan) shall be subject to an issue-based risk assessment and method statement which must be presented to the Client Agent prior to the substance being introduced on site.

The provisions of Regulation 3, 5, 7, 8, 9, 9A, 10, 11, 14, 15 of the Hazardous Chemical Substances Regulations shall be followed in every detail.

24. HOUSEKEEPING AND GENERAL SAFE GUARDING ON CONSTRUCTION SITE

The Principal Contractor shall appoint a person responsible for general housekeeping and stacking and storage of materials and equipment on the entire site.

The provisions of Regulation 27 of the Construction Regulations shall be followed in every detail.

25. CONSTRUCTION MEDICALS

A Principal Contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an Occupational Health Practitioner in the form of Annexure 3.

26. HEALTH AND SAFETY REPRESENTATIVE AND SHE COMMITTEE

Health and Safety Representatives

- The Principal Contractor shall ensure that Health and Safety Representatives are appointed in writing and exercise their functions as defined in OHSA.
- The Principal Contractor shall elect and appoint a health and safety representative regardless of the number of employees on the site.
- The H&S representative shall at all times be on site and report to the Health and Safety Officer and Construction Manager.

Health and Safety Committee

- The Principal Contractor shall ensure that the H&S committee meets on a monthly basis
- The Principal Contractor's management and each contractor shall be represented at the H&S committee meeting; contractors with more than 20 employees shall have an H&S representative at each committee meeting and each contractor shall have a management member attending each H&S committee meeting.

27. STACKING AND STORAGE ON CONSTRUCTION SITE

A Principal Contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that—
A competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
*A*dequate storage areas are provided;
*T*here are demarcated storage areas; and *s*torage areas are kept neat and under control.

28. EMERGENCY PROCEDURES/ PLAN

Principal contractor shall submit a detailed Emergency Procedures/ Plan for approval by the client prior to commencement of work on site. The procedures shall detail the response plan including the following:
List of key competent personnel
Details of emergency services
Action or steps to be taken in the event of emergencies
Information on hazardous material
Site specific emergency events

29. INDUCTION AND TOOLBOX PROGRAMME

No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub-regulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;
The Principal Contractor must ensure that the toolbox talks are conducted on weekly basis and the training records kept on the safety file**.**

30. CONSTRUCTION VEHICLES AND MOBILE PLANTS

For any use of construction vehicle and mobile plant in the construction site, contractor must comply with all the provisions of Construction Regulation 23.

31. ORGANOGRAM

Contractor shall submit an organogram outlining the site safety, health and environmental management structure as per appointment. The organogram must reflect the project and the company name and must have legal references

32. ENVIRONMENTAL MANAGEMENT PLAN

To ensure compliance with all the applicable environmental management regulations and applicable specifications of this project, please ensure that the minimum below topics are covered:

- *Water provision,*
- *Ablution,*
- *Waste management,*
- *Concrete works,*
- *Refuelling and spillage management,*
- *Hazardous chemicals storage and disposal,*
- *Environmental awareness training,*
- *No Go Areas,*
- *Site demarcation etc.*

33. PUBLIC SAFETY

The site shall at all times be secured to prevent the unauthorized access of persons to construction risk areas. Appropriate health and safety signage shall be posted and access control to site must be exercised via a single access point. All members entering the site must indicate in what capacity them visiting the site. The access point must be designed and constructed to allow for temporary parking, entry of construction vehicles, entry of personnel transport vehicles and entry of individual workers and other persons. The principal Contractor shall ensure that each person visiting the site shall be inducted to the site and such abridged induction shall outline the hazards from on-site activities and the precautions to be observed to avoid or minimize those risks. Visitors must only enter when accompanied by a responsible person designated by the Principal Contractor.

34.EXCAVATIONS

The Principal Contractor must ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose. The Principal Contractor shall take cognisance of the geotechnical study pertaining to the conditions of the construction site and must plan all excavation work in accordance with the recommendations of the professional engineer. The Principal Contractor must ensure that every excavation, including all bracing and shoring, is inspected daily, prior to the commencement of each shift and that no person enters the excavation or works in a risk zone until the excavation is assessed and declared safe. All excavations must be left open for the minimum of time required and those that are left open on the site must be protected by a barrier or a fence of at least one meter in height as close to the excavation as is practicable. The protective barrier or fence must adequately prevent persons from falling into the excavation.

35.TEMPORARY WORKS

Temporary works Supervisor

The Principal Contractor shall submit the proof of competency and appointment letter of the competent person(s) appointed as temporary works supervisor in the Health &Safety Plan. The temporary works supervisor shall supervise all temporary works operations and shall ensure that all equipment used in temporary works structure are carefully examined and checked for suitability before being used.

36.HEAT STRESS

In accordance with the **Physical Agents Regulations, 2025**, the Contractor shall identify, assess, and control all heat stress risks associated with the installation of roof sheeting and side cladding. Work activities shall be planned to minimize exposure to high temperatures and direct sunlight, particularly during peak heat periods. The Contractor shall provide an adequate supply of cool drinking water, shaded rest areas, and implement a work-rest regime based on environmental conditions and workload. Employees shall be trained to recognize signs and symptoms of heat stress, dehydration, heat exhaustion, and heat stroke. Particular attention shall be given to workers performing physically demanding tasks on exposed metal roofs and cladding surfaces. A heat stress monitoring programme shall be established, and workers showing symptoms of heat-related illness shall be removed from exposure immediately and provided with appropriate medical attention.