CONTRACT No. CDC/238/26

FOR THE

COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

FOR THE KWAZULU-NATAL DEPARTMENT OF EDUCATION

CIDB GRADE: 7GB OR HIGHER

BOOK 1:

CLOSING DATE: 08 FEBRUARY 2027

CLOSING TIME: 12H00

PREPARED FOR:

Coega Development Corporation (PTY) Ltd
18 Cranbrook Crescent
Umhlanga Ridge
DURBAN
4319

NAME OF TENDERER:

_____

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BOOK 1: THE TENDER

PART T1: TENDERING PROCEDURES

T1.1 INVITATION TO TENDER

T1.1 - INVITATION TO TENDER NOTICE

CONTRACT NO. CDC/238/26

COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders on the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialisation and logistics zones. The CDC's advanced capabilities are successful enablers in sustainable economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The CDC's high-performance ethos is grounded in its commitment to sustainable development, the protection of its people and the planet, and the delivery of infrastructure solutions that support a just social and economic transition to a low-carbon, resource efficient, and climate resilient future. The foundational culture of the CDC's approach, backed by its core values, is innovation and continuous improvement.

The CDC has been appointed by the Department of Education, KwaZulu Natal Province (DoE) to assist with rolling out Infrastructure projects for the KwaZulu-Natal School Building Programme (Upgrades and Additions).

INVITATION AND SCOPE OF WORK

The CDC is inviting capable Contractors with an active CIDB grading of **7GB or higher,** for for the Completion Contract of the Conversion of Mvaba High School into a fully fledged Technical High School in Inanda North, Ethekwini District Municipality, Kwazulu-Natal**.** Potential emerging contractors with a CIDB **Grading of 6 GB PE are not eligible to bid**.

The following main elements for the project in terms of scope of works are, inter alia:

1. Repairs and renovations to existing Classrooms (8No.)
2. Repairs and renovations to Admin Block
3. Repairs and renovations to existing Toilet Blocks (3No.)
4. New Mechanical Workshop Block
5. New Civil Workshop Block
6. New Guard House
7. Electrical Installations
8. Mechanical Installations
9. Construction of related external works i.e., bulk earthworks, reinforced concrete stormwater v-drains, covered walkways, open walkways, elevated water tank including tank stand, borehole, burn pit, new combi court, entrance walling, block retaining walling, gates, flagpole, paved driveway and parking areas, landscaping, etc.

The contract period shall be **Thirty (30) calendar months** from the date of the site handover, including the annual builder's holidays.

It should be noted that the school will remain operational throughout the duration of the construction project.

CONDITIONS OF TENDER

(a) The CDC's Procurement Policy and Procedures shall apply.

(b) Bidders shall be registered with the Construction Industry Development Board (CIDB) and should have a minimum active CIDB Contractor grading of **7GB or higher**, potential emerging

contractors with **6GB PE** grading are not eligible to make submissions and will not be considered. Only those respondents who are registered with the Construction Industry Development Board or are capable of being so registered within twenty-one (21) working days from the closing date for submission of tenders (to submit a copy of his/her application for CIDB registration with his or her tender submission), in a contractor grading designation of 7GB, are eligible to have their submissions evaluated in accordance with Regulation of the Construction Industry Development Regulations.

(c) Bidders must ensure that their CIDB registration is valid and active, or that they are capable of being registered, for the required grading and class of works from the bid closing date up to and including the date of award of the contract. CDC reserves the right to verify the bidder's CIDB registration status on the CIDB website at any stage during the evaluation and adjudication process. Where a bidder is not registered with the CIDB at the bid closing date but claims to be capable of being registered, the bidder must submit, as part of its bid, proof of application for CIDB registration. Failure to maintain an active and valid CIDB registration, or to successfully obtain such registration prior to award where the bidder was only capable of being registered at closing, may result in disqualification or rejection of the bid.

(d) The following legislation shall apply:

i. Public Finance Management Act (PFMA).
ii. Preferential Procurement Policy Framework Act, 2000
iii. The Preferential Procurement Regulations 2022
iv. The CIDB Act 38 of 2000
v. National Treasury Regulations.
vi. The National Qualifications Framework Amendment Act (Act No. 12 of 2019)
vii. The Skills Development Act (Act No. 97 of 1998)
viii. Occupational Health and Safety Act and Regulations, Act (85 of 1993);
ix. Compensation for Occupational Injuries and Disease Act (130 of 1993);
x. BBBEE Act Number 53 of 2003 (as amended by Act Number 46 of 2013);
xi. NEMA National Environmental Management Act (107 of 1998);
xii. Disaster Management Act, (57 of 2002); and
xiii. National Building Regulations and Building Standards Act (103 of 1977).
xiv. National Archive and Records Services Act of South Africa.
xv. Any other applicable legislation.

(e) The Bidders must provide all the required information to enable fair and equitable evaluation of submitted Bids. Failure to submit such information might render the Bid to be deemed as being non-responsive and not to be considered further.

(f) Either 80/20 or 90/10 preference point system will apply and the lowest acceptable tender will be used to determine the applicable preference point system, as per the Preferential Procurement Policy Framework Act 2000 shall apply.

The allocation of points - will apply as follows:

80/20

i. Price - 80
ii. Specific Goals which are B-BBEE Level of Contributor - 20

Or

90/10

i. Price - 90
ii. Specific Goals which are B-BBEE Level of Contributor - 10

(g) Bidders and all their Consortium/Joint Venture (JV) members, if any, must confirm their company registration with the Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses.

(h) All Bidders must be Value Added Tax (VAT) Vendors and the Form of Offer must include VAT. Bidders must be VAT registered and bids must be submitted VAT inclusive. Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R 1 million are obliged to include VAT in the prices quoted and must therefore immediately upon award of the contract register with the South African Revenue Services (SARS) as VAT vendors. The award of contract would be conditional pending the successful bidder submitting proof of registration as a VAT vendor with SARS. The CDC will only award the Bid to a Successful Bidder who is tax compliant. The tax compliant status of the Bidders (and all the members in the Bidding Team in the case of Consortia or Joint Ventures) will be verified through the CSD and South African Revenue Services (SARS) website.

(i) Bidders (all the members in the Bidding Team in the case of Consortia or Joint Ventures) must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g., MAAA0….

(j) As per amended construction codes, all Generic entities and QSEs with less than 51% Black ownership are required to submit a valid SANAS-accredited B-BBEE Verification Certificate reflecting all applicable B-BBEE elements. QSEs with at least 51% Black ownership and EMEs with an annual turnover of above R 3 million must also submit a B-BBEE verification certificate issued by a SANAS-accredited verification agency, as they are required to comply with 40%

sub-minimum for the Skills Development element to avoid a discounting of their B-BBEE level. EMEs with an annual turnover of less than R 3 million are exempted from the sub-minimum requirement and may submit either a sworn affidavit or a certificate issued by CIPC confirming their ownership and annual turnover. In the case of a Joint Venture (JV) or Consortium, a consolidated B-BBEE certificate must be submitted. The JV certificate must be prepared and issued for this specific project. It must also be accompanied by the individual B-BBEE certificates or affidavits of each participating entity to confirm the type and status of each enterprise.

(k) Bidders must complete and sign the POPI Act form. In the case of a Joint Venture/Consortium, a separate form in respect of each party to the JV must be completed.

(l) In case of a Joint Venture (JV) / Consortium, a consolidated B-BBEE certificate would be required, and it must be accompanied by individual B-BBEE Certificates/affidavits of their entities to confirm the type of enterprise.

(m) Bids will be evaluated based on functionality assessment, and bidders are required to meet the minimum threshold of **70 points** to pass functionality to be evaluated further.

(n) The contingency funds will be under the control of the client and not the contractor.

(o) CDC will not award more than two active projects to one bidder, unless one project has reached at least 80% practical completion stage. Capacity assessment may be conducted in an event that the recommended bidder is the only responsive service provider and has already been awarded other two contracts.

(p) Public servants are prohibited from conducting any form of business with any organ of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be carried out by the CDC and the Bidders will be disqualified should they be found to be in contravention with this requirement.

(q) The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993), and Disaster Management Act, Act (57 of 2002), and all relevant legislation throughout the duration of the contract. Upon appointment of the successful bidder, the Service Provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of Occupational Health and Safety, Environmental and Quality requirements for the duration of the contract.

(r) Upon award, the successful bidder will be required to provide a valid proof of registered Construction Health and Safety Officer or Construction Health and Safety Manager (CHSO/CHSM) with SACPCMP within the prescribed period. No candidate registration will be accepted. The **CHSO/CHSM** must have five (**5) years or more relevant** proven record of years of experience.

(s) Upon award the successful bidder will be required to provide a Contracts Manager registered with SACPCMP as PrCPM or PrCM. The Contracts Manager must have 8 years relevant experience in the construction of institution of learning, Warehouse / office blocks facilities / hospitals etc. (General Building Classification).

(t) This contract will be implemented under the CIDB Best Practice Project Assessment Scheme, known as the BUILD Programme. If so, then the successful bidders will be required to achieve the set targets in the Standard for Developing Skills Through Infrastructure Contracts as published in Government Gazette No. 48491 of 28 April 2023, and the Standard for Indirect Targeting for Enterprise Development Through Construction Works Contracts as published in Government Gazette No. 36190 of 25 February 2013.

(u) The CDC may accept or reject the tender offer or may cancel the tender process and reject all tender offers at any time before the formation of a contract. The CDC shall not accept or incur any liability to a Bidder for such cancellation and/or rejection but will give written reasons for such action.

(v) Entities and/or individual members are not allowed to be members of another Bidding Team, JV/Consortium or subcontractor for this contract.

(w) If there are any changes in the composition of the Key Personnel in the Bidding Team at any point after the award of the bid, the Bidder would be required to advise the CDC of such, where the credentials of the replacement should not be less than those provided in the approved tender submission. Such changes must be approved by the CDC’s delegated personnel.

(x) Bidders are requested to provide an Intent to Enter into a JV/Consortium Agreement. The actual Agreement will need to be finalised, signed, and submitted by the JV/Consortium Partners of the successful Bidder at the conclusion of this Bidding process.

(y) Any misrepresentation of information will lead to immediate disqualification of the Bidder and its Submission will be deemed as being null and void. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of the tender document and signs the submission as correct and sound documentation that the CDC could put its reliance on.

(z) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the Bid Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realized. The CDC will not be accountable for any such omission by the prospective bidders.

(aa) Late Submissions, i.e., Submissions received after the closing date and time for this tender, **08 February 2027@ 12h00**, will not be accepted.

(bb) No telephonic or any other form of communication with any other CDC member of staff, other Procurement representative, relating to this request for tender will be permitted. All enquiries regarding this tender must be in writing only and must be directed to Ms Zine Mtanda via email: kzntenders23826@coega.co.za; no new queries will be responded to after **15 January 2027.** ***Queries sent between 17 December 2026 and 15 January 2027 will be responded to on 18 January 2027.***

(cc) In case of a JV award, the entity will be expected to provide valid proof of registration with the Compensation Fund or an approved Licensed Insurer specified as the JV entity for a specific duration.

(dd) One person cannot represent more than one entity at the compulsory briefing meeting.

(ee) Incomplete Tender document Submissions will be deemed null and void and shall be considered non-responsive.

(ff) Tender Validity Period shall be sixteen (16) weeks from the date of Closure of bids.

Bid documents for this Tender Process can be downloaded free of charge from the CDC website (www.coega.com), and the National Treasury e-tender portal publication from **10h00** on **27 November 2026.** The CDC will not take responsibility for any errors that may occur in the downloading of documents. Bidders are therefore required to ensure that they download the full pack with no missing pages.

In a case a Bidder prefers to purchase a physical bid document,. Bid documents can be purchased from the **CDC Umhlanga Offices** during the normal working hours of between 08h00 and 16h30, Monday to Friday. A non-refundable bid fee of **R 700.00** should be deposited to Account Name: CDC – DoE; **Standard Bank, Account No**: 080 224 555, Branch Code 050 017 and proof of payment is required upon collection of the bid documents. Bid documents can be collected from the CDC Umhlanga Office, 18 Cranbrook Crescent, Umhlanga, Durban from **Friday, 27 November 2026 from 10h00**. **NO CASH WILL BE ACCEPTED**, **and no documents will be available or issued at the Briefing Meeting and should therefore be collected beforehand.**

A compulsory briefing meeting will be held on **04 December 2026 at 10h00 at Mvaba High School, located at Lot 742, Amatikwe, Area 5, Inanda, Ethekwini District Municipality, in KwaZulu Natal, accessible by M24 via N2. GPS Site Co-ordinates: (-29.67264, 30.93315).** Minutes of the briefing meeting will be shared with all Prospective Bidders who attended the Compulsory Briefing Meeting.

One original completed bid document shall be placed in a sealed envelope clearly marked: **"CDC/238/26 – COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL".**

The closing date and time for the receipt of completed bids is **8 February 2027** at **12h00.**

Completed bids must be placed in the tender box at the reception desk of the **CDC Umhlanga Office, 18 Cranbrook Crescent, Umhlanga, Durban.** Bids will be opened in public, and the opening register will be posted on the CDC website within 48 hours of the tender closure, and no late submissions will be considered.

Bidders must ensure that all bid documents are submitted in a secure, sealed, tamper-proof envelope or container. The submission must be secure against any form of tampering, alteration, removal, or insertion of documents. Any bid submission received in packaging that appears to be torn, unsealed, loose papers or otherwise compromising the integrity of the contents may be deemed non-responsive and disqualified at the discretion of the CDC.

Bidders using courier services are to ensure that the person delivering the tender document registers the correct bidding entity name and in the case of submitting more than one bid for different entity to register individually.

Incomplete Bid Document and failure to provide mandatory information required in this bid will result in the submissions being deemed null and void and shall be considered non-responsive.

Telegraphic, telexed, facsimiled or e-mail submissions will not be accepted.

There shall be no disclosure, other than to the Clients legal and technical advisors of the tender amounts, method of work, terms, conditions, etc., to any other service tenderer nor to any parties who have not submitted tender documents. The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.

T1.2 TENDER DATA

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts (August 2019) as published in Government Gazette No 42622, Board Notice 423 of 8 August 2019 (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause number	Tender Data
C.1.1	The Employer is: Coega Development Corporation (Pty) Ltd.

C.1.2	The Tender Documents issued by the Employer comprise the following documents: **BOOK 1 – THE TENDER** **PART T1: TENDERING PROCEDURES** Tender Document Checklist T1.1 Invitation to Tender Notice T1.2 Tender Data T1.3 Functional Scoring Criteria **PART C3: SCOPE OF WORK** C3.1 Scope of Work C3.2 Drawings C3.3.1 Occupational Health and Safety Specification C3.3.2 Environmental Specification C3.4 Baseline Risk Assessment C3.5 Contractor's Report C3.6 Social and Economic Deliverables C3.7 Performance Report C3.8 Planning Specification for Contractors C3.9.1 CIDB Standard for Indirect Targeting for Enterprise Development (February 2013) C3.9.2 CIDB Standard for Developing Skills Through Infrastructure Contracts (April 2023 **PART C4: SITE INFORMATION** C4.1 Site Information

C.1.2 cont...

BOOK 2

PART C1: CONTRACT DATA

C1.1 Form of Offer and Acceptance
C1.2 Contract Data
C1.3 Construction Guarantee (Pro- Forma)

PART C2: PRICING DATA

C2.1 Pricing Instructions
C2.2.1 Bills of Quantities
C2.3 Final Summary

PART T2: RETURNABLE SCHEDULES

1. SBD 1 - Part A: Invitation to Bid and Part B: Terms and Conditions for Bidding
2. SBD 4 – Bidder's Disclosures
3. SDB 6.1 Preference Point Claim form in terms of the Preferential Procurement Regulations 2022
4. Proof of CIDB Registration (provide CIDB registration number)
5. Schedule of Work carried out by the Tenderer.
6. Schedule of Current Contracts
7. Proposed Key Personnel
8. Proposed Key Personel Cv And Qualifications
9. Schedule of Construction Plant and Equipment
10. Financial References
11. Proposed Construction Work Programme and Methodology
12. Record of Addenda to Tender Documents
13. Form L: Occupational Health and Safety Act Specifications
14. Authority For Signatory
15. Joint Venture Disclosure Form
16. Bbbee Preferencing
17. Quality Management
18. Protection Of Personal Information: Consent
19. Certificate Of Acquaintance With Tender Documents
20. Form K: Eme/Qse Cpg Declaration
21. Form of Offer and Acceptance
22. Bill of Quantities in full

	23. Construction Guarantee (3 x)

C.1.4	The Employer is: Name: **Coega Development Corporation** Address: **18 Cranbrook Crescent** **Umhlanga Ridge** **Durban** **4319** E-mail: **kzntenders6426@coega.co.za**
C.2.1	Only those respondents who are registered with the Construction Industry Development Board, or are capable of being so registered within twenty-one (21) working days from the closing date for submission of tenders (to submit a copy of his/her application for CIDB registration with his or her tender submission), in a contractor grading designation of 7GB or higher, are eligible to have their submissions evaluated in accordance with Regulation of the Construction Industry Development Regulations,.
C.2.7	The arrangements for a **compulsory briefing meeting** are: **Venue: Mvaba High School, located at AMatikwe, INanda North, Ethekwini District Municipality in KwaZulu Natal, accessible by M24 via N2. GPS Site Co-ordinates: (-29.67264, 30.93315).** **Date: 04 December 2026** **Time: 10h00**
C.2.12	No alternative tender offers will be considered
C.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an **original only.**
C.2.13.9	Telephonic, telegraphic, telex, tippexed, facsimile or e-Mailed tender offers will not be accepted
C.2.15.1	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: **Location of tender box** : **Coega Development Corporation (Pty) Ltd.** **Physical address** : **CDC KZN Office** **18 Cranbrook Crescent** **Umhlanga, Durban** **4319**

	Identification details :	**CDC/238/26**
	Title of Tender :	**COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL**
	The closing date : **08 February 2027** **Time of the tender closure: 12h00** **Identification details: "CDC/238/26 – COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL**	
C.2.16	The tender validity period shall be sixteen (16) weeks.	
C.2.18	The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the Labour-Intensive portion of the works, together with satisfactory evidence that such staff members satisfy the eligibility requirements	
C.2.19	Access shall be provided for the following inspections, tests, and analysis.	
C.2.20	The tenderer is required to submit with their tender a letter of intent from an approved insurer undertaking to provide the Performance Bond to the format included in Section **C.1.3** Construction **Guarantee (Pro Forma)** of this document	
C.3.4	Tender closing date is **08 February 2027** at **12h00**. Bids will be opened in public; however, the opening register will be posted on the CDC website within 48 hours of the tender closure.	
C.3.5	A two-envelope system will NOT be followed.	

C.3.11.1 The CDC Procurement Policy shall apply either the 80/20 or 90/10 preference point system, as per the Preferential Policy Framework Act 2000: Preferential Procurement Regulation 2022 is applicable for allocating points for price and points for Specific Goals. The allocation of preference points will apply as follows:

TABLE 4: TENDER EVALUATION POINTS

AREA OF EVALUATION	MAXIMUM POINTS (80/20)	MAXIMUM POINTS (90/10)
Price	80	90
Specific Goals: B-BBEE Status Level Contribution	20	10
Total Points (S)	100	100

The formula to be used is as follows.

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{OR} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where:

PS = Points scored for comparative price of tender or offer under consideration.

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

C.3.13.1	**Compliance Administrative Requirements** (1) Completed and signed Invitation to Bid (SBD 1). In the case of a Joint Venture/Consortium, each entity MUST provide the CSD number in the SBD 1 form. (2) Completed and signed Bidder's Disclosure Form (SBD 4). In case of a Joint Venture/Consortium, a SEPARATE SBD 4 form in respect of each party to the JV MUST be completed and submitted. (3) Completed and signed Form SBD 6.1 preference points claim form in terms of the Preferential Procurement Regulations 2022. (4) Bidders must complete and sign the POPI Act Consent Form. In case of Joint Venture/ Consortium, a separate form in respect of each party to the JV must be completed **Tender offers will only be accepted if the following completed and original mandatory documents are supplied with the tender:** **Mandatory Requirements** (1) Signed the Attendance Register at the mandatory briefing meeting to be completed in the name of the bidding entity. One person cannot represent more than one company. Failure to attend the Compulsory Briefing Meeting WILL lead to the Bidder's elimination, and the submission WILL not be evaluated further. (2) Minimum required is an active CIDB grading of 7GB or higher. Potential emerging bidders with a 6GB PE CIDB grading are not eligible to bid. (3) Completed and Signed Certificate of Authority of Signatory to be signed by **ALL BIDDING** organisations or entities. **Bidders with only one Director are not required to complete the Certificate of Authority, provided that the Director signs the bid documents personally and does not delegate such authority to another person.** In case of a Joint Venture/Consortium, the Authority of Lead Partner to sign JV/Consortium documents **MUST** also be provided and signed by all parties in the JV/Consortium. Proof of authority to sign may be submitted in the form of a company resolution per bidding entity. (4) Fully Completed and Signed Form of Offer. (5) Signed letter of intent to enter Joint Venture/Consortium or signed JV agreement. To be signed by all parties. (Where applicable). (6) An original fully completed, priced and handwritten Bill of Quantities (including Mechanical, Electrical BoQ & SHE BoQ (where applicable), must be filled in clearly legible with permanent black ink. In cases where the P&G's is not priced the bidder must explicitly indicate as such. Failure to provide the total amount for P&G's, or to state if the amount is covered

	elsewhere will result in immediate disqualification. The bidder must expressly state "included or elsewhere covered" for the line items that are considered to be covered elsewhere in measured works items. Non- compliance will lead to immediate disqualification. Any mistakes must be neatly crossed with one line and corrected rate written above it and initialized by the Tenderer. Copies of the priced BoQ, alternatively scanned copies of priced Bills of Quantities are not acceptable and shall result in disqualification.In cases where the P&G is not priced, the bidder must explicitly indicate as such. **NB: Failure to complete all mandatory information will result in submissions being deemed null and void and shall be considered "non-responsive".**

	ADDITIONAL INFORMATION REQUIRED. (1) As per amended construction codes, companies with less than 51% black shareholding (QSEs & Generics) are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements) QSE with at least 51% or 100% black shareholding and EMEs with an annual turnover of R 3 million are required to submit a B-BBEE verification certificate from a SANAS accredited verification agency as they have to comply with the 35% sub-minimum requirement on the QSE Skills Scorecard to avoid being discounted a level. EMEs with a turnover of less than R 3 million are exempt from complying with the subminimum requirement and may submit an affidavit or a certificate issued by CIPC, confirming their ownership and annual turnover. (2) Provide information that covers the level of education and training and the positions held by the key staff /personnel (specific to the Contracts Manager, Site Agent, and Foreman) in the form of a CV. Please provide copies of qualifications with relevant experience to execute the works. (3) Bidders MUST provide completion certificates and performance reports, or reference letters from the previous employer or consultants that they have worked with. (4) Bidders to provide a Construction Work Programme and the basis of the schedule (5) Bidders are to provide documentation indicating the availability of a quality management system or quality management plan that will be utilized for this project, and ISO 9001 certifications **QUALITATIVE ASSESSMENT** (1) The highest scoring bidders will be evaluated on a qualitative assessment to determine the acceptable lowest tender price and to ascertain other possible risks pertaining to the bidder's capacity, past performance, and risks, i.e., financial, etc. The BOQ will be scrutinised to check for arithmetic errors and communicate with the bidders to acknowledge and decide if the bottom price will still stand. Tender offers will be compared against cost estimates as well as the market average to confirm if the tender offers are market-related with no risks around the pricing. The bidders will also be checked on the National Treasury Database of restricted suppliers, as well as the National Treasury defaulters listing. (2) Bidders may be called for a clarification meeting to discuss any risks identified, rates, and price methodology.
C.3.17	The number of paper copies of the signed contract to be provided by the Employer is **1 (one)**

Notes:

- **Note 1:** In the case of the CIDB Standard for Developing Skills Through Infrastructure Contracts., there are NO returnable documents (except for the relevant section of the Bill of Quantities). Following the award of the contract to the successful tenderer, the employer shall provide the contractor with the required documents, which shall be completed by the contractor and submitted within the stipulated period.

- **Note 2:** In respect of the CIDB Standard for Indirect Targeting for Enterprise Development Through Construction Works Contracts., there are NO returnable documents (except for pricing the relevant section of the Bill of Quantities). Following the award of the contract to the successful tenderer, the employer shall provide the contractor with the required documents, which shall be completed by the contractor and submitted within the stipulated period.

T1.3 FUNCTIONALITY SCORING CRITERIA

TABLE A1: -FUNCTIONALITY CRITERIA SCORE

#	FUNCTIONAL CRITERIA	SUB-CRITERIA		REQUIREMENTS FROM BIDDERS
		DESCRIPTION	MAX POINTS	
1.0	Demonstrated experience (past performance) in comparable projects – Construction of Institutions of learning, Warehouse/office block facilities/ Hospitals etc. (General Building – GB classification).		25	This criterion covers the experience and knowledge that the Bidder has with working on other construction projects that are comparable in terms of complexity, size, value, and construction durations. Bidders are to provide details of construction projects that have been **completed in the past 5 years**. **Bidders MUST provide Letter of Appointment(s) and Completion certificate(s) from previous employers.** **The CDC reserves the right to verify this information.**
2.0	Locally based service providers i.e. Service providers based in the area where the school is located within KwaZulu-Natal Province.		20	The Bidders must submit proof of office establishment as evidence to demonstrate locality. The evidence required should be in the form of a Title Deed in the name of the Bidder, a Valid signed Lease Agreement in the name of the Bidder (the landlord's contact number and e-mail address visible), a Municipal account, or Utility Bill not older than 3 months in the name of the Bidder, or a Municipal Billing Clearance Certificate in the name of the Bidder. Failure to submit sufficient proof of occupancy will render the bid non-responsive. **Please note: CSD, CIPC registration documents, Letterheads, Search engines, Statements, etc. will not be considered as proof of office establishment.**

#	FUNCTIONAL CRITERIA	SUB-CRITERIA		REQUIREMENTS FROM BIDDERS
		DESCRIPTION	MAX POINTS	
3.0	Sub-Contracting with QSEs/ EMES within the targeted areas		15	The bidders are to provide **Form K** – completed and signed – indicating their commitment to the Contract Participation Goal (in %) and rand-values for sub-contracting to EMEs/ QSEs. The areas are defined as follows: • Area : eThekwini Metropolitan Municipality. KZN
4.0	Qualifications, competency	Site Agent / Construction Manger	10	The bidders are to provide information that covers the level of qualifications and competency for the Site Agent/Construction Manager, and Site Foreman/Construction Supervisor. Please provide certified, valid copies of qualifications. If no copies of qualifications are supplied, no score will be allocated.
		Site Foreman/ Construction Supervisor	10	
5.0	Experience of the key staff personal that will be available to manage the execution of the project (refer to returnable sheet T2.8	Site Agent / Construction Manager	10	The bidders are to provide information that covers the level of experience and the positions held of the key staff /personnel (**Specific to the Site Agent/Construction Manager, Site Foreman/Construction Supervisor).** Please provide copies of CV's. CVs to make specific reference to relevant experience in construction of Institutions of learning, Warehouse/office block facilities/ Hospitals or similar building projects.
		Site Foreman/ Construction Supervisor	10	

[1]See **IMPORTANT NOTES** below regarding Key Personnel.

A maximum of **100 evaluation points** will be awarded in respect of functionality scoring.

A **minimum of 70 points** of the total number of points will be required to be considered further.

- **Key personnel** will be expected to be available for all site and other meetings (coordination and technical meetings) as the exigencies of this project require.
- Should it become necessary to replace or supplement any of the key personnel listed in the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements, and then only with the approval of the Employer.

Details of the key personnel proposed for this project must be included in **Form T2.8**: Proposed Key Personnel **(T2 Returnable Documents).**

TABLE A2: - INDICATORS FOR THE SCORING OF FUNCTIONALITY CRITERIA

#	FUNCTIONALITY CRITERIA		EVALUATION INDICATORS			
		NO RESPONSE (SCORE 0 points)	POOR (25 points)	SATISFACTORY (50 points)	GOOD (75 points)	VERY GOOD (100 points)
1.0	Demonstrated experience (past performance) in comparable projects – Construction repairs and renovations of Institutions of learning, Warehouse/office block facilities/ Hospitals etc. (General Building – GB classification).	Failed to provide information	Value of one (1) project completed in the last 5 years less than R9 Million (incl VAT) per single value project.	Value of one (1) project completed in the last 5 years of R9 Million (incl VAT) or more per single value project.	Value of two (2) projects completed in the last 5 years of R9 Million (incl VAT) or more per single value of project.	More than two (2) projects completed in the last 5 years of R9 Million (incl VAT) or more per single value of project.
2.0	Locally based service providers, i.e., Service providers based in the area where the school is located within KwaZulu-Natal Province.	No response	Outside of the province	Within the KwaZulu-Natal Province	The bidder is based within the eThekwini District Municipality, KZN	The bidder is based within the iNanda Area.
3.0	Commitment to sub-contracting with QSEs/ EMEs within the targeted area. Area: Inanda North, Ethekwini District Municipality, KZN	Zero/No commitment to sub-contracting QSEs / EMEs in eThekwini Metropolitan Municipality, KZN or Failed to complete form K	Commitment to sub-contracting less than 36 % to QSEs/ EMEs in the targeted area: eThekwini Metropolitan Municipality, KZN	Commitment to sub-contracting 36% to QSEs/ EMEs in the targeted area: eThekwini Metropolitan Municipality, KZN	Commitment to sub-contracting more than 36% up to 38% to QSEs/ EMEs to QSEs/ EMEs in the targeted area: eThekwini Metropolitan Municipality, KZN	Commitment to subcontracting more than 38% up to 40% to QSEs/ EMEs in the targeted area: eThekwini Metropolitan Municipality, KZN

#	FUNCTIONALITY CRITERIA			EVALUATION INDICATORS			
			NO RESPONSE (SCORE 0 points)	POOR (25 points)	SATISFACTORY (50 points)	GOOD (75 points)	VERY GOOD (100 points)
4.0	Qualifications of the key staff/personnel who will be available to manage the execution of the project. Note that these scores will be applied to each required individual before application of the weighting factor.	Site Agent/ Construction Manager	Failed to provide information	Artisan / trade certificate/ accredited certificates in the construction sector,ie: architecture, engineering, quantity surveying, building and construction management.	National Diploma in the construction sector,ie: architecture, engineering, quantity surveying, building and construction management.	A BSc or BTech Degree in the construction sector,ie: architecture, engineering, quantity surveying, building and construction management.	A Post-graduate degree in the construction sector,ie: architecture, engineering, quantity surveying, building and construction management.
		Foreman/ Site Supervisor		Short Courses in relevant field, Informal and non-accredited technical training (short course attendance certificates) in the construction sector,ie: architecture,	Working towards a certificate in the the construction sector,ie: architecture, engineering, quantity surveying, building and construction management. (studying/registered to write a trade test or	Artisan/trade certificate/ accredited certificates in the construction sector,ie: architecture, engineering, quantity surveying, building and construction management.	National Diploma in the construction sector,ie: architecture, engineering, quantity surveying, building and construction management.

				engineering, quantity surveying, building and construction management.	similar within a year).		

#	FUNCTIONALITY CRITERIA			EVALUATION INDICATORS			
			NO RESPONSE (SCORE 0 points)	POOR (25 points)	SATISFACTORY (50 points)	GOOD (75 points)	VERY GOOD (100 points)
5.0	Experience of the key staff personal that will be available to manage the execution of the project – (Averaged score for **the Contracts Manager, Site agent, Construction Supervisor**). Experience must be in the Construction of Institutions of learning, Warehouse/office block facilities/ Hospitals etc. (General Building – GB classification).	Site Agent / Construction Manager	Failed to provide information	Less than 5 years of relevant experience in the construction of institutions of learning, Warehouse /office block facilities / Hospitals etc. (General Building Classification) as a Site Agent/ Construction Manager.	From 5 to 7 years of relevant experience in the construction of institutions of learning, Warehouse / office block facilities / Hospitals etc. (General Building Classification) as a Site Agent/ Construction Manager as a Site Agent/ Construction Manager	More than 7 years but less than 9 years of relevant experience in the construction of institutions of learning, Warehouse / office block facilities / Hospitals etc. (General Building Classification) as a Site Agent/ Construction Manager.	9 years plus relevant experience in the construction of institutions of learning, Warehouse / office block facilities / Hospitals etc. (General Building Classification) environment as a Site Agent/ Construction Manager.

#	FUNCTIONALITY CRITERIA			EVALUATION INDICATORS			
			NO RESPONSE (SCORE 0 points)	POOR (25 points)	SATISFACTORY (50 points)	GOOD (75 points)	VERY GOOD (100 points)
		Site Foreman/ Construction Supervisor	Failed to provide information	More than 6 years but less than 8 years of relevant experience in the construction of institutions of learning, Warehouse / office block facilities / Hospitals etc. (General Building Classification) as a Site Foreman/	From 8 to 10 years of relevant experience in the construction of institutions of learning, Warehouse/office block facilities / Hospitals etc. (General Building Classification) as a Site Foreman / Construction Supervisor.	More than 10 years but less than 12 years of relevant experience in the construction of institutions of learning, Warehouse/office block facilities / Hospitals etc. (General Building Classification) as a Site Foreman / Construction Supervisor	12 years plus relevant experience in the construction of institutions of learning, Warehouse/office block facilities / Hospitals etc. (General Building Classification) as a Site Foreman/Construction Supervisor

Definition of Areas

- Area 1: Inanda/ Phola Mission
- Area 2: eThekwini Metropolitan Municipality, KZN
- Area 3: KZN Province
- Area 4:Outside of KZN Province

PART C3

DESCRIPTION OF THE WORK

C3.1 SCOPE OF WORK

PART C3 – SCOPE OF WORKS

C3.1 DESCRIPTION OF WORKS

SCOPE OF WORKS

The scope of work for Completion of the Construction of Bulwer Primary School is as follows:

1. Repairs and renovations to existing Classrooms (8No.)
2. Repairs and renovations to Admin Block
3. Repairs and renovations to existing Toilet Blocks (3No.)
4. New Mechanical Workshop Block
5. New Civil Workshop Block
6. New Guard House
7. Electrical Installations
8. Mechanical Installations
9. Construction of related external works i.e., bulk earthworks, reinforced concrete stormwater v-drains, covered walkways, open walkways, elevated water tank including tank stand, borehole, burn pit, new combi court, entrance walling, block retaining walling, gates, flagpole, paved driveway and parking areas, landscaping, etc.

Exclusions

i) Fluctuations in foreign exchange.
ii) Loose furniture and fittings.
iii) Telephones and PBX installations.
iv) Artworks and graphics.
v) Computers and data cabling; and
vi) Land costs.

CONTRACT PERIOD

The contract period shall be **THIRTY (30)** calendar months as per contract document

C3.2 DRAWINGS

A set of drawings is attached to the tender documents.

C3.2 DRAWINGS

CONTRACT No. CDC/238/26

FOR THE

COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

FOR THE KWAZULU-NATAL DEPARTMENT OF EDUCATION

CIDB GRADE: 7GB OR HIGHER

DRAWINGS

CLOSING DATE: 08 FEBRUARY 2027

CLOSING TIME: 12H00

PREPARED FOR:

Coega Development Corporation (PTY) Ltd
18 Cranbrook Crescent
Umhlanga Ridge
DURBAN
4319

NAME OF TENDERER:

_____

C3.3.1 OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

SPECIFICATION:

HEALTH AND SAFETY SPECIFICATION FOR THE MVABA HIGH SCHOOL

Specification №

CDC-SBU-SPC-225-26

Classification: Public

07 September 2026

DOCUMENT INFORMATION SHEET

Title of Document	:	Mvaba High School Upgrade
Type of Document	:	Project Health and Safety Specification
Document Number	:	CDC-SBU-SPC-225-26
Prepared by	:	Leon du Plooy
Typed by	:	Leon du Plooy
Business Unit	:	KZN BU
Prepared for	:	Bidders
Date of Issue	:	30-10-2026

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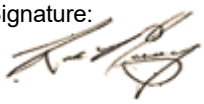
DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the Coega.

PROJECT NAME	:	*COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL*
DOCUMENT TITLE	:	*PROJECT HEALTH AND SAFETY SPECIFICATION*
DOCUMENT No.	:	*CDC-SBU-SPC-225-26*
PROJECT No.	:	CDC/238/26

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Procedure for Control of Documented Information.

ORIGINAL	**Prepared by**	**Reviewed by**	**Approved by**
Date: 07-09-2026	Name: Leon du Plooy	Name: S.J.	Name: Simon Sekgala
	Signature: 	Signature: 	Signature: 

Distribution:	***Coega***

REVISION CHART

REVISION 1	**Name:**	**Name:**	**Name:**
Date:	Signature:	Signature:	Signature:

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NAME OF SPECIFICATION
(Mvaba High School)

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1 Introduction and Background

The introduction of the Construction Regulations 2014 as amended,requires that Clients prepares health and safety specifications for construction projects to ensure that the inclusive health and safety and protection of all stakeholders involved are considered and catered for. These specifications shall be read in conjunction with the Act (Occupational Health and Safety Act 85 of 1993) AND COVID-19 Lockdown Regulations,Hazoursoduse Bilological Agent and NICD, guidelines, the Construction Regulations 2014, all applicable Regulations as well as all incorporated SANS (South African National Standards) codes in terms of Sect 44 of the Act.

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), **CDC, as the Client Appointed** Karo GMTA Sboninkululeko JV, and shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for CDC(**KZNDoE**) and/or its Agent.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'.

Notwithstanding this, cognisance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works for conversion of Mvaba Secondary School into a Technical High School with upgrades and additions.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'.

It is required that the entire scope of the Labour legislation, including all project legal framework for Built Environment be complied with.

With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

The Occupational Health and Safety Act 85 of 1993 as amended provides for:

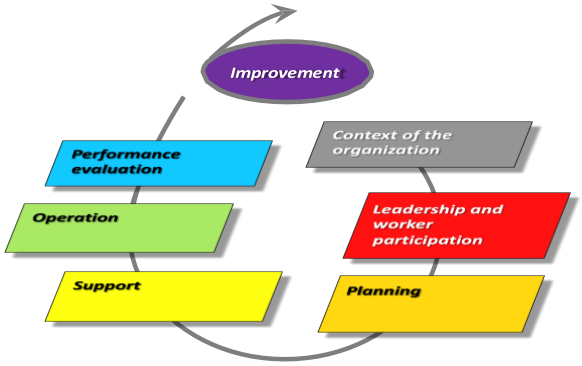
- Health and safety of persons at work;
- Health and safety of person in connection with the use of plant and machinery; and
- Protection of person other than person at work against hazards arising out for or in connection with activities at work.

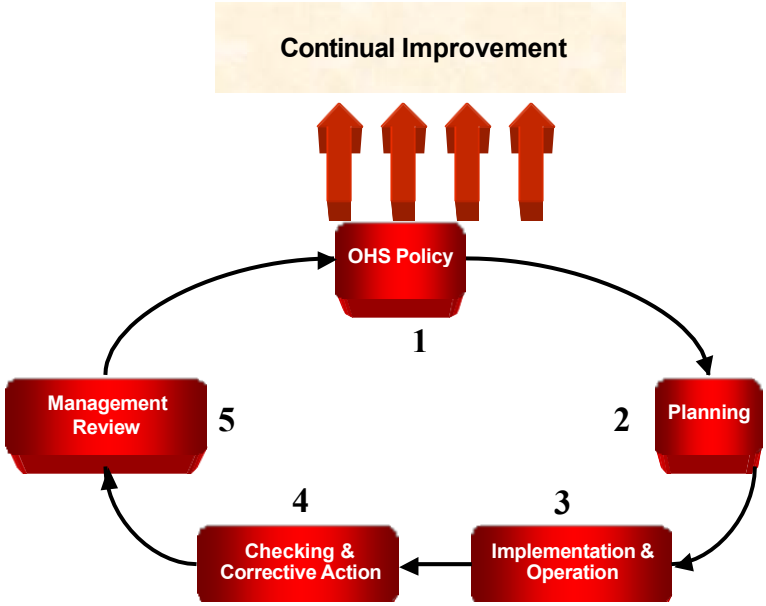
Every effort has been made to ensure that this Site Specific Safety specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Safety Agent and/or CDC.

HSE Management and quality management system and principles will always follow the requirements of international standard ISO/SANS 9001,14001 and 45001.

Construction safety management will therefore follow the Best practices for benchmarking purpose where quality will not be compromised. Refers to sketch below:

COEGA DEVELOPMENT CORPORATION OH&S Management System Model





2 Purpose of the Health And Safety (H&S) Specifications

The purpose of this Health and Safety specification is to provide the relevant Principal Contractor or bidding parties with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety and protection of Environment arising out of or in connection with the activities of persons at work during the carrying out of construction of Technical High School Conversion. This specifications will set out specific requirements related to the intended activities relevant to the Upgrade project as per Designer Drawings and scope of work, Requirement and scope.

Principal contractors and contractors are expected to align their risk control strategies and approach to managing risks on this project in line with this Health and Safety Specifications.

This Site Specific Health and Safety Specification is applicable only to or for a proposed Technical High School Conversion.

NB: The successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993); Compensation for Occupational Injuries and Disease Act, Act (130 of 1993) and Disaster Management Act, Act (57 of 2002) and, all relevant legislations throughout the duration of the contract. Upon appointment of the successful bidder, the service provider will be required to develop Occupational Health, Safety and Environmental Management Systems in compliance to the CDC Norms and Standards.

3 Implementation of the Health and Safety Specification

This Health and Safety Specification forms an integral part of the Contract, and Principal Contractors are required to make it an integral part of their contracts with subcontractors and suppliers. The prospective Principal Contractors shall allow in their tenders the cost for complying with the requirements of the specfication.

Acceptance by the Principal Contractor of the Contract with CDC shall constitute acknowledgement that the Principal Contractor has familiarised themselves with the content of the Health and Safety specification and that they will comply with all his obligations in respect thereof.

4 Definitions:

"AGENT"- means any persons who acts as a representative for a client,means a competent person who is appointed by the Directorate in terms of Regulation 5 (6) of the Construction Regulations.

"**OHSA"** means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

''**CR 2014''** Construction Regulation 2014

"CLIENT"-means any person for whom construction work is being performed, CDC.

"CONSTRUCTION WORK" is defined as any work in connection with-

a) The erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;

b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling;

c) The construction, maintenance, demolishing or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or

d) The moving of earth, clearing of land, the making of an excavation, piling or any other similar type of work.

e) Will include mechanical, civil, electrical services.

"CONTRACTOR"- means an employer who performs construction work.

"CONSTRUCTION SITE"-means a workplace where construction work is being performed.CDC (Mvava High School High School).

"CONSTRUCTION WORK PERMIT"- means a document issued in terms of regulation 3(Construction Regulation 2014)

‘’BCEA’’, Basic Condition of Employment Act, 1997 (Act No. 75 of 1997);

“**DISASTER MANAGEMENT ACT”** means the Disaster Management Act, 2002 (Act No. 57 of 2002);

“HEALTH AND SAFETY FILE”- means a file, or other record containing the information in writing required by these Construction Regulations

“HEALTH AND SAFETY PLAN” mean a site, activity or project specific documented plan in accordance with the client’s health and safety specifications

“HEALTH AND SAFETY SPECIFICATION”-means a document that includes information required under the construction regulation and obtained from the clients and designers during the early planning and design stage for a specific project on a specific site for use by the contractors when preparing their tenders or bids to clients

“PRINCIPAL CONTRACTOR” means an employer appointed by the client to perform construction work.

“The Act”-means the Occupational Health and Safety Act, 1993(Act No.85of 1993)

“RISK ASSESSMENT”-means a process to determine any risk associated with any hazards at a construction site in order to identify the steps needed to be taken to treat, transfer, tolerate and terminate such risks.

5 Scope of Work

The scope of work shall include but is not limited to the following:

- Repairs and renovations to existing Classrooms (8No.)
- Repairs and renovations to existing Admin Block
- Repairs and renovations to existing Toilet Blocks (3No.)
- New Mechanical Workshop Block
- New Civil Workshop Block
- New Guard House
- Electrical Installations
- Mechanical Installations
- Construction of related external works i.e., bulk earthworks, reinforced concrete stormwater v-drains, covered walkways, open walkways, elevated water tank including tank stand, borehole, burn pit, new combi court, entrance walling, block retaining walling, gates, flagpole, paved driveway and parking areas, landscaping, etc.

- Promote a safe and healthy environment for the end-users
- Use of technology and materials in compliance with the building standards
- SANS 10400 and to comply with the local bylaws / local authority's requirements.
- The project will involve Civil and Structural, Electrical and Mechanical, etc.

6 Health and Safety Management

6.1 HSE Interface Management/Working on CDC Life Environment.

Safety is one aspect that cannot be ignored in School environment, as there are lives of student and community at large, in addition to the numerous school risks involved if a safety failure results in disruption of school operation, it is very imperative that the contractor develop detail plan of addressing these HIGH RISK ENVIRONMENT.

The unique EH&S hazards at school create a dangerous environment if not managed correctly, particularly in lieu of the students versa community and contractor operations, it will therefore not gonna be allowed on this project not to manage these risks, hence the contractor need to take into cognizant when developing their OH&S management.

All HSE interface management within CDC more especially Mvava High School high school project with all stakeholders, contractor, professional, etc, will be followed:

CDC have come to recognize that safety excellence is imperative to maximize uptime for their stakeholders while reducing operational risk. Of the many health and safety issues that Contractor must consider, these rules are not limited to,

- Interactions with other Contractors.
- Interactions student and staff.
- Interaction with Proffesional Team.
- Electrical Safety
- Hazordouse Chemical Substatnce,
- Lifting and Storage,
- Fire Safety,
- Lock out/Tag-Out

HSE Interface Specifies the requirements for the management of HSE Interfaces between all Stakeholders.

All contractors will prepare, implement and maintain the necessary standards, systems, processes and procedures, which provide for safe CDC operations and construction operations.

Technical interface, building, mechanical and electrical infrastructure and equipments or electronic infrastructure and equipments that requires a high level of HSE vigilance.

7 Structure and Organization of Health And Safety Responsibilities

7.1 Overall Supervision and Responsibilities of Health and Safety

The Client's Agent shall establish guidelines for compliance pertaining to the nature of the project. These guidelines shall be in the form of Health and Safety Specifications. These guidelines shall be issued to all Designers as well the principal contractor.

The principal contractor shall develop a detailed health and safety plan which will be approved and implemented upon commencement of construction work.

The Principal Contractor appointed must ensure that all supervisory appointments as stipulated in The Act and Construction Regulations (CR) 2014 and H&S Act 85 of 1993, are made which should include but not limited to the following:

LEGAL REF	APPOINTMENT	QUALIFICATION	RESPONSIBILITY
CR 3	Application of a Construction Permit		Client
CR 5(1)(K)	Principal contractor for the project		Client
Section 16(1&2)	MD and Assistant		Principal Contractor
CR 5(6)	Construction Health &Safety Agent	SACPCMP Diploma/ B Tech-5 years -Higher	Client
CR 7(1) & (3) (c)	Contractor	Relevant CIDB Grading	Principal Contractor
CR 8(1) & (2)	Construction Manager/Assistant	SACPCMP, Engineer/Technician 5 Years or higher	Principal Contractor
CR8(5)	Construction Safety Officer	Upon award the successful Bidder will be required to provide a valid proof of registered Construction Health and Safety Officer or Construction Health and Safety Manager (CHSO/CHSM) with SACPCMP within the prescribed period. No candidate registration will be accepted. The CHSO/CHSM must have proven record of **5 years** or more experience.	Principal Contractor

LEGAL REF	APPOINTMENT	QUALIFICATION	RESPONSIBILITY
CR 8(8)	Responsible employee		Principal Contractor
CR 9(1)	Risk Assessor	Risk Assessment Course	Principal Contractor
CR 10(1)	Fall protection Planner	Proof of Training	Principal Contractor
CR12(1)	Temporal work designer	Technical Expertise	Principal Contractor
CR 12(2)	Supervisor of Temporal work operation	Technical Expertise	Principal Contractor
CR 13(1)	Excavation supervisor	Competency on Excavation	Principal Contractor
CR 13(2)(k)	Competent person in the use of explosive for excavations	Training and Competencies	Principal Contractor
CR 14(11)	Explosives expert	Training and Competencies	Principal Contractor
CR 14(1)	Supervisor demolition work	Training and Competencies	Principal Contractor
CR 14(2)	Scaffold supervisor	Training and Competencies	Principal Contractor
CR19(8)(a)	Material hoist inspector	Training and Competencies	Principal Contractor
CR20(1)	Bulk mixing plant supervisor	Training and Competencies	Principal Contractor
CR23(1)	Operator: construction vehicle and mobile plant	Training and Competencies	Principal Contractor
CR24	Accredited Electrician	Technician and Registered	Principal Contractor
CR27	Housekeeping supervisor	Training and Competencies	Principal Contractor
CR28(a)	Stacking and storage supervisor	Training and Competencies	Principal Contractor
CR29(h)	Fire equipment inspector	Training and Competencies	Principal Contractor

All contractors must ensure that the competence of the above responsibilities is verified and satisfies extensive competence required on similar projects. All appointments shall be in line with the definition of 'Competence' as contained in the Construction Regulations. The proof of competence will be attached to the said appointment letters.

7.2 Communication, Participation & Consultation

The principal contractor shall ensure that clear channels of communications are opened to address and make conversant to all employees on site regarding hazards associated with their activities on site.

This shall also include:

- Clear communications lines with the client with regard to progress, deficiencies, alterations to designs etc. that may impact on safety and deviations from the original health and safety plan;
- Communication with Labour with regard to notification of construction work, reporting of incidents as well as any other information that may be required;
- Consult and communicate with sub-contractors regarding safety plans, outcome of inspection and risk assessments as well as any nonconformance and corrective action;

The principal contractor shall as far as it is reasonably practicable keep record of such communication in the health and safety file.

8 Responsibilities

8.1 Client

a) Develop a comprehensive health and safety specifications for construction work to provide any principal contractor who is making a bid or appointed to perform construction work for the Client;

b) Provide the principal contractor with information that might affect the health and safety of any person at work carrying out construction work;

c) Appoint a principal contractor in writing for the project or part thereof on a construction site;

d) Ensure that the principal contractor is registered and in good standing with the compensation fund or any licensed compensation insurer before commencement of the project;

e) Ensure that where changes are made to the design or construction sufficient information is made available to the principal contractor;

f) Ensure that each principal contractor implement and maintain the health and safety plan on construction sites through monthly audits conducted at intervals mutually agreed upon between the client and the principal contract;

g) Stop any contractor from executing construction work which is not in accordance with the health and safety plan;

h) Ensure that the health and safety specifications shall form part of the tender documents to be supplied to tall companies intended to submit their tender bids;

i) Ensure that potential principal contractor submitting tenders have made provision for the cost of health safety measures during the construction process;

j) Satisfy himself that all principal contractors appointed submit health and safety plans to maintain the construction sites as safe as is reasonably possible.

k) Discuss and negotiate with the principal contractor the contents of the health and safety plan and thereafter finally approve the health and safety plan;

l) Ensure that a copy of the principal contractor's health and safety specifications is available on request to an employee, inspector or contractor;

m) May appoint an agent in writing to act as his or her representative and where such an appointment is made, the responsibilities as are imposed by the Construction Regulations upon a client, shall as far as reasonably practicable apply to the agent so appointed; and

n) Ensure that he appoints an agent after reasonably satisfying himself that the agent has the necessary competence and resources to perform the duties imposed on the client by the Construction Regulations.

8.2 Designers

a) All designers must ensure that all applicable safety standards incorporated into these regulations under section 44 of the Act are compiled;

b) Take into considerations the health and safety specification submitted by the client;

c) Ensure that the contract is put out to tender, make available in a report to the client, all relevant health and safety information about the design of the relevant structure, the geo-technical science aspects and the loading that the structure is designed to hold;

d) Inform the client in writing of any known or anticipated dangers or hazards relating to the construction work and make available all relevant information required for the safe execution of the work upon being designed or when the design is altered;

e) Refrain from including anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to the health and safety of persons which can be avoided by modifying the design or by substituting materials;

f) Take into account the hazards relating to any subsequent maintenance of the relevant structure and make provision in the designs for that work to be performed to minimize risks

g) When mandate by the client to do so:

i. Carry out necessary inspections at appropriate stages to verify that the construction of the relevant structure is carried out in accordance with his design;

ii. Stop any contractor from executing any construction work which is not in accordance with the relevant design's health and safety aspects;

iii. In his or her final inspection of the completed structure in accordance with the National Building Regulations, include the health and safety aspects of the structure as far as reasonably practicable, declare the structure safe for use and issue a completion certificate to the client and a copy thereof to the contractor;

h) During the design stage, take cognizance of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of a structure

8.3 Principal Contractors and Contractors

The principal contractors and contractors are appointed in writing and letters of such appointments kept in a file. Principal Contractors will be in a position to ensure that all contractors appointed comply with the requirements of the Health and Safety Act 85 of 1993; the Construction Regulations 2014 and the requirements as contained in This Health and Safety Specifications.

The principal contractors shall ensure that contractors are only appointed after approval of the health and safety plans. Principal contractors shall audit their contractors on both administrative and physical inspections of the health and safety system.

The Client Safety Agent may stop the principal contractor from continuing with work if the health and safety of any person may be at risk. The principal contractor will also be expected to stop any work where he has reason to believe that the health and safety of any person may be at risk.

Health and safety plans of all principal contractors and contractors will be implemented and maintained throughout the duration of the project through regular audits. Where changes are brought through designs the health and safety specifications as well as the health and safety plan shall be modified to suit the changes. The principal contractor will be expected to appoint contractors who are in good standing with the Compensation Commissioner.

All principal contractors must amongst others:

- Ensure contractors submitting tenders have adequately provided for health and safety costs;

- Negotiate with the contractor the contents of the health and safety plan and shall finally approve that plan for implementation;
- hand over a consolidated health and safety file to the client upon completion of the construction work and this shall include a record of all drawings, designs, materials used and other similar information concerning completed structures; and
- Appoint a contractor when he has satisfied himself that he has the adequate competence and resources to perform the construction work safely.

9 Health and Safety Compliance and Administration Requirements

Contractor is to submit a OHS Plan and Risk Assessment that will adress COVI-19 as well,See belwo a process flow to be followed;and Requirements,please refers to Annxure 9 for guidelines as well.

HSE Plan to be submitted should adress amongs other things, the following,

- A detailed Method Statement that will cover all OHS related risks including COVID-19 and all government Lockdown Regulations.
- Site access to be controlled and All employees to be screened with non-contact thermometers. Please refers to Annexure 9.
- OHS Induction and Training to be conducted Reduce the number of people in attendance at site inductions and consider holding them outdoors.
- Total number of employees required to complete remainder of the work,work method to be submitted so as to address social distancing.
- All employees to be issued with permit where necessary
- Provide additional handwashing facilities
- Provide misting hand sanitizers in all strategic places on site.
- Ensure soap and fresh water is always readily available.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Practice proper waste removal and separations and disposal.
- Sites to have extra supplies of soap, hand sanitiser and paper towels
- Strict and disciplinary measures to be adhered
- Restrict the number of people using toilet facilities at any one time.
- Employees to wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.

- Only necessary meeting participants should attend.
- Attendees should be two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.
- A questioner for every employee or visitor must be in place with specific Covid related activities

9.1 Notification of Intention to Commence Construction Work and CWP Permit

All contractors would be expected to notify the Provincial Director of the Department of Labour in writing prior to commencement of construction work. A copy of the notification of construction work must be held in the Contractor's health and safety file on site. Contractors not included in the initial Notification letter must report their construction work as employers in their own right. The compliance will cease to be applicable in case of applicability of the construction permit.

A permit will only be required if the Work will:

Exceed 180 days;

Involve more than 1800 person days of Work;

Include a contract for the work which work is of a value equal to or exceeding thirteen million rand or is for the Construction Industry Development Board grading level 6.or new CIDB Reviewed Guidleines.

The Provincial Director must issue a construction work permit in writing to perform construction work contemplated in sub regulation (1) within 30 days of receiving the construction work permit application and must assign a site specific number for each construction site.

9.2 COIDA & Health and Safety Incident/Accident Reporting and Investigations

The Principal Contractor on intended projects must have in their possession a COIDA (Compensation of Occupational Injuries and Diseases Act) letter of good standing as proof of registration and shall be kept in the health and safety file.

The principal contractor shall report all incidents within 7 days where an employee is injured on duty to the extent that he/she:

- Dies;
- Becomes unconscious;
- Loses a limb or part thereof;
- Is injured or becomes ill to such a degree that he/she is likely either to die or suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed;
- A major incident occurred;
- The health or safety of any person was endangered;

- Where a dangerous substance was spilled;
- The uncontrolled release of any substance under pressure took place;
- Machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects

The principal Contractor is required to provide the Client and or its Agent with copies of all statutory reports required, copies of all internal and external accident/incident investigation reports, ensure that all employees injured to the extent that they receive first aid or be referred for medical treatment by a doctor records and all investigations recorded and medical reports so received.

The principal contractor shall ensure that incident investigations also explores the underlying health and safety deficiencies, corrective/preventative actions and continual improvement and communicate the outcome /results and documenting the events of the investigations.

The principal contractor must report near-misses to create a health and safety awareness culture on site and enforce the reporting of near misses as they happen. Principal contractors and contractor shall investigate injuries and incidents and keep records in the form of Annexure 1(General Administrative Regulations) and forward a copy of the investigation report to the Clients Agent forthwith. This compliance requirement shall equally apply to the contractors appointed by the principal contractor.

9.3 Health and Safety Policies

The Principal Contractor must submit copies of the Health and Safety Policy signed by their Chief Executive Officers. The policy should outline the objectives to ensure the establishment and implementation of sound health and safety management systems on site.

Some policies such as Intoxication policy, HIV Management Policy, smoking policy, PPE policy, Medical examination policy, Subcontractor Management Policy amongst others must be incorporated.

9.4 Health and Safety Organogram

The Principal Contractor must prepare an organogram outlining site health and safety management structure including appointments and competent persons. The organogram would be used to indicate intended positions where appointments are or not made and shall be updated on an ongoing basis. These should reflect the responsibility and correspond to the current activities as scheduled and undertaken on site.

9.5 Hazard Identification and Risk Assessment

The Principal Contractor must cause a hazard identification risk assessment to be undertaken by a competent person before commencement of construction work.

The following shall be included in the risk assessment:

- COVID-19 Risks to be included in the Risk Assessment.
- A list of hazards identified as well as potentially hazardous tasks;
- A documented risk assessment based on the list of hazards and tasks;
- A set of safe work procedures (work methods) to eliminate, reduce and/or control the risks assessed; and

- A monitoring and review procedure of the risk assessments as the risks change.

Over and above the above requirements the Principal Contractor must ensure that all contractors inform, instruct and train their workers regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop. These risk assessments should be aligned to the baseline risk assessment initially issued by the OHS Agent before commencement of construction work.

This training should be carried out in the form of toolbox health and safety talks. Contractors must conduct their own toolbox talks and submit proof of these talks to the principal contractor at least weekly. A principal contractor must ensure that all persons likely to be affected by hazards and risks arising from his activities are trained and informed and proof of such information sessions are kept in the safety file. Contractors will also conduct their own risk assessment specific to their operations and submit to principal contractor who will be required to report on the status of these matters to the Client Safety Agent.

9.6 Health and Safety Representatives

A principal contractor shall appoint health and safety representatives in writing after consultation with the employees and ensure they are trained to carry out such responsibilities. All appointments shall be in writing and expected to carry out regular inspections, keep records and report all findings at a health and safety meeting. Employers will appoint health and safety representatives as soon as 20 employees are employed on site. A principal contractor shall ensure that health and safety representatives represent Labour/employees and are not part of management.

9.7 Health and Safety Committees

A principal contractor shall establish a project health and safety meeting on a monthly basis and keep records of such meetings. Meetings will be chaired and organized by the Principal Contractor's Responsible person (Section 16(2)) or CR 8(1) or as the case may be. The principal contractor shall ensure that all contractors have representation at project health and safety meetings in the form of construction work supervisors and health and safety representatives.

Contractors will also have their own health and safety committees and forward such minutes to the principal contractor on a monthly basis or form part of the principal contractor's health and safety committee.

9.8 Induction & Awareness

An initial Induction session shall before commencement of construction activities be undertaken by the H&S Agent to inform all professional team members, contractors' management staff as well as stakeholder with vested interest in the project. This Induction session shall outline H&S responsibilities, observations and expectations on all participants in the project. All persons present at Induction sessions shall acknowledge understanding, commitment of all the established site rules and regulations by signing documentation at such a session.

A principal contractor shall cause every employee to undergo site-specific –Induction training session before commencement of the project. Such details and proof of attendance shall be kept in the safety file. The principal contractor shall ensure that a suitable venue is available to conduct such training. This shall apply to all visitors on site.

A principal contractor must conduct health and safety toolbox talks on a weekly basis. Toolbox talks shall have topics relevant to hazards, risks and safe working procedures on site and proof of such awareness attendance training shall be kept in the safety file. All contractors will ensure that copies of attendance of awareness sessions are submitted to the principal contractor for safe keeping.

9.9 Site H&S Rules and Security

The principal contractor must develop a set of site-specific H&S rules that will be applied to regulate the compliance to the health and safety plan. These rules must be applied to visitors and no-employees upon entering the site and shall be issued with PPE (Personal Protective Equipment) as and when necessary. Hard hats and reflective vests shall be available for visitors on site.

The principal contractor must establish site access rules implement and maintain them throughout the construction period.

9.10 Competence

A principal contractor shall ensure that all employees have the knowledge, experience, training and qualifications specific to the work they have been appointed to supervise, control and carry out the assigned responsibilities pertaining to construction work.

9.11 General Record Keeping

A principal contractor shall keep and maintain all health and safety records aimed at complying with the This Health and Safety specifications, the Occupational Health and Safety Act 85of 1993 (and all applicable Regulations) as well as Construction Regulations 2014. These records shall include but not limited to all records outlined under the Contents of the Health and Safety File.

The relevant records shall be kept and maintained by contractors including the approved health and safety plan. These records must be consolidated and submitted to the H&S Agent by the principal contractor at the end of the project.

9.12 Health and Safety Audits, Monitoring and Reporting

A health and safety audit of the work operations including a full audit of physical site activities and administration of health and safety shall be conducted by the appointed H&S Agent and he/she shall ensure that a principal contractor also undertakes to conduct similar audits at least once a month for all contractors appointed on site.

Reports generated shall be available for discussion during site meetings. The principal contractor shall in response to the audit report made available by the H&S Agent, ensure that a corrective action report with responsibilities, action and target dates is compiled and presented in response to the H&S Agent's report.

10 Emergency Preparedness and Responses Procedures

10.1 Site Specific or Project Emergency Procedure

The Principal contractor to prepare as request by the client or the owner of the premises to comply with their Emergency Procedure and Plan to be executed in accordance with the directions of the clients Emergency Evacuation Controller, subject to:

- Review of the procedure to ensure that it provides adequate protection to personnel and equipment.
- Clear definition of responsibilities in the event of an emergency.
- Communication and/or training of the procedure's requirements to personnel.

Should the contractor developed their own Emergency procedures, In the event of the adoption of a client or owner's Emergency Procedure, an overview of the arrangements shall be included in the contractor Project Health, Safety, Environment Plan , and be maintained and followed at all times.

10.2 Emergency Team

In order to formulate and execute an Emergency Procedure and Plan, responsibility shall be allocated to Construction manager amd his/her team.

The relevant Manager shall establish an Emergency Team consisting of appropriate personnel such as the Construction Manager, HSE officer/Coordinator, Supervisors, Project Engineers, etc. If any Health and Safety Representatives exist for the specific site, they shall also be included in the Emergency Team.

The Emergency Team shall nominate an Emergency Evacuation Controller and Emergency Evacuation Coordinator. A number of Emergency Evacuation Wardens appropriate to the size of the site must also be appointed.

10.3 Preparation of an Emergency Procedure

The Emergency Procedure shall be developed in line with the hazards identified and assessed during the initial risk assessment for the site.

It may also be practical to conduct a detailed medical survey for the project region. The survey recommendations will need to include the minimum first aid requirements for the site and an assessment of external medical facilities and establishments equipped to deal with the emergency situations identified in the procedure.

In preparing an Emergency Procedure,the following must be considered:

- The types of unplanned events the site may encounter;
- The impact of restricted visibility on evacuation routes. Areas may be inaccessible or too dangerous to use, stairwells may be smoke logged etc;
- The existence of emergency communication facilities to cover any unforeseen situation;
- The procedure for registering and recording all personnel on the construction site for the purpose of roll calling;
- The needs of persons with disabilities, persons not familiar with the emergency procedures and persons with language barriers;
- The need for evacuation procedures to be varied for differing circumstances, specifically providing for underground evacuations where appropriate;
- Provision for all people who may be at the workplace, including visitors;
- The procedure for how to mobilise medical help from site (i.e. the detailed, specific stages involved), including details of first aiders and a list of first aid kit locations;
- Analysis of the transport options for evacuation from site under medical emergencies, severe weather conditions, terrorist threat and prior to/during/following a natural disaster. This should include the access and egress on site with specific consideration of access for Emergency Services;

- The preferred travel options (by air/road/river/sea etc) for emergency evacuation of both individuals and groups. This needs to include evacuation to all possible locations for receiving required treatment. A graphical layout showing alternative routes, methods and travel times should be compiled as a quick reference guide.

10.4 Unplanned Events

The following is a list of the types of situations that constitute an unplanned event. The list is not exhaustive and the influencing elements on the individual site must always be taken into account.

- Bomb threat
- Building invasion/armed intrusion
- Bushfire
- Chemical, biological and radiological
- Civil disorder
- Cyclones, including storm surge
- Earthquake
- Fire
- Flood
- Hazardous substances incidents
- Industrial accident
- Letter bomb
- Medical emergency
- Severe weather/storm damage
- Structural instability
- Terrorism
- Transport accident
- Toxic emission

10.5 Documentation and Signage for the Emergency Procedure

Once determined, emergency exits and escape routes shall be clearly signed on site.

The documented Emergency Procedure shall provide a layout plan of the site, depicting where relevant services and communication equipment is located. Emergency exits shall also be clearly displayed on the plan along with the preferred evacuation route.

In addition to the above, the documented procedure shall also:

- State clearly its purpose and scope;
- Identify the buildings, structures and workplaces to which they apply;
- Be based on a practical assessment of possible threats;
- Be appropriate to the size and complexity of the buildings, structures and workplaces and the number and type of occupants;
- Define overall control and coordination arrangements and the roles and responsibility of all persons involved;
- Be flexible to allow the Emergency Evacuation Controller to adapt to the changing circumstances of an emergency situation, such as the penetration of smoke into stairwells;
- Take into account the hours of occupancy; and
- Be easy to use and amend.

A principal contractor shall prepare a detailed emergency procedure prior to commencement of construction work. The procedure will detail responses plan including the following key elements such as:

- List of key personnel;
- Details of emergency personnel;
- Actions or steps to be taken in the event of the specific types of emergencies; and
- Information on any hazardous materials/situations
- Emergency procedures shall include but not limited to:
- Fire;
- Chemicals spills;
- Injury to employees;
- Damage to material/equipment /plant;
- Use of hazardous substances;
- Bomb threats;
- Major incidents/accidents etc.

A principal contractor shall advise the client in writing forthwith of any emergencies together with a record of action. A contact list of all Emergency authorities (Fire Department, Ambulance, Police, medical and Hospital etc.) must be maintained and made available to site personnel. Emergencies will consider site locations, exit points and emergency services accessibility. All media and client liaison shall be directed to an appointed and assigned Client media liaison officer. The principal contractor shall test the effectiveness of the emergency procedure through occasional evacuation drills.

10.6 First Aid Boxes, First Aid Equipment and Medical Examinations

A principal contractor and contractors must appoint First Aiders in writing. The appointed persons will be a certificated and permanent member of the on-site team. Copies of valid certificates will be kept on site. The name and contact number of the first aider shall be affixed on the first aid kit on site. A principal contractor will provide an on-site First Aid Station with first aid facilities, including at least1 first aid box adequately stocked at all times. All contractors with more than 5 employees shall supply their own first aid box. Contractors more than 10 employees shall have their own trained, certified first aider on site at all times.

All employees of the Principal contractor and Contractors shall undergo medical examinations prior to commencement of construction work. Records of such medical fitness certificates shall be kept as part of employee's personal files, kept valid and available on site throughout the duration of the project.

10.7 Minimum Contents for First Aid Boxes.

- Wound Cleaner/Antiseptic (100ml) - (reduce quantity in half in case of offices).
- Swabs for cleaning wounds
- Cotton wool for padding (100g)
- Sterile gauge (minimum quantity of10)
- 1 pair of forceps (for splinters)
- 1 pair of scissors (minimum 100mm size)
- 1 set of safety pins
- 4 triangular bandages - reduce quantity in half in case of offices
- 4 Roller bandages (75mm X 5m) – (reduce quantity in half in case of offices)
- 4 Roller bandages (100mm X 5m) - (reduce quantity in half in case of offices)
- 1 Roll of elastic adhesive (25mm x 3m)
- 1 Non-allergenic adhesive (25mm x 3m)
- 1 Packet of adhesive strips (minimum quantity, 10 assorted sizes)
- 4 First aid dressings (75mm x 100mm) - (reduce quantity in half in case of offices)
- 4 First aid dressings (150mm x 200mm) (reduce quantity in half in case of offices)
- 2 Straight splints
- 2 Pairs large and 2 pair's medium disposable latex gloves (reduce quantity in half in case of offices)

10.8 Hazards and Potentially Hazardous Situations

All appointed contractors shall immediately notify the principal contractor of any hazardous or potentially hazardous situations that may arise during the performance of construction activities prior to commencement of appointed responsibilities.

These situations shall be recorded in the form of Daily Safety Task Instructions checklists (DSTI)

11 Personal Protective Equipment (PPE) and Clothing

The principal contractor must after be assessing the potential risks attached to his workplace and after satisfying himself that no engineering controls are available to mitigate the risks, ensure all site workers are issued with appropriate PPE for the risk they may be exposed to.

The principal contractor and contractors will make provision and keep adequate quantities SANS (South African National Standards) approved PPE on site at all times according to the risk assessments. All principal contractors will be required to clearly outline procedures to be followed when PPE is lost or stolen and when it is worn out or damaged.

The following are typical examples of PPE;

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 Hardhats including 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 	Eye and Face (also Hand and Body) Protection (Goggles, Face Shields, Welding Helmets etc.) used when operating the following:
Hand Protection 	Protective Gloves worn by employees handling / using / offloading construction materials: Cement / Bricks / Steel / Chemicals □
Fall Prevention Equipment 	Suitable Safety harnesses / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: Edge work Offloading of trucks□
PPE Issue & Control	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on H&S File. PPE remain property of Employer, not to be removed from premises GSR 2(4)

12 Health and Safety (OHS) Signage

The principal contractors must provide adequate on-site H&S Signage including but not limited to:

No unauthorized entry; Report to site office; Site office; First aid, fire equipment, emergency and assembly areas, male and female facilities, flammable liquids, no smoking, noise zones, scaffold safety, excavation safety, beware of overhead work; hard hat area; etc.

All signage must be posted up at all entrances to site as well as on site in strategic locations. access routes, stairways, entrances to structures and buildings, scaffolding and other potential risk areas/operations. Health and safety signage will be maintained including weekly inspections, cleaning, replacement and repair.

Below are the typical signage categories:

Information Signs	
Mandatory Signs	
Prohibition Signs	
Warning Signs	

13 Public and Site Visitor Health and Safety

The principal contractor shall cause every person to be made aware of dangers/hazards likely to arise from site activities including precautionary measures to be taken to avoid or minimize such dangers/hazards. The principal contractor shall ensure that due to the location of the site, he ensures that hoarding (in the form of invisible material accompanied by a solid fence structure) is instated around the perimeter of the site to prevent job seekers and specifically children from walking on to the site.

The principal contractor shall ensure that access to the site is controlled at all times and access points are kept close while not in use. The principal contractor will be expected to implement a weekly inspection register which monitor the effectiveness of the hoarding as well as the safety signage so as to ensure it remains intact. The principal contractor shall ensure that all site visitors are briefed by the principal contractor to reveal possible hazards/risks a register to proof attendance of such information sessions must be kept safely.

Where construction work takes place adjacent to or over public walkways, roadways and other public places must be diverted or protected by means of a pavement gantry with a sufficiently strong overhead structure. The overhead gantry shall be constructed with scaffold boards or 45mm timber boards. Fence and signs shall be used where pedestrians will be diverted and flagmen where cars are diverted.

14 Work (before and after hours)

The principal contractor shall ensure that where work has to be carried out adequate lighting is provided. Risk assessments and method statement for the intended activities shall be submitted to the H&S Agent for approval prior to such work taking place. The work is approved by local municipality as per National Building Regulation.

15 Occupational Hygiene

The principal contractor will ensure that workers are not exposed to occupational hazards and risks that are very common in construction. All principal contractors will ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards through inhalation, ingestion, and absorption. All noise generating activities shall be identified, analyzed and appropriate noise prevention strategies be implemented. All employees exposed to noise shall undergo audiometric tests and noise prevention induction.

Dust generation shall also be kept to a minimal and dust reduction strategies be implemented to safeguard the health of employees, visitors and neighboring community. Lighting must be adequate for all activities including confined spaces and night activities. Care should be taken to ensure optimal exposure to vibration producing events and machinery and rest breaks be instituted where the activity cannot be stopped or substituted.

Where employees are exposed to extreme hot or cold temperatures, care must be taken to ensure that means to protect them from worst impact of such exposures are implemented. In very high temperatures appropriate PPE to cover hands and limbs must be provided. Employees must be hydrated at regular intervals and a first aider be made available at all times. Rest breaks must be instituted where applicable.

16 Welfare Facilities

The principal contractor shall supply the following: Sufficient toilets for each sex and for every 30 employees; changing facilities; hand washing facilities, soap, toilet paper and hand drying material; strategically placed waste bins emptied regularly; safe and clean storage areas to store personal belongings and PPE and Sheltered eating areas.

17 Alcohol and other Drugs

The principal contractor shall ensure that no alcohol and other drugs are 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. The contractor concerned must follow a full disciplinary procedure and a copy of the disciplinary action must be forwarded to the principal contractor for his records.

The principal contractor should ensure that a reliable equipment exist to allow him records of intoxicated employees.

18 Contents of Health and Safety File

The following guideline should be used in compiling a health and safety file. The principal contractor must ensure that he covers all areas of compliance as required by the H & S Act 85 of 1993 and applicable Regulations.

PRELIMINARIES
H&S Plan (insert a health and safety plan in line with the health and safety specifications. Follow the numbering in the specification in your compilation)
Risk Assessment (A baseline risk assessment is provided. An activity-based risk assessment is required)
Letter of Good Standing (please attach a valid dated copy)
Notification of Construction work/Construction Permit (attach a completed notification with a department of Labour stamp)
H&S ACT REQUIREMENTS
Health and Safety Policy (please attach a copy signed by the CEO)
16(1&2) appointment (a representative appointed by the CEO and given the authority to appoint other roles and responsibilities)
Health and Safety Representatives, Appointment and Checklist (please include all)
Health and safety committee appointments (include appointment letters)
Training of relevant supervisory roles (make reference to CV's and attached certificates)
Induction of employees and contractors on the Risk assessment (provided a framework for complying with this requirement)
Health and safety meeting procedure (please insert as part of the plan or under safe working procedures)
Health and safety minutes (please insert a framework used during meetings)
Incident management procedure, appointment (please insert as part of the plan or under safe working procedures)
Contractors agreements-sec 37(2)- (insert blank form used)
Toolbox talks- (insert manual with topics to be used in line with the activities anticipated in the project)
FACILITIES REGULATIONS
Provision of sanitary facilities (outline in the H & S plan)
Appointed person to inspect and checklist (insert under registers or checklists)
Facilities for safekeeping (outline in the H & S plan)
Appointed person to inspect and inspection checklist (insert under registers or checklists)
Other facilities for eating, changing etc. (outline in the H & S plan)
GENERAL ADMINISTRATIVE REGULATIONS
Copy of the Act (outline this aspect in the H & S plan and a full and updated copy with regulations to be verified on site)
Access conditions (outline in the H & S plan)
WCL2 forms- (please insert in the file)
Annexure 1 incident recording and reporting (please insert in the file)
CONSTRUCTION REGULATIONS
Copy of The Client H&S Specification (please insert in the file)
Copy of the Baseline Risk Assessment. (please insert in the file as provided by the Clients Agent)
List of Subcontractor (please insert in the file)
Appointment of A Construction Manager (attach copy of the appointment letter)
Appointment of Construction Manager Assistant (attach copy of the appointment letter)
Subcontractors Appointments (attach copy of the appointment letter)
Subcontractor Induction (include commitment in the file)
Subcontractors H & S Files (include commitment in the file)
Appointment of A Safety Officer (include a completed appointment letter)
Fall Protection Plan, Appointment, medical certificates and Checklist (please include all)
Structure, Appointment and Checklist (please include all)
Formwork and Support, Appointment and Checklist
Scaffolding, Appointment and Checklist (please include all)
Excavation appointment and checklist (please include all)

Construction Vehicles and Mobile Plant, medical fitness and operator's competence, Appointment and Checklist (please include all)
Electrical Installations and Machinery, Appointment and Checklist (please include all)
Use of Temporary Flammable Liquids, Appointment and Checklist (please include all)
Water Environments (please include all)
Housekeeping, Appointment and Checklist (please include all)
PPE, Appointment and Checklist (please include all)
Stacking and Storage, Appointment and Checklist (please include all)
Fire Precautions and Emergency, Appointment and Checklist (please include all)
Emergency Contact Details (include checklist with details in the file)
Construction employees' facilities, Appointment and Checklist (please include all)
Explosive powered tool appointment and checklist, (outline in the H & S Plan provide appointment and checklist)
Medical fitness certificate for all employees to be employed on the project. (provide proof or any arrangement with specific details)
Letter of Good Standing with the Compensation Commissioner(valid)
GENERAL SAFETY REGULATIONS
PPE Assessment (make reference to the Risk Assessment)
PPE Provision, PPE Induction, PPE Enforcement Checklist (please outline in the H & S Plan and include checklist)
First Aid Kit, Appointment, Qualification, (outline in the H & S Plan, completed appointment, CV, Certificate to be provided)
Procedure for First Aid, (outline in the H & S Plan)
Welding, appointment and checklist, (outline in the H & S Plan provide appointment and checklist)
Ladders Inspection Appointment, Checklist, (outline in the H & S Plan provide appointment and checklist)
OTHER REGULATIONS
Any other applicable Regulations, (outline in the H&S Plan provide appointment and checklist)

19 Procurement of Materials for Construction Work

The Principal Contractor shall ensure that all materials procured for use on site are reasonably safe and without risk to health and safety of employees on site when properly used and that they comply with the prescribed requirements.

The Principal Contractor shall also undertake to ensure that necessary information is made available:

- With regard to the use of the substance at work and provided by the seller of the material;
- With regard to the risks to health and safety associated with such substance;
- With regard to the conditions necessary to ensure that the substance will be safe and without risk to health and safety when properly used; and
- The procedures to be followed in the case of an accident involving such substances.

20 Risk Assessment

The principal contractor has a duty to ensure and provide a work environment that is as far as is reasonably practicable safe and without risk to the health of his employees. This is normally achieved through identification of potential risk associated with the activities on site.

Every contractor performing construction work shall, before the commencement of any construction work or work associated with the construction work, and during construction work, ensure that a risk assessment is undertaken by a competent person, appointed in writing, and the risk assessment shall form part of the health and safety plan to be applied on site.

The risk assessment shall include at least the following:

- The identification of the risks and hazards to which persons may be exposed to;
- Analysis and evaluation of the risks and hazards identified;
- A documented plan of safe working procedures to mitigate, reduce or control the risks and hazards that have been identified; and
- A monitoring and review plan.

The risk assessment will be based on a methodology that should identify and analyses the risk on the basis of:

Probability - the likelihood that such risk can occur

Severity - this should take into consideration the potential injuries likely to be incurred, the impact on costs and production as well as the detriment effect of any risk on the environment

Frequency - given the probability is the risk present permanently, occasionally or insignificant?

The risks should be given a value which should be given an indication of the priority to be given to the particular risk.

To mitigate the identified risk:

- Rules and procedures may be developed,
- Training emphasized
- Additional/alternative equipment recommended
- Changes in process or methods to accommodate safer methods

There should be ongoing risk assessment that should be undertaken by any person appointed and competent to conduct a risk assessment. The plan with the completed risk mitigation shall be handed over to the client together with the health and safety file at the termination of the contract.

The principal contractor is to review the hazards identified, the risk assessments and the Safe Working Procedure at each production planning and progress meeting as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and/or processes.

The principal contractor must provide the client, other contractors and all other concerned or affected parties with copies of any changes, alterations or amendments to risk assessments and SWP's within 14 days of such changes.

A principal contractor shall ensure that a copy of the risk assessment is available on site for inspection by an inspector, client, client's agent, contractor, employee, representative trade union, health and safety representatives or any member of the health and safety committee.

Every principal contractor shall consult with the health and safety committee or, if no committee does exist, with a representative group of employees, on the development, monitoring and review of the risk assessment.

The principal contractor shall ensure that all employees are informed, instructed and trained by a competent person regarding any hazards and the related work procedures before any work commences and thereafter at such interval determined in the risk assessment.

A principal contractor shall ensure that no employee or any person shall be allowed to enter the site unless such employee or person has undergone safety induction training pertaining to the hazards prevalent on the site at the time of entry, such induction shall include visitors.

Employees on site shall have in their possession proof of the health and safety induction training issued by a competent person prior to commencement of the construction work which shall be carried by employees for the duration of the construction site.

21 Environmental Consideration.

In compliance with Environmental regulations and Act, the contractor and the fight against pollution, no polluting emission (corrosive, toxic or odorous gas or liquid or solid particles) may be released into the atmosphere and water and all polluting products may not be discharged (chemical, bacterial, mechanical or radioactive) into pipes, sewers, rivers and onto the grounds at CDC site.

21.1 Site Specific Waste Management

This part will be covered Under Environmental Scope.

CDC waste objective is to achieve an 0% reduction in solid waste disposal at all times and Good waste management entails good housekeeping practices such as:

1. Reduce the amount of waste generated
2. Reuse waste.
3. Recycle waste.
4. Sort and discard waste into the correct bin or container.

The purpose of this HSE Specification is to provide guidelines to ensure that proper:

- Waste separation and classification is performed
- Control is exercised for the removal and disposal of hazardous waste and materials.

TERMS	DEFINITIONS
Building and demolition waste	Means waste, excluding hazardous waste, produced during the construction, alteration, repair or demolition of any structure, and includes rubble, earth, rock and wood displaced during that construction, alteration, repair or demolition.
Business waste	Means waste that emanates from premises that are used wholly or mainly for commercial, retail, wholesale, entertainment or government administration purposes.
By-product	Means a substance that is produced as part of a process that is primarily intended to produce another substance or product and that has the characteristics of an equivalent virgin product or material.

Domestic waste (yellow bin):	Means waste, excluding hazardous waste that emanates from premises that are used wholly or mainly for residential, educational, health care, sport or recreation purposes.
General waste (yellow bin)	Means waste that does not pose an immediate hazard or threat to health or the environment, and includes – (a) domestic waste (b) building and demolition waste (c) business waste; and (d) inert waste.
Dust (blue bin)	Site clean-up dust.
Hazardous waste (green bin):	Means any waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical or toxicological. Any waste that directly or indirectly represents a threat to human health or to the environment by introducing one or more of the following risks: Explosions or fire; Infections, pathogens, parasites or their vectors; Chemical instability, reactions or corrosion; Acute or chronic toxicity; Cancer, mutations, tumours or birth defects; Toxicity, or damage to the ecosystems or natural resources; Accumulation in biological food chains, persistence in the environment, or multiple effects; That requires special attention and cannot be released into the environment, or is added to sewerage, or is stored in a situation, which is either open to the air or from which aqueous shall be taken to be leachate could emanate. In other words this includes all substances listed in the hazardous substances inventory, as well as waste products or effluents from a site that contains any of the listed materials, mixtures or products thereof. All domestic waste contaminated with oil or chemicals are included. Study MSDS's for more detail.
Safe disposal	Disposal to a suitable waste disposal site.
Disposal	Means the burial, deposit, discharge, abandoning, dumping, placing or release of any waste into, or onto, any land.
Inert waste	Means waste that – (a) does not undergo any significant physical, chemical or biological transformation after disposal; (b) does not burn , react physically or chemically biodegrade or otherwise adversely affect any other matter or environment with which it may come into contact and; (c) does not impact negatively on the environment, because of its pollutant content and because the toxicity of its leachate is insignificant.
Minimization	When used in relation to waste, means to avoidance of the amount and toxicity of waste that is generated and, in the event where waste is generated, the reduction of the amount and toxicity of waste that is disposed of.
Storage	Means the accumulation of waste in a manner that does not constitute treatment or disposal of that waste.

Treatment	Means any method, technique or process that is designated to – (a) change the physical, biological or chemical character or composition of an waste; or (b) remove, separate, concentrate or recover a hazardous or toxic component of a waste; or (c) destroy or reduce the toxicity of a waste, In order to minimise the impact of the waste on the environment prior to further use or disposal.
Waste	Means any substance, whether or not that substance can be reduced, re-used, recycled and recovered – (a) that is surplus, unwanted, rejected, discarded, abandoned or disposed of; (b) which the generator has no further use of for the purpose of production; (c) that must be treated or disposed of; or (d) that is identified as a waste by the Minister by notice in the Gazette, and includes waste generated by the mining, medical or other sector, but – (i) a by-product is not considered waste; and (ii) any portion of waste, once re-used, recycled and recovered, ceases to be waste.
Waste disposal facility	Means any site or premises used for an accumulation of waste with the purpose of disposing of that waste at that site or on that premise.
Medical waste	Medical waste includes the following components: infectious waste, sharp objects, anatomical waste, pharmaceutical waste (medicine and pills), pressurized containers, hazardous chemical waste.
Steel scrap (red bin)	All steel scrap,spares, side scrap, tail and end scrap, bearings, empty oil drums and empty paint drums.
UN number 	An internationally excepted four digit number to make life easier in multi-language situations to indicate the correct name for the product / chemicals being transported. The UN identification number shall be displayed on the pleading on the back and sides of the vehicle transporting the hazardous waste.
Single load placard: 	Where one product is transported that correlated with the UN number on the placarding

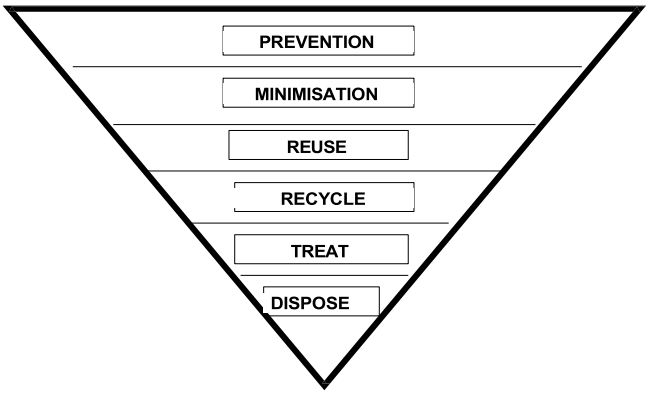
21.2 Method of Control

The sites where the waste is generated, will keep an accurate database of waste generation, trade, storage, transport and disposal.

These safe disposal certificates must be in kept on a safe place.

Note: Please report all new waste streams to project HSE Agent for the necessary waste classification and arrangements.

21.3 Waste Management Principles



All construction processes inevitably lead to waste generation. The producer of the waste is responsible with input from SHEQ from the SHEQ department to manage and minimise their waste.

Responsible waste management involves the use of efficient technologies and the training of workers in order to make provision for waste separation and easy recovery for reuse and recycling purposes.

The focus of waste management will have to, prevent, reduce, reuse and recycle, then as a last option the waste musts be treated to reduce toxicity before disposal.

The following guidance can be used if needed:

- Waste recovery. There a number of different types of waste recovery such as
- material recycling (e.g. paper, glass, plastic, cold drink cans, scrap metal, tyres, etc.),

21.4 Classification of Waste

The classification of solid waste determines handling methods and the ultimate disposal of material. Waste is classified into hazardous waste and non-hazardous waste.

WASTE	CLASSIFICATION	
	HAZARDOUS	NON-HAZARDOUS
Soil, construction debris and building rubble, tires, steel scrap (metal scrap), timber / wood, electrical components such as cables, panels, motors, plastic such as bottles, bags, personal protective equipment (PPE), rubber, conveyor belt, electronic waste (computers, keyboards, etc.), laser jet and printer cartridges, fiber glass and cold drink cans.		X

Anything contaminated / soiled by hazardous chemicals, oil or organic compounds, oil (containing PCB's)and grease (lubricants), phenolic waste paint and/or solvents, waste containing appreciable properties of fibrous asbestos, sewerage sludge, explosive waste, aerosol containers, medical waste, radioactive sources, asbestos (such as asbestos heaters), fluorescent tubes, discharge lamps, batteries (wet and/or dry), catalytic and electrochemical sensors (of gas analyzers), instrumentation cells. Man-made mineral fibers also known as Kay wool is classified as hazardous waste due to health reasons.	X	
Empty drums (depends on prior use). Empty paint and coating containers (depends on composition).	X	
Office waste		X
Restaurant and/or canteen waste		X

Note: Any non-hazardous waste such as glass, plastic products, packaging material, cardboards, paper, wood PPE, soil, etc. which is contaminated with oil or chemicals must be reclassified as hazardous waste. If doubt exists on the classification of waste a memorandum / report stating the classification must be obtained before disposed,

It is strictly forbidden, because of risk of explosion, to put hollow vessels (gas bottles, reservoirs, empty drums, etc) into metallic waste bins.

The contractor must remove, at his expense, his waste from the CDC site to approved waste treatment centres.

THE POLUTTER PAY PRINCIPLES WILL APPY ON THIS PROJECT.

21.5 Cost of Construction Health and Safety Measures

The principal contractor submitting a tender shall ensure that adequate provision for the costs of health and safety measures. These are costs to adequately comply with This Health and Safety Specifications, H & S Act 85 of 1993, Construction Regulations 2014 and incorporated health and safety standards (SANS-South African National Standard). The principal contractor may use the following guideline category to quantify the anticipated costs on this project:

- COVID-19 PPE,Testing etc.
- Health & Safety Management Costs;
- Health & Safety Administration Costs;
- Health & Safety Operational requirements;
- Health & Safety Contractor Management; and
- Equipment Calibration, service and maintenance

• **COST FOR HEALTH AND SAFETY MEASURES**
H&S MANAGEMENT
Health and Safety Plan

Health and safety file
Risk assessments
Method statement and safe working procedure
Construction Safety Manager
Construction safety officer
Medical fitness examinations
Education and training • Risk assessment • Safe working procedures • Method statement • First aid • Fire fighting • Health and safety representatives • Incident investigations • Formwork supervision • Scaffold erectors • Scaffold supervisor • Scaffold inspector • HAZOP • Welding
GENERAL ADMINISTRATION
• Notification of construction work • Typing and printing • Communication • Cleaning staff • Meetings
OPERATIONAL REQUIREMENTS

Alterations

- Risk assessment
- Method statements
- Specialized PPE (hard hats, full body protection, dust masks, hand protection, eye and ear protection
- Air exhaust ventilation
- Site hoarding and barricading(obscured) complete isolation of activities
- Disposal of hazardous waste (fluorescent tubes, receptacles, etc.)
- Construction vehicles compliance (driver competence and medical fitness)
- Access equipment (ladders, trestle scaffold etc.)

Foundations:

- Risk assessments, safe working procedures and method statement;
- Excavations shoring and bracing >1.5
- Construction vehicles compliance (driver competence and medical fitness)
- Specialized PPE for soil poisoning, handling reinforcements, concrete
- Audit of contractors

Concrete, Formwork and Reinforcements

- Risk assessments, safe working procedures and method statement;
- Formwork designs
- Competent supervision of formwork
- Scaffolding for access in in lift shafts, fire escape stairs, core walls, columns between 3.2m-4mhigh,
- Competent supervision and inspections
- Specialized fall arrest and protection equipment for the heights specified

Masonry:

- Risk assessments, safe working procedures and method statement;
- Scaffolding for access to heights above 2 meters
- Appropriate tools for masonry, stonework and associated cladding
- Material hoist for materials above 2.5metres

Waterproofing:

- Risk assessments, safe working procedures and method statement;
- Access ladders/scaffolding for roofs
- Fall protection plan and protection equipment
- Material Safety Data Sheet

Carpentry and Joinery

- Risk assessments, safe working procedures and method statement;
- Access scaffolding for roof areas for
- Fall protection and fall arrest equipment
- Electrically powered tools (drills, planning, sanding and molding machines)
- Lifting machines and lifting tackle
- Air compressors
- Specialized PPE for adhesives and paints
- Tool pouches/belts for safe handling of portable tools
- Specialized flammable liquid storage cabinets

Ceilings, partitions and access flooring

- Risk assessments, safe working procedures and method statement;
- Access scaffolding for roofs
- Lifting trucks and lifting tackle
- Fall arrest plan and protection equipment
- Tool pouches/belts for safe handling of portable tools

Structural steelwork and metalwork • Risk assessments, safe working procedures and method statement; • Access scaffolding for steel trusses for the roofs • Lifting trucks and lifting tackle • Fall arrest plan and protection equipment • Tool pouches/belts for safe handling of portable tools • Ladders
Plastering • Risk assessments, safe working procedures and method statement; • Access scaffolding • Hand tools • Ladders • Fall arrest and protection equipment • PPE (hand, eyes, etc.)
Tiling • Risk assessments, safe working procedures and method statement • Right hand tools and portable electrical tools • Noise hearing protection • Dust engineering controls (local exhaust) • PPE (hand, eyes protection etc.) • Access equipment for wall tiling

Plumbing • Risk assessments, safe working procedures and method statement • Portable electrical tools and hand –tools (sanitary plumbing) • Access equipment (upper floors) • PPE-welding • Excavation safety, barricading and signage • Welding fumes safety-competent person • Acetylene gas safety and storage
Glazing • Risk assessments, safe working procedures and method statement • Portable Electrical Tools • PPE (eyes, hands, feet, head etc.) • Forklift
Paintwork • Risk assessments, safe working procedures and method statement • Access equipment • MSDS for paints • PPE for painters

General site-works

- Risk assessments, safe working procedures and method statement
- Construction Mobile plant safety
- Waste disposal and receptacles
- Solid Barricade for stripped tarmac and paving
- Tools for tree cutting
- PPE
- Signage, shoring and barricading for open-face excavations (<300mm deep)
- Compressors and pneumatic tools (paving breakers, circular saws, chain saws, sump-pumps)

CALIBRATION, SERVICE AND MAINTENANCE

- Electrical certificate of compliance
- Workmen’s compensation
- Fire extinguishers
- Machinery and plant

OPERATIONAL REQUIREMENTS-FACILITIES

- First aid kit/s
- Fire extinguishers
- Emergency alarm
- Alcohol meter
- Toilets (female and male) 1:20
- Changing room/Personal belongings storage facilities
- Showers
- Sheltered eating area
- Accommodation facilities (optional)
- Tools and equipment storage
- Flammable liquid storage
- Non-combustible material store
- Health and safety signage
- Temporary (1 day)-orange net barricade
- Cleansing soap and toilet paper
- Cleaning material and utensils
- General waste bins
- Construction waste receptacle

22 Operational Considerations

22.1 Excavations

A contractor shall ensure that all excavation work is undertaken under supervision of a competent person appointed in writing. The competent person shall establish and evaluate the stability of the ground before excavation commences. Reasonable steps must be taken to ensure that no person is buried or trapped by a fall or dislodgements of material in an excavation;

No person shall be allowed to work in an excavation deeper than 1,5m with a risk of collapse, with vertical walls without first shoring it; where an excavation is shored or braced it should be inspected daily prior to commencement of work, after every blasting operations, after an unexpected fall of ground, after damage to supports and after rain.

No load, material plant or equipment must be placed or moved near the edge of an excavation or where it may cause it to collapse and consequently endanger the safety of any person. The stability of adjoining building, structure or road must be ascertaining to avoid collapse and

endangering of safety of persons. Excavations must be provided with safe means of access which may not be further than 6m from any point where any worker is working within the excavation.

The location and nature of services such as electricity, water, gas or other similar services which may be affected by the excavations must be identified. Excavation accessible to the public, adjacent to public roads or thoroughfares, must be protected by barrier or fence of a least one meter in height as well as with illuminants when visibility is poor and any other suitable and sufficient precautionary measure; and

Where excavation involves use of explosives a competent person must be appointed to supervise such activity

22.2 Temporary Works

A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use, the appointed competent person must ensure that all temporary works are carried out under his supervision at all times. All temporary works must be adequately erected, supported, braced and maintained by a competent person so that they can support all vertical and lateral loads imposed on them and that only those loads that the temporary works can withstand are imposed.

All temporary works are done with close reference to the structural design drawings (kept on site at all times) and in consultation with the structural designer. Persons responsible for erection, moving or dismantling temporary works must be provided with adequate training and instruction to perform those operations safely. All equipment used for temporary works must be examined and checked by a competent person before use.

All temporary works must be inspected before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register; and

If after erection of temporary works, it is found damaged or weakened to a degree that its integrity is affected, it must be safely removed or reinforced immediately.

22.3 Temporary use of Flammable Liquids

No person is required or permitted to work in a place where there is the danger of fire or an explosion due to flammable vapors being present unless adequate precautions are taken. Flammables stored on a construction site are stored in a well-ventilated, reasonably fire-resistant container, cage or room that is kept locked with access control measures in place. Sufficient firefighting equipment is installed, and fire prevention methods practiced. Proper housekeeping may achieve this.

Only one day’s quantity of flammable is to be kept in the workplace. Containers (including empty containers) to be kept closed to prevent fumes/vapors from escaping and accumulating in low lying areas. Metal containers to be bonded to earth whilst decanting to prevent build-up of static forces; and

22.4 Portable Electric Tools

Portable electrical tools and equipment includes every unit that takes electrical power from a 15 ampere plug point and is moved around for use in the workplace for example; drills, saws, grindstones, portable lights, etcetera.

The use, inspection and maintenance of portable electrical tools and equipment shall be as follows: Regular inspections must be carried out by a competent person appointed in writing. Inspection

results must be recorded in a register. Only competent authorized persons are allowed to use portable electrical tools and equipment.

The correct protective equipment must be worn or used whilst operating portable electrical tools and equipment. This equipment must be maintained in good condition at all times to prevent an electrical shock to the user. The main power source should incorporate an earth leakage protection device or receive power through a double wound transformer or be double insulated and clearly marked as such.

All equipment must be fitted with a switch to allow for safe and easy starting and stopping.

Portable lights: Must be fitted with a robust non-hygroscopic non-conducting handle. Live metal parts which may become live must be protected against contact. The lamp must be protected by a strong guar. The cable lead-in must withstand rough handling. A register be kept for each piece of equipment with findings of regular inspections undertaken to evaluate the condition of these lights. Inspections must be undertaken that concentrate on at least the plug, cord, switch and any obvious faults. When used in wet/damp/metal container conditions, it must be protected.

22.5 Structures

Contractors must ensure that reasonable steps to prevent uncontrollable collapse of any new or existing structure or any part which can become unstable, or in a temporary state of weakness or instability due to carrying out of construction work.

No structure or part for a structure is loaded in a manner which would render it unsafe; and

All drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other contractors, the client and the client's agent or employee.

22.6 Machine Operators

The following requirements will apply to machine operators:

Only certified and/or competent employees may be allowed to operate any machinery. Every lifting machine operator must be trained specifically for the type of lifting machine that he or she is operating.

Operators of Jib cranes with a maximum mass load of 500 kg or more must be in possession of a certificate of training issued by an accredited (by the Department of Labour) training provider.

22.7 Construction Vehicles and Mobile Plant

An audit for construction vehicles and mobile plant will conducted and inspected by the Client prior to being allowed on a project site and suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the H&S ACT and Regulations.

Construction vehicles and mobile plant must be:

Road worthy and have valid registration documents. Be of acceptable design and construction and maintained in good working order. Be used in accordance with their design and intention for which they were designed. Construction vehicles must be operated and/or driven by trained, competent and authorized operators/drivers.

Construction vehicles must be provided with safe and suitable means of access and fitted with adequate signaling devices to make movement safe including reversing. When operated around excavations and other openings they must be provided with sufficient barriers to prevent

construction vehicles and mobile plant from falling. Construction vehicles must be provided with roll-over protection.

Inspections must be performed daily before start-up by the driver, operator and/or user and the findings recorded in a register/log book. Construction vehicles must be fitted with two head and two tail lights that is in good working condition whilst operating under poor visibility conditions. Construction vehicles used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported.

Operators and drivers of construction vehicles and mobile plant must be in possession of a valid medical fitness certificate declaring the operator and/or driver physically and psychologically fit to operate or drive construction vehicles and mobile plant. No loose tools, material etc. is allowed in the driver and/or operators compartment/cabin nor in the compartment in which any other persons are transported. No person may ride on construction vehicles and mobile plant except for in a safe place designed and provided for this purpose.

The construction site must be organized to facilitate the movement of construction vehicles and mobile plant in such a manner that pedestrians and other vehicles are not obstructed. Construction vehicles and mobile plant left unattended after hours adjacent to roads and areas where there is traffic movement must be fitted with lights, reflectors or barricades to prevent moving traffic from a sudden emergency, or to come into contact with the parked construction vehicles and mobile plant.

In addition construction vehicles and mobile plant left unattended after hours adjacent to a public road or adjacent to a construction areas where work is in progress must have appropriate lights or reflectors and barricades in order to identify the location of the vehicles or plant. All construction vehicles and mobile plants when not in use must be parked with all buckets, booms etc. full lowered, the emergency brakes engaged and, where necessary, the wheels chocked, the transmission in neutral and the motor switched off and the ignition key removed and stored safely. All construction vehicles and mobile plant daily inspection records must be kept in the Health and Safety file.

22.8 Housekeeping

The principal contractor must ensure that:

Housekeeping is continuously implemented and maintained and materials and equipment is properly stored. Scrap, waste and debris is removed regularly. Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and vehicular traffic as well as means of access to and egress from workplaces and passageways.

Waste and debris not to be removed by throwing from heights but by chute or crane. Where practicable, construction sites are fenced off to prevent entry of unauthorized persons. Catch platforms or -nets are erected over entry and exit ways or over places where persons are working to prevent them being struck by falling objects.

An unimpeded work space is maintained for every employee. Every workplace is kept clean, orderly and free of tools and the likes that are not required for the work being done. As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials. The walls and roof of every indoor workplace be sound and leak-free.

Openings in floors, hatchways, stairways and open sides of floors or buildings are barricaded, fences, boarded over or provided with protection to prevent persons from falling.

22.9 Stacking and Storage

The principal contractor must ensure that:

A competent person is appointed in writing to supervise all stacking and storage in a construction site. Adequate storage areas must be provided and demarcated, kept neat and under control.

The base of any stack is level and capable of sustaining the weight exerted on it by the stack on upper level. The items in the lower layers must support the weight exerted by the top layers. Cartons and other containers that may become unstable due to wet conditions must be kept dry. Pallets and containers are in good condition and no material is allowed to spill out.

The height of any stack does not exceed 3 times the base unless stepped back at least half the depth of a single container at least every fifth tier or the approval of an inspector of the Department of Labour has been obtained to build the stacks higher with the aid of a machine. (The operator of the machine must be protected against items falling from overhead or off the stack and no items may overhang).

The articles that make up a single tier are consistently of the same size, shape and mass.

Structures for supporting stacks must be structurally sound and able to support the mass of the stack. No articles must be removed from the bottom of the stack first but from the top tier first.

Anybody climbing onto a stack can and does do it safely and that the stack is sufficiently stable to support him or her. Stacks that are in danger of collapsing are broken down and restacked. Stability of stacks are not threatened by vehicles or other moving plant and machinery;

Stacks are built in a header and stretcher fashion and that corners are securely bonded. Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations.

22.10 Use Ladders

Use of ladders may also play a role in conjunction with the use of scaffolds. In case of use of ladders the following should be considered:

All ladders must be constructed of sound material and must be suitable for the purpose for which they are used. Ladders must be fitted with a non-skid device at the bottom ends and hooks or similar devices at the upper ends of the stiles and so lashed, held or secured whilst being used as to ensure the stability of the ladder under all conditions and at all times.

In cases where rungs are fasted to stiles by means of nails, screws, spikes or rungs have not being properly led to stiles or welded ladders or ladders whose rungs are bolted or riveted to the stiles or ladders with damaged stiles or damaged and missing rungs: Such Ladders may not be permitted for use on site.

A ladder requiring to lean against an object for support may not be used if it is longer than 9m and no two ladders will be used to provide an extension of length to a ladder. No wooden ladders shall be permitted on site .Care will be taken to ensure that when work is performed from a ladder, articles are prevented from falling off by providing suitable sheaths and receptacles in which hand-tools shall be kept when not used.

22.11 Hazardous Chemical Agents (HCA)

The principal contractor and contractors must provide the necessary training and information as far as the use, transport, and storage of HCA. He will ensure all hazardous chemicals on site have Material Safety Data Sheets (MSDS) and the users are made aware of the hazards and precautions that need to be taken when using the chemicals.

A risk assessment containing the following shall be made available from the Principal contractor:

- The HCA that employees may be exposed to.

- The effects that the HCA can have on the employee.
- Where the HCA may be present and in what physical form.
- The nature of the work and process involved.
- First aiders must be made aware of the MSDS and how to treat HCA incidents accordingly.
- Flammable substances must be stored in a separate area, away from other materials.

22.12 Electrical Installations

The installation of temporary electricity for construction shall be in accordance with Construction Regulation 22 and the Electrical Installation Regulations.

The principal contractor must ensure that:

Existing services are located and marked before construction commences and the markings maintained during construction. Where this is not possible, workers with jackhammers etc. are protected against electric shock by the use of suitable protective equipment e.g. rubber mats, insulated handles etc. Electrical installations and -machinery are sufficiently robust to withstand normal working conditions on site.

Temporary electrical installations must be inspected at least once a week by a competent person and a record of the inspections kept in the Health and Safety file. Electrical machinery used on a construction site must be inspected daily before start-up by the competent driver/operator or any other competent person and a record of the inspections kept in the Health and Safety file. A competent person appointed in writing must control and be responsible for all temporary electrical installations.

An electrical and mechanical lockout procedure must be developed by the principal contractor and submitted to the Client for approval before construction commences. All contractors on site must adhere to this lockout procedure

22.13 Fire Precautions on Construction Sites

The principal contractor must ensure that:

Sources of ignition is obviated wherever flammable or highly combustible material is present in the workplace, for example:

Notices prohibiting smoking is displayed and enforced; welding and flame cutting is only allowed under controlled conditions that includes written hot work permits. Only spark-free hand and power tools are used. No grinding, cutting and shaping of ferrous metals are allowed using electrically driven power tools that produces sparks .Flameproof switches and fittings are to be used in the flammable atmosphere.

Good housekeeping is maintained to prevent the accumulation of unnecessary combustibles. Adequate ventilation is maintained and adequate and suitable fixed and portable fire- fighting equipment are provided and maintained in good working order. The risk of fire is avoided and sufficient and suitable storage of flammables is provided

Maintenance must include: Regular inspections by a competent person appointed in writing and records of such inspections should be kept in the occupational health and safety file. Annual inspection and service by an accredited service provider. All employees are instructed in the use of the firefighting equipment and know how to attempt to extinguish a fire.

A sufficient number of employees are appointed and trained to act as an emergency team to deal with fires and other emergencies. Employees are informed regarding emergency evacuation procedures and escape routes. Emergency escape routes are kept clear at all times and clearly marked. Evacuation assembly points are demarcated and made known to employees. Evacuation and emergency drills practiced to ensure that all persons are vigilance about that. Roll call is held after evacuation to account for all employees and to ensure that no-one including visitors have been left behind. A clearly audible, to all persons on site, siren or alarm is fitted and regularly tested.

22.14 Scaffolding

Scaffold framework: a principal contractor shall ensure that:-

Scaffold standards are properly propped against displacement and secured vertically on firm foundations. Putlog scaffold shall incline slightly towards the structure. Steel scaffold standards with “heavy”, “medium”, “light” or “very light” platform loadings shall not exceed 320,240,160, and 80kg/m² respectively and are spaced 1.8m,2m,2.5m, and 3m apart. Scaffold platforms are not less than 1125mm and not more than 1380mm, not less that 1125mm and not more 1150mm, not less than 900mm and not more than 1150mm and not less that 675mm and not more than 1150mm, provided that where a platform is used as a gangway a platform width of 450mm shall be sufficient.

No principal contractor shall use a scaffold or permit to use a scaffold unless it is securely braced to ensure stability in all directions and it is secured at suitable vertical and horizontal distances to the structure to which work is being done, unless it is designed to be completely free- standing. A scaffold framework shall have a factor of safety of at least two and be inspected once a week and every time after bad weather by a person who has adequate experience in the erection and maintenance of scaffolds and all findings recorded in a register or report book.

Scaffold Platforms: A principal contractor shall ensure that:

Every plank of a solid wooden scaffold platform is at least 275mm wide and 38mm thick. Every plank which forms part of a scaffold platform is supported at a distance of at least 1.25m and at its ends are projected not less than 70mm and not more than 200mm beyond the last prop. Every plank of a scaffold is firmly secured to prevent its displacement. Every platform is so constructed as to prevent materials and tools from falling through.

Where a scaffold platform is above 2m above ground it shall be provided on all sides except the side facing the structure with:

Substantial guardrails of at least 900mm but not exceeding 1000mm in height. Toe-boards which at least 150mm high from the level of the scaffold platform and so affixed that no open spaces exist between the scaffold platform and the toe-boards (where toe boards are constructed of timber, they shall be 25mm thick).Is not more than 75mm, where workmen need to sit while working the distance may be increased by not more than 300mm; and is kept free of waste, projecting nails or any other obstruction and is kept in a non-slip state.

No employer shall permit that a working platform which is higher than 600mm be supported on a scaffold platform and shall provide and additional guardrail of at least 900mm and not exceeding 1000mmin height above every such working platform. An employer shall ensure that convenient and safe access is provided to every scaffold platform and where the access is a ladder, the ladder shall project at least 900mm beyond the top platform

Suspended Scaffolds: An employer shall ensure that outriggers of each suspended scaffolds are:

Constructed of steel or any other material of similar strength and have a factor of safety of at least four with respect to the load it is to carry. Have an overhang of not more than 1.8m beyond the edge of the structure and are of such length that the counteracting length can be anchored

securely, are otherwise that by means of weighs at the inner-ends, properly propped, suitably spaced and firmly anchored. Are provided with stop or other effective devices at the outer-end to prevent the displacement of ropes.

An employer shall ensure that the working platform of every suspended scaffold is suspended by: Pulley-blocks, sheaves , winches, or hoists of the correct size of the ropes being used; At least two independent steel wire ropes in the case of a working platform which is not wider than 912mm and at least four independent steel wire ropes in the case of a working platform which is 912mm and wider; and steel wire ropes of which the factor of safety is at least ten with respect to the maximum load which each rope is to carry.

An employer must ensure that the hand or power driven machinery used for the lifting or lowering of the working platform of a suspended scaffold is so constructed and maintained that an uncontrolled movement of the working platform cannot occur. The machinery is so situated that it is accessible for inspection. The rope connections to the outriggers are vertically above the connections to the working platforms. In the case of a working platform suspended by two ropes only, the connections of the ropes to the working platforms are of such height above the level of the working platform as to ensure the stability of the working platform.

An employer shall ensure that the working platform of every suspended scaffold is at least 456 mm and exceeding 1.8m in width, is suspended as near as possible to the structure to which work is being done and except when light work is being done, is secured at every at every working position to prevent horizontal movement between the working platform and the structure.

The working platform of every suspended scaffold must be on all side be provided by a guardrail of at least 900mm and not exceeding 1000mm in height above the level of the working platform except the side facing the structure. The working suspended by two steel ropes shall be provided with guardrails on all side. Toe boards should be provided for all the sides of at least 150mm high and where the toe boards are constructed of timber it shall be at least 25mm thick.

Trestle scaffolds: No employer shall use trestle scaffold or permit it to be used, unless it is soundly constructed of solid material and all reasonable precautionary measures have been taken to prevent the unexpected spreading of its supporting legs when it is in use.

No employer shall use a trestle scaffold or permit it to be used, if it is higher than 3m or consists of more than two tiers.

22.15 Fall Protection Plan

A principal contractor must designate a competent person to be responsible for the preparation of a fall protection plan , ensure that the fall protection plan is implemented amended where and when necessary and maintained as required and take steps to ensure continued adherence to the fall protection plan.

A fall protection plan must include a risk assessment of all the work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location. The processes for the evaluation of the employee's medical fitness necessary to work at all fall risk position and records thereof as well as a program for employees training. A procedure addressing the inspection, testing and maintenance of all fall protection equipment. And a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue for a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following an incident.

All unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings. Fall prevention and fall arrest equipment must be approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being

carried out and the load, including any person, they are intended to bear, securely attached to a structure or plant, and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall and fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

Where roof work is being performed, the principal contractor must ensure that the roof work is planned and the roof erectors are competent to carry out the work. No employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee.

All covers to openings and fragile material are of sufficient strength to withstand any imposed loads. Suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported. Suitable and sufficient guardrails, barriers and toe-boards or other similar means of protection prevent as far as is practicable, the fall of any person

22.16 Ramps

An employer shall ensure that every ramp is constructed in accordance with an accepted technical standard and has a safety factor of at least two with respect to the load it is expected to carry .The ramp shall have an inclination to the horizontal level of not more than 34 degrees.

The ramp shall have an inclination which renders additional foothold necessary and have stepping laths to the full extent of the ramp width. A ramp which is higher than 2m and is provided on both sides with substantial guardrails which are at least 900mm and not exceeding 1000m in height and toe boards which are at least 150mm high and so affixed that no open space exist between the toe-board and the ramp.

22.17 Working in Confined Spaces

The concentration of gas in a confined space must be tested by means of measuring equipment(Gas Monitor) prior to work commence and ventilation should be done for at least 15 minutes by blower to neutralize concentration of gas or any substances. If possible locate the source of any such substances and isolate.

All open manholes must be barricaded and protected at all times. Before signing off the permit the responsible person must confirm that all the employees are accounted for and ensure that all the manholes are properly closed and barricading removed.

Entering a manhole: Person entering the confine space or manhole must wear a safety harness, fully operational gas monitor. A lifeline must be attached to the safety harness and a person on the surface must be in continuous contact with the person in the manhole.

Depending with the condition on the confine space a rotational work practices must be introduced if and no person shall remain within a confined space or manhole for a longer period. Should the alarm sound on the gas monitor, the employees must exit the confined space or manhole and the immediate area must also be evacuated immediately. The area must be properly ventilated and re-tested before re-entering the confined space or manhole.

Employees must be provided with flame-proof lighting when entering deep manholes or manholes with flammable gases. No hot work, smoking or unprotected electrical apparatus which may cause sparks shall be permitted in any manhole or confine space.

Safety equipment: All teams must be issued with fully functional gas monitoring equipment and safety harnesses and self-rescuers where applicable. All employees must be trained (including refresher training on a continuous basis) in the use thereof.

General records: The following records shall be implemented and maintained by the principal contractor, confined space entry permits, confined space entry registers, and safety harness registers

Training: Training shall be provided by principal to employees before work commence in a confined space. Awareness in terms of that must be discussed frequently with all employees.

22.18 Blasting (No Blasting Work)

The principal contractor must ensure that: Blasting activities are carried out under the supervision of a competent person with at least five years practical experience in blasting who has been appointed in writing. A method statement is developed in accordance with all applicable explosives legislation, by an appointed person who is competent in the use of explosives. The necessary permits are in place for the transportation of explosives to be used.

Access to the blasting area is strictly restricted. No smoking or hot work is allowed close to explosives or the blasting areas. Reasonable steps are taken to prevent damage to structures in the vicinity of the blasting area. Any other industry required safety measures are considered and implemented specifically taking the construction site's specific requirements into account.

Relevant authorities such as the municipality, Public Works, aviation, and other relevant departments must be informed of the planned blasting. Written authority must be obtained before the blasting takes place.

22.19 Asbestos

Asbestos-in-Place Identification Survey and Risk Assessment' at Mvaba Technical High School on behalf of Coega was conducted.
The purpose of the survey was to identify and compile a comprehensive asbestos inventory and risk assessment report that identifies the location, approximate quantity, condition, and potential health risk of any Asbestos Containing Materials (ACM) to comply with the requirements of Regulations 3 and 4 as contained in the Asbestos Abatement Regulations, 2020.

This information is to be issued to winning bidder or contractor intending to do work that may involve those areas identified to contain asbestos within the school facility.

The surveys were conducted at the following premises:
Mvaba Technical High School
72 Phola Mission
Iqadi, 4310
KwaZulu Natal
South Africa

The findings from the management survey conducted to identify asbestos-in-place at the Mvaba Technical High School are reflected in Table 2.3.2 below. The table contains all assessed areas and structures. The Asbestos Inventory has been included as Table 2.3.3. The assessment was conducted at the following work areas:

- Main Administration Block, and
- Adjacent Toilet Building

For each asbestos-containing material identified during the assessment, an asbestos risk assessment was carried out (see Table 2.3.2) to determine the potential for each source to release asbestos fibres into the atmosphere. A risk categorization was used to determine the need for keeping in place, repairing or removing the asbestos-containing material (Refer to Appendix C for the risk categorization tables used). **Table 2.3.1** below shows the 'Overall Risk Ratings' used for this determination.

TABLE 2.3.1: COMBINED R/A SCORES AND PRIORITISATION FOR REMEDIAL ACTION

CATEGORY	OVERALL RISK SCORE (COMBINED RISK & MATERIALS ASSESSMENT SCORES)	LEVEL OF RISK	ACTION
Category A	18+	High Risk	Immediate Action
Category B	13-17	Medium Risk	Near Term Action
Category C	9-12	Low Risk	Regular Inspection
Category D	8 or Below	Very Low Risk	Annual Inspection

The scoring system above makes the assessment process transparent so that people can see how priorities were decided. *Source: HSG 227*

TABLE 2.3.3: ASBESTOS INVENTORY

Building | Location	Item(s) Description	Materials| Product Type	Asbestos Type	Extent | Quantity	Condition	Access	Surface Treatment	Sampled| Presumed| Strongly Presumed	Comments | Recommended Actions
A.	**MVABA TECHNICAL HIGH SCHOOL**								
Main Admin Block	Corrugated Roof Sheeting & Centre Ridge	AC	Crocidolite	384m²	Poor	Likely	Untreated	Strongly Presumed	Remove and replace with asbestos-free product.
	Barge Boards | End Covers	AC	Crocidolite	24m	Poor	Likely	Painted (Pealing)	Strongly Presumed	
Main Admin Block Toilets	Corrugated Roof Sheeting & Centre Ridge	AC	Crocidolite	96m²	Poor	Likely	Untreated	Strongly Presumed	
	Barge Boards | End Covers	AC	Crocidolite	1m	Poor	Likely	Painted (Pealing)	Strongly Presumed	

LEGEND:

M² Squared Meters **AC** Asbestos Cement **LM** Linear Meters **AIB** Asbestos Insulation Board

Acknowledgement:

I,_____representing

_____Contractor have satisfied myself with the content of the Health and Safety Specification for the construction of **MVABA HIGH SCHOOL** and shall ensure that the we will comply with all relevant obligations in respect thereof.

_____ _____
Signature of Contractor Date

_____ _____
Signature of Agent Date

Comments:

C3.3.2 ENVIRONMENTAL SPECIFICATION

Specification:

ENVIRONMENTAL SPECIFICATION FOR THE COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL

Specification №

CDC-SBU-SPC-226-26

Classification: Public

07 September 2026

DOCUMENT INFORMATION SHEET

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the Coega.

PROJECT NAME	:	Completion Contract for the Conversion of Mvaba high School into a Fully Fledged Technical High School
DOCUMENT TITLE	:	*PROJECT ENVIRONMENTAL SPECIFICATION*
DOCUMENT No.	:	*CDC-SBU-SPC-226-26*
PROJECT No.	:	CDC/238/26

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Procedure for Control of Documented Information.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 15-04-2026	Name: Hebert Nemato (Pr. Sci. Nat., Reg EAP., IAIAsa., SEP)	Name: S.J.	Name: Simon Sekgala
	Signature: 	Signature:  Sisekelo Jali | 464a70c8-b847-44e4-95e7-69c4a5b1edb2 | 2026/09/10 9:19:44 AM	Signature: 

Distribution:	***Coega***

REVISION CHART

REVISION 1	**Name:**	**Name:**	**Name:**
Date:	Signature:	Signature:	Signature:

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NAME OF SPECIFICATION
(Mvaba High School)

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i. KEY RECOMMENDATIONS

1. Strict code of ethics must be considered mandatory in this development
2. DoE/CDC and their contractors must also obey comments from EDTEA of which some are listed below

2.1. Please Note: It is the responsibility of the proponent to review their proposed development against the relevant EIA Regulation Listing Notices and to establish whether any activity/ies trigger the need for Environmental Authorisation prior to commencing with any activity.

2.2. The Department reserves the right to or request any further information and if necessary, revise or withdraw their opinion based on any new information received.

2.3. The opinion of the Department does not exempt Doe/CDC from any other statutory and/or legal requirements that may apply to the proposed development.

2.4. DoE/CDC and their contractors are reminded of their obligations in terms of section 28 of the National Environmental Management Act, 1998, related to duty of care and remediation of environmental damage and the need to ensure appropriate measures are put in place to avoid environmental degradation and manage impacts.

2.5. Any form of waste material and rubble generated during the undertaking of the proposed activity must be disposed of at a registered facility registered in terms of section 20(b) of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), if it cannot be responsibly re-used or recycled on site or off-site. No waste material of any kind may be buried (for the sole purpose of final disposal) or burnt on site. The contractor responsible for the removal of waste during the undertaking of the proposed activity must supply the proponent with a certificate indicating safe disposal and this must be made available to the Department on request

2.6. The opinion and/or advice of the Department as expressed does not constitute a "decision" as contemplated in the National Environmental Management Act, 1998 (as amended) and is therefore not appealable under section 43(2) of the Act.

2.7. For any further enquiry with EDTEA, their reference number is 0006/0ct/2023,

3. No animals both wild and domestic are allowed on site
4. The site must be properly fenced and access controlled and no un authorised entries permitted
5. All workers to have proper PPEs and not allowed to work on asbestos items
6. Any temporary structures must be removed and areas rehabilitated
7. There must be a 32m buffer zone from the nearby drainage line/stream

Any spillage must be cleaned, and area rehabilitated.

8. Asbestos removal must be done by an accredited service provider approved by the project team
9. An environmental file with all records and incidents and accidents and near misses to be kept on site (**see appendix A**)

ii. PROJECT MAPS



MAP 1: LOCALITY PLAN 1



Fig 2 : Mvaba Ortho Photo

iii. EAP WHO PREPARED THE ENVIRONMENTAL SPECIFICATIONS

Mr Hebert Nemato (Pr.Sci.Nat., Reg. EAP). Hebert is a senior environmental consultant with over 21 years of experience. He is registered with The Environmental Assessment Practitioners Association of South Africa (EAPASA), the South African Council for Natural Scientific Professional (SACNASP), International Association for Impact Assessment South Africa (IAIAsa), Association of Social Engagement Facilitators of Southern Africa (ASEFSA) and is a member of Institute of Waste Management of Southern Africa (IWMSA). He holds a certificate in Construction Management (UCT), Diploma in Project Management (Varsity College), BSc Hons in Applied Biological and Biochemistry (NUST-ZIM), an MSc in Water Resource Management (UP) and MPhil in Environmental Management (Stellenbosch University). He has a number of carrier enhancing certificates from NWU including (Post-Decision Environmental Monitoring and Enforcement: The Roles and Responsibilities of an Environmental Control Officer), Implementing Environmental Management Systems (ISO 14001:2004)-NWU (2007) and Environmental Law for Environmental Managers. He has worked with a number of municipalities and governmental departments on EIAs and post decision monitoring including water projects. Hebert is well knowledgeable with all environmental and associated laws of South Africa such as NEMA, the EIA regulations, the National Water Act, etc.

iv. LIST OF ABBREVIATIONS

C

Contractor Contr

Construction Environmental Management Programme CEMPr

D

Department of Forestry, Fisheries and the Environment DFFE

E

Environmental Authorisation EA

Environmental Assessment Practitioner EAP

Environmental Control Officer ECO

Environmental Officer EO

Economic Development, Tourism and Environmental Affairs EDTEA

Environmental Management Programme EMPr

H

Hazardous Chemical Substance HCS

M

Material Safety Data Sheet MSDS

N

National Environmental Management Act, (Act 107 of 1998) NEMA

National environmental management: specific environmental management Acts SEMAs

0

Occupational Health & Safety Act, (Act 85 of 1993) OHS Act

P

Project Engineer PE

Project Manager (Site Agent) PM

Personal Protective Equipment PPE

Q

Quality Management Systems QMS

R

Resident Engineer RE

S

South African Heritage Resources Act (Act 25 of 1999) SAHRAct

South African Heritage Resources Agency SAHRA

W

Water Use License WUL

v. DEFINITION OF TERMS

Alien Vegetation: alien vegetation is defined as undesirable plant growth which shall include, but not be limited to, all declared category 1 and 2 listed invader species as set out in the Conservation of Agricultural Resources Act (CARA) regulations. Other vegetation deemed to be alien shall be those plant species that show the potential to occupy in number, any area within the defined construction area and which are declared to be undesirable.

Beneficiation means the use of primary and secondary wastes as valuable, re-usable products.

Construction Activity: a construction activity is any action taken by the contractor, his subcontractors, suppliers, or personnel during the construction process as defined in the contract document

Contaminated means the presence in or under any land, site, buildings or structures of a substance or microorganism above the concentration that is normally present in or under that land, which substance or microorganism directly or indirectly affects or may affect the quality of soil or the environment adversely.

Environment: environment means the surroundings within which humans exist and that could be made up of -

(i) The land, water, and atmosphere of the earth;

(ii) Micro-organisms, plant, and animal life;

(iii) Any part or combination of (i) and (ii) and the interrelationships among and between them; and

(iv) The physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being.

Environmental Aspect: an environmental aspect is any component of a contractor's construction activity that is likely to interact with the environment.

Environmental Impact: an impact or environmental impact is the change to the environment, whether desirable or undesirable, that will result from the effect of a construction activity. An impact may be the direct or indirect consequence of a construction activity.

School Foot Print: is an area of land, defined by co-ordinates and proclamation, within which the fuel station, including its associated works, is situated **Storage means** the accumulation of waste in a manner that does not constitute treatment or disposal of that waste.

Storage of waste means the accumulation of waste in a manner that does not constitute treatment or disposal of that waste **Suspended Solids** means particles disseminated in and carried by water.

Suspended Solids means particles disseminated in and carried by water.

Waste disposal facility means any site or premise used for the accumulation of waste with the purpose of disposing of that waste at that site or on that premise.

Waste management license means a license issued in terms of section 49 of the National Environmental Management: Waste Act 59 of 2008

1. SCOPE

These specifications cover environmental management activities that must be employed during the Completion Contract for the Conversion of Mvaba high School into a Fully Fledged Technical High School

These specifications outline requirements needed for compliance with environmental regulations

Detailed environmental management must be contained in the CEMPr

The CEMPr must be on site at all time in the environmental file **(see appendix A for the contents of the file)**

2. OBJECTIVES

Specifications objections are as follows:

The main objectives of this Environmental Specifications are

- ✓ Contractor is guided on environmental issues
- ✓ To ensure that environmental issues are communicated to personnel on site
- ✓ To avoid environmental degradation where possible, and where it is not possible, to minimize environmental degradation
- ✓ To ensure that waste is properly disposed off
- ✓ To avoid environmental non-compliances that lead to legal contraventions
- ✓ Ensure rehabilitation of the environment during and after the project

3. LEGAL REQUIREMENTS

The following legislation must apply

- National Environmental Management Act 107 of 1998
- Environmental Conservation Act 73 of 1989
- Hazardous Chemical Substances Regulations, 1995

- The Occupational Health and Safety Act 85 of 1993
- Section 24, The Constitution of the Republic of South Africa
- SENAs

4. ENVIRONMENTAL POLICY

DoE through their contractors, commits itself to protecting the environment by the sustenance of an environmental system that meets the minimum requirements of the applicable legislation thereby ensuring that the Department's school building programme does not have a negative interaction with the environment.

To this end, their contractors must establish, document, implement, maintain and continually improve on an Environmental Management System and train their personnel to sustain the requirements thereof.

5. RESPONSIBILITIES

5.1. Environmental Officer (where required)

An Environmental Officer, who must have the following duties and responsibilities, must be appointed for this project.

- Have overall responsibility of the EMP and its proper implementation and maintenance
- Ensure that regular audits are conducted to confirm compliance with the environmental
- Ensure that management provides material, financial and other resources necessary for the proper functioning of the system
- Training and inducting personnel on site
- Communicating with external parties regarding the EMP.

5.2. Emergency Coordinator

An Emergency Coordinator must be appointed in conjunction with OHS Specifications. He/She must be responsible for the following:

- Internal and external alerting of emergencies, including environmental emergencies
- Training personnel on emergency response measures

5.3. First Aider (in Conjunction with OHS Specifications)

Must;

- Attend to injured personnel on site
- Maintain first aid box and records

5.4. Site Supervisor (in Conjunction with OHS Specifications)

The site supervisor must have the following responsibilities:

- Co-ordination of the functions of all personnel on site
- Ensure that personnel are working in an environmentally friendly way

5.5. Site Personnel

Must;

- Ensure adherence to the environmental specifications;
- Ensure that any instructions issued by the ECO, are adhered to

5.6. Sub Contractors

Must;

- Ensure adherence to the environmental specifications;
- Ensure that Methods Statements are submitted to the ECO for approval before any work is undertaken. Any lack of adherence to this must be considered as non-compliance to the specifications;
- Ensure that any instructions issued by the ECO, are adhered to;
- Ensure that there must be communication tabled in the form of a report at each site meeting, which will document all incidents that have occurred during the period before the site meeting;
- Ensure that a register is kept in the site office, which lists all the transgressions issued by the ECO;
- Ensure that a register of all public complaints is maintained.
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6. TRAINING AND AWARENESS

All personnel on site must undergo environmental induction before starting work. Any employee who joins the organisation and is assigned to work on this site must undergo induction training before commencing work.

In addition to environmental induction, issues pertaining to the WUL-GA must be included in the awareness training.

Before every task that has a potential to interact with the environment negatively, personnel must be made aware of the impacts and aspects involved.

All training records must be managed according to the procedure of managing quality records.

7. COMMUNICATION

Communication with external parties must be through the ECO. All communication must be in a form that can be recorded, stored and readily retrievable when needed.

Communication with the client must be through the ECO and must be in the form of:

- ✓ Meetings
- ✓ Telephone conversations
- ✓ E-mails

When communication is done through a telephone call, an email must follow up the communication for records purposes
Minutes for meetings must be taken and managed accordingly

8. ENVIRONMENTAL INCIDENT REPORTING

- All environmental incidents must be reported to the Environmental officer as soon as they occur
- The personnel involved must start by putting efforts to reduce the damage to the environment where possible
- The Environmental officer must report all incidents to the CEO and CDC/DoE within twenty-four hours of their occurrence
- This must be done in writing

- Notwithstanding the above, other methods of communication must be used but will be followed by written communication
- A non –conformance report must be raised for all environmental incidents
- For major incidents, Management Action Requests must be raised
- Preventative and follow up actions must be made after every incident
- All documentation must be retained and maintained as per our document management procedure

9. ENERGY EFFICIENCY

The department through their contractors must conduct activities in an energy efficient manner. Where intend to do so, the following methods maybe applied:

- The contractors must keep their plant and equipment in sound working order
- The contractors must do thorough planning before they start any task
- The contractors must educate personnel on the benefits of energy conservation

10. ASPECTS AND IMPACTS

Aspects and impacts must be identified in an aspect and impact register

11. ENVIRONMENTAL MANAGEMENT PROCEDURES

11.1. Site Access Control

- DoE contractors must not expose visitors or suppliers to site hazards.
- The contraction sites must be fenced and there must be a visitors' register and a full-time security guard on site. The security guard must be fully trained, well-motivated, and knowledgeable about the company and its assets. The security guard must, in addition to their normal security training, also be trained to be able to identify unsafe conditions and fire hazards and be required to report the ECO.
- Contractor must ensure that proper access control is always in place and functional at construction sites, by posting a notice at every entrance, prohibiting entry of unauthorized person.
- All documentation must be kept in the site office

- A separate store room for tools and equipment must be available
- Hazardous Chemical Substances must be stored separately

11.1.1. Ablution facilities

- Mobile toilets must be available on site as per OHSact ratios

11.1.1. Potable Water

- Safe and clean drinking water must be available on site

11.1.1. General Waste Management

- All whether rubbish bins must be available on site
- Waste must be sorted as per waste category and as per recycling requirements

11.2. Landowner Liaison

The use of any material or property belonging to a specific Landowner must not be undertaken without prior arrangements with the applicable Landowner. Written proof of such agreement must be handed to the project management team for record keeping.

11.3. Emergency Preparedness Plan

Competent Emergency coordinators must be appointed for this project in accordance with OHSact requirements. Regular awareness campaigns must be carried out to educate personnel on steps to take during emergencies. An assembly point must be designated for emergencies and must be communicated to site personnel during inductions and tool box talks. Signage indicating thereto must be erected on site.

11.3.1. Internal Alerting

The following procedures are prescribed for internal reporting of emergencies:

- The Emergency Response Coordinator must notify on-site personnel, including any visitors, of the nature of the emergency via an alarm system such as by telephone, two-way radios or sirens.
- The Emergency Response Coordinator must specify the location for the first responders. A designated employee must meet the emergency response personnel at the access road of the emergency.
- The Emergency Response Coordinator must notify CDC/DoE of the emergency.
- The Emergency Response Coordinator must identify any need for security measures at the project area during the emergency and must designate one person to implement
- When any person, identifies an emergency situation, or the potential for an emergency situation, and reports it to the Emergency Response Coordinator or his/her designee, the
- Emergency Response Coordinator must then activate the Emergency Response Plan.

11.3.2. External Alerting

The following procedures must be prescribed for external reporting of emergencies:

- If immediate emergency response assistance is required, the Emergency Response Coordinator or his designee must call 112.

- A member of management, Environmental Officer or the Emergency Response Coordinator or his/her designee is the only persons authorized to speak on the company's behalf to outside agencies (police, fire department, medical services etc.) during an emergency situation.
- In the event of a spill of a hazardous material in excess of reportable limits, the spill must be reported to
- In the event of media coverage of an emergency event, members of management from DoE are the only persons authorized to speak on behalf of CDC/DoE to the media.

11.3.4. Drills and Assessments

Emergency drill / assessment exercises must be performed on all identified emergencies where practical. These drills / assessments must be scheduled once per annum. Once drills / assessments have taken place a post mortem evaluation needs to be done by the responsible person to identify any possible improvements that can be made. Roll call must be taken at every drill / assessment as

well as during actual emergencies and the roll call list must be completed by the emergency coordinator. These potential improvements must be discussed with all employees involved e.g., at meetings. Emergency procedures must be revised where necessary and records of these drills / assessments must be kept.

11.3.5. Emergency Response Procedures

11.3.5.1. Personal Injuries and Medical Emergencies

- A competent First aider must administer prompt first aid to the injured, report incident to the Site supervisor to assess the area.

11.3.5.2. Emergency Information

To facilitate the reporting of emergency situations the supervisor must arrange for the following 24 Hrs. emergency telephone numbers to be displayed on site and updated regularly.

Ambulance	
Hospital	
Fire Brigade	
SA Police Service	
Doctor	
Waste Management Company	
Local Municipality	

11.3.5.3. Fire

If a fire exists at the site, personnel must be instructed to:

- Restrict the area.
- Request assistance of police/fire department, medical services if needed.
- Consult with on-site trained employees regarding required actions by Project personnel.
- Request assistance from firefighting personnel, if needed, in controlling the fire.

- If local emergency response personnel are required, have an employee go to the access road of incident site, to meet emergency personnel and direct them to the fire
- Employee must have a hand-held orange safety flag to use to get the attention of the responding emergency services.

11.3.5.4. Gas Leak

If a gas leak is reported, the area must be restricted and the presence or absence of gas must be confirmed. When necessary, gas detection instruments must be used to conduct a thorough inspection for the presence of gas, personnel must take the following action:

- Shut off the source of gas; notify the utility, if applicable;
- Continue to restrict the area until the origin of the gas is established and it is safe to lift the restriction;
- Initiate repairs to stop leakage; and
- Keep the utility notified of conditions and actions taken.
- During construction no gas line must be crossed without it first being exposed and confirming its depth. In addition to natural gas line and wells, propane and acetylene must be stored and used at the construction site.

11.3.5.5. Chemical Spill/Release

- The MSDS for all hazardous materials on the project area must be on file (during construction and operation), and provided to local fire departments and emergency service providers.
- If storage tanks are required on-site containment system must be used.
- Small spills must be cleaned up immediately by using absorbent materials such as hay, sand, socks, or pads.
- If the spill is of such magnitude that it cannot be contained, the Emergency Response Coordinator must contact the appropriate authority for assistance.
- Personnel and construction workers must be instructed to report all spills regardless of severity must be reported to the Emergency Response Coordinator.
- There must be spill kits located throughout the construction site.

11.4. Hazardous Chemical Substances (HCS) Management

- Prior to any HCS being brought onto the site or produced on the site, the company must ensure that the following information is readily available:
  - ✓ Material Safety Data Sheets (MSDS) in accordance with the requirements of the OHS Act – Regulations for Hazardous Chemical Substances;
  - ✓ Purpose for bringing the hazardous substance onto the site;
  - ✓ Proposed arrangements for safe storage;
  - ✓ Proposed methods for handling/usage;
  - ✓ Proposed method of disposal;
  - ✓ Hazard communication / training plan.

The information is to be provided prior to the delivery on site.

- All HCS containers to be clearly labeled.
- Containers that are not marked must not be allowed on site.
- No HCS must be stored in food or drink containers.
- Users of HCS to wear/use the correct PPE as per the HCS material safety data sheet.
- Users of HCS to be adequately trained in the HCS that they are handling.
- DoE contractors must have and maintain a register with all the HCS that they have on site.
- A register must be maintained of all substances removed from storeroom
- A procedure must be in place for handling and or controlling of all dangerous and hazardous substances.

11.5. Flammable and Combustible Liquids

- A maximum storage of 40 liters of fuel is allowed to be stored. Anything greater than 40 liters to be stored a flammable/combustible liquid store.
- Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, must be provided, installed, and maintained.
- Before a machine is re-fueled, the motor must be stopped. Re-fueling must take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.
- All fuel storage areas must comply with the following requirements: -
  - ✓ Storage must be well clear of buildings.
  - ✓ Storage areas must be kept free from all combustible materials.

- ✓ All danger signs must be prominently displayed, i.e.
  - Flammable Liquid.
  - No Smoking.
  - No Naked flames.

- Diesel tanks must be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
- Bunded area must be of a concrete or steel construction.
- Bunded area must have a drain valve.
- No other material/equipment must be stored in the bunded area.

11.6. Dust and Noise Management

- DoE Contractors must monitor dust and noise caused by mobile equipment, generators, and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.
- To ensure that noise does not constitute a disturbance during construction activities, all construction works that generate much noise must occur between specific working hours.
- Mitigation measures to be implemented as required upon with the ECO.
- All portable noise equipment and/or mobile machinery must be tagged with a mandatory sign (MV) (hearing protection) as per SANS 10083:2004 section 7.4. Symbolic Sign: SANS 1186-1 (MV4)
- Regular noise level surveys must be carried out and recorded in a noise survey register.
- Good maintenance of vehicles
- Dust suppression measures must be in place to reduce the dust caused by the movement of heavy vehicles. These measures include:
- Sprinkling water on soil to avoid dust caused by soil particles

11.7. Soil Management

- Topsoil must be stockpiled for as minimum time as possible and measures must be put in place to guard against invasion by weeds or adverse weather conditions like channeling run off into surface drainage system.
- Clay and rocky soils must be stockpiled separately to avoid losing the usefulness of seeded topsoil for rehabilitation of the site.

- Topsoil must not be compacted when stock piled and no vehicles must be allowed access onto the stockpiles.
- Topsoil, separately arranged by soil type, must be clearly marked, and protected from soil erosion by means of erosion control berms. No topsoil must be stockpiled near water courses or drainage lines.
- Contamination of topsoil by any growth-inhibiting substance must be guarded against. Where contamination has occurred, the soil must be regenerated using bio-remediation methods where possible or the soil must be disposed of at an approved site.
- Cut and fill surfaces must be stabilized with appropriate material or material when civil works are complete.
- All oil, diesel, petrol, or a similar chemical leak on construction equipment must be attended to in the shortest possible time and measures must be taken to contain any further leaks while the leak must be attended to.

11.8. Water Management

- Where operations must be near natural water bodies like lakes or rivers or drainage lines, adequate measures must be taken to prevent siltation.
- Stringent measures must be put in place where oil or diesel leak near water bodies or drainage systems. These include neutralizing the toxic effects of the substance before the contaminated water enters the water body and using oil absorbent fibres where oil has leaked in water.
- Where possible, vehicle movement through wetlands must be avoided.
- Dumping in natural water bodies and wetlands must be prohibited.
- No alterations must be made to river banks or wetlands. Where such changes are unavoidable, consent from the relevant authorities must be sought.
- No activities that disturb the ecosystem or aquatic life must be tolerated. These activities including fishing, swimming, washing or similar activities.
- Starting of fires must be prohibited especially near wetlands.

11.9. Vegetation Management

- Wanton felling of trees must be prohibited. Felling of trees must be carried out for the purpose of construction.

- Seeds and plants that are perpetuated by asexual production must be stored for rehabilitation purposes.
- All vegetative matter removed during the construction phase must be stockpiled for distribution after the construction.
- Only vegetative matter removed during the clearing phase must be used as firewood or for any related use.
- Accidental damage to plants must be documented.
- Any protected plants removal must be done with clearance from DFFE

11.10. Animals

- No animal of any species must be killed or injured for any reason other than the fact that the animal has endangered the life of a worker.
- Breeding places for animals must not be destroyed or disturbed unless it is unavoidable and for the purposes of construction only.
- All activities that attract pests must be avoided.
- Where bees are encountered, relevant authorities must be notified for the way forward. This may include spraying them for the purposes of construction.
- Activities that provoke or incite animals to anger like stoning them must be prohibited.

11.10.1. Snake bites

In the event of the snake bite the following procedure must be followed:

- ✓ When the area is safe, competent First Aider on site must be called to administer prompt first aid to the injured.
- ✓ Report the incident to the Site Supervisor.
- ✓ The site supervisor must immediately call the emergency service explains what had happened and what has been done so far and the condition of the injured.
- ✓ The emergency service must give guidance on what need to be done to administer the injured until they arrive on the scene.
- ✓ If the emergency service is not available the injured must be taken to the nearest hospital/medical centre.
- ✓ The incident must be reported to the project manager for further investigations.
- ✓ The injury register must be completed

11.10.2. Snake sighting

In an event where a snake is seen on site the following is required of personnel:

- ✓ To be calm and not agitate the snake by noise.
- ✓ To immediately evacuate all staff around the area with the snake.
- ✓ To note the type, colour and the size of the snake
  To note and monitor the movements of the snake
- ✓ To report to the site supervisor
- ✓ To assess the area for any danger that may pose further threat
- ✓ The site supervisor must call the emergency service to attend to administer the situation and possible remove the snake and take it to where it must be kept
- ✓ No person is allowed to handle the snake except for the trained personnel

11.11. Air Management

- No starting of fires must be allowed especially when the smoke generated must be a nuisance to the environment.
- Dust must be minimized by application of amounts of water that must not resulting run off.
- Levels of dust on roads must be controlled by imposition of speed limits.
- Authorities of public institutions like colleges, schools and crèches within fifty metres of a construction site must be notified of any construction work and reasonable care must be taken to minimize interaction with the institution's activities.
- Waste must be disposed of as soon as possible to avoid offensive odours.
- Site-specific investigations must be carried out to quantify the effects of dust on natural water bodies.
- No unnecessary noise must be allowed at the construction site. This includes loud music.
- Ear protection equipment must be provided to all employees.

11.12. Social and Cultural

- The movement and activities of construction personnel must be strictly confined to the construction site only. Access to the site by non-construction personnel must be limited.

- Recruitment procedures, if there are any contract vacancies, must be displayed at the entrance of the site to avoid people gathering by the gate.
- Employees must be educated about the importance and need to interact positively with the environment.

11.13. Aesthetics

- Damage to the natural environment in any form must not be allowed.
- Above ground structures such as tanks and substations must be painted to blend in with the natural environment.
- All activities such as flattening of excavated areas must be dealt with in a way that leaves the environment looking beautiful.
- Any complaints with regards to environmental issues from the public or related authorities must be recorded in the non-conformance register and filed in the Quality Management System file and corrective action must be taken promptly.

11.14. Archeological and Cultural Sites

- Each and every discovery that is deemed to be of historical or cultural significance must be reported, as soon as, it is practically possible to the South African Heritage and Resource Agency (SAHRA) before whose permission work must not continue.
- Human remains must be reported to the nearest Police station.
- Employees must be informed about the legal implications of tampering with archaeological artifacts.

11.15. Infrastructure

- Relevant authorities such as ESKOM, municipalities, Transnet, Telkom, and the National Road Agency must be notified of any activity that will interfere with their infrastructure and necessary agreements must be reached in the interest of progress.
- Work schedule must be designed in a way that reduces interaction with traffic during peak periods. Local traffic departments must be consulted before any work is started.
- Construction of temporary and access roads must be in consultation with the land owner. The land must be restored to its former state once any access or temporary road is no longer required.

11.16. Veld Fires

- Fire-fighting equipment must be on the site and employees must be educated on how to use them.
- All fuel tanks must be located where access is limited to authorized employees only.
- Welding and other source of heating must be done in a controlled environment under the direction of trained personnel.

11.16.1. Fire Prevention

- No Fire must be permitted
- Smoking must not be permitted outside of designated smoking area.
- Each construction vehicle must be equipped with a Fire Extinguisher.
- A trained certificated fire fighter must be appointed
- All Fire Extinguishers must be checked weekly and must be recorded on weekly check sheet.

11.17. Housekeeping

All work areas must be kept clean and orderly. Rubbish, debris, waste and useless materials constitute a fire hazard as well as a potential hazard on the job, and must be removed from the work areas as fast as they accumulate. Areas for temporary accumulation of debris must be provided and must be well protected and properly kept.

11.18. Personal Protective Equipment

Adequate supplies of suitable personal protective equipment (PPE) must be maintained and subcontractors must each ensure that the appropriate PPE are issued to and used by their respective project personnel and authorised visitors. The supply of PPE must be in accordance with relevant statutory requirements. Detailed procedures for PPE must be included in the Health and Safety file.

12. GENERAL AUTHORISATION WATER USE LICENSE REF No. WU34402 COMPLIANCE

This section is part of GA WUL indicated above with File No:27/2/2/U1220/1/2/4/5/33 compliance. Full GA compliance requirements shall be observed through the mentioned document and its attachments. Compliance requirements can be summaries as follows

- The project must follow acceptable designs, construction, maintenance and operational practice
- Nuisance conditions such as flies, mosquitoes, odours, or secondary pollution must be eliminated
- No contamination of run off or stormwater is permitted
- No discharge of contaminated stormwater into water courses
- All alien invasive plants must be timeously removed
- All sensitive areas identified in the MLP must be regarded as no-go areas
- No unauthorised usage of wastewater by any member of the public
- All suspended solids in wastewater and storm water disposed off as per GA must be removed before disposal
- No wastewater must overflow from conservancies or from honey suckers
- Reasonable measures must be put in place to avoid any system failures on wastewater and stormwater management systems
- Sewage sludge to be disposed off in accordance relevant legislations and bylaws
- Any detrimental incident must be reported to the responsible authorities within 24hrs
- The site must be made available for inspection in terms of section 125 of the NWA
- Any person found guilty of contravening of the GA may be subject to penalties as per section 15(2) of the NWA

13. STORM WATER MANAGEMENT PLAN

- Where operations will be near natural water bodies like wetlands, lakes or rivers or drainage lines, adequate measures must be taken to prevent siltation.
- Stringent measures must be put in place where oil or diesel leak near water bodies or drainage systems. These include neutralizing the toxic effects of the substance before the contaminated water enters the water body and using oil absorbent fibres where oil has leaked in water.
- Where possible, vehicle movement through wetlands must be avoided.
- Dumping in natural water bodies and wetlands must be prohibited.

- No alterations must be made to river banks or wetlands. Where such changes are unavoidable, consent from the relevant authorities must be sought.
- No activities that disturb the ecosystem or aquatic life must be tolerated. These activities including fishing, swimming, washing or similar activities.
- Starting of fires must be prohibited especially near wetlands.

14. REHABILITATION PLAN

After work has been completed, the land must be rehabilitated. The aim is to restore the land to its original condition or to leave it in a better condition than it was before. For the purpose of NEMA rehabilitation, this must be overseen by a registered EAP. This rehabilitation to include but not limited to the following activities:

- Removal of temporary structures, surplus material, refuse etc.
- Planting of original natural vegetation, shrubs and grass
- Backfilling of all excavations
- Correction of deficiencies in drainage systems.
- Replacement of topsoil and scarification of compacted areas.

For the purpose of NWA rehabilitation, this must be overseen by a registered SACNASP or SACLAP professional. This rehabilitation to include but not limited to the following activities:

- Systematic rehabilitation must be undertaken
- All disturbed areas must be re-vegetated by with suitable indigenous vegetation.
- Construction debris and other water course blockages must be removed
- Finished areas must be reshaped to free draining and non-erosive contours

15. ENVIRONMENTAL TRAINING PLAN

- Employees must be trained on the management of the environment
- Training needs must be identified by the management
- Job descriptions and duties must be taken into account when coming up with training needs
- A training matrix must be compiled for all the training needed
- The training matrix must identify training that is needed and training already done
- Dates and time frames must be set for all the training
- A training schedule must then be compiled that identifies training dates and the training

- All training records must be retained as per Records Control Procedure
- Ongoing training to includes tool box talks
- These must be done on daily basis

16. COMMUNICATION PLAN

- All communication regarding environmental issues must be done through the Environmental Control Officer.
- Communication must be done through scheduled meetings, emails, faxes and telephone conversation
- Where management intervention is required, the ECO must escalate the issues to management
- All communication must be done in a form that can be recorded, stored and retrieved when needed
- All communication records must be retained as per our Records Control procedure
- All communication must be in English

17. COMPLIANCE AUDITS

- Self-audits must be conducted on regular basis by the EO
- External audits must be done by the ECO
- The must be an environmental file with all required documents for audit purposes
- WUL, EA, and CEMPr must form core of the audit basis
- Where there is no EA and WUL, a CEMPr must be prepared which for the project will be audited against
- Audits must be done minimal once a month
- All project areas must be audited
- Results of audits must be the basis of management review meetings and continual improvement
- After each audit, the audit results are communicated to the management
- Where non conformances are identified, a nonconformance is raised
- The nonconformance must only be closed after corrective and preventative actions have been instituted
- Follow up audits must be done on all non-conforming areas

18. NON-COMPLIANCE

Where environmental damage is caused or a pollution incident, and/or failure to comply with any of the environmental specifications contained in the EA, WUL or EMPr, DOE and/or their contractors must be liable.

The following violations, and any others determined during the course of work, should be penalised:

- Hazardous chemical/oil spill and/or dumping in non-approved sites.
- Damage to sensitive environments.
- Damage to cultural and historical sites.
- Unauthorised removal/damage to indigenous trees and other vegetation, particularly in identified sensitive areas.
- Uncontrolled/unmanaged erosion.
- Unauthorised blasting activities (if applicable).
- Pollution of water sources.
- Unnecessary removal or damage to indigenous trees.

The following steps must be followed by the ECO on behalf of DOE, when observing a transgression:

- Transgression observed: Give a warning to the Contractor, with time to remedy the situation. Report transgression and agreed remedial action to the developer.
- Transgression not remedied: Report the Contractor directly to EDTEA and Project coordinator and issue a financial penalty to the Contractor (see list of fines below) with an agreed time period to remedy the situation with the assistance of EDTEA (if necessary).
- Failure to remediate: Depending on the severity and impact significance of the transgression, which must be assessed and discussed with the developer prior to reporting to competent authority, the ECO may undertake to report directly to EDTEA (Compliance) recommending that for:

    - HIGH impact: EDTEA to issue a notice to cease construction

- ❖ MEDIUM impact: EDTEA to issue a notice instructing DOE to implement recommended remedial action
- ❖ LOW impact: ECO to notify, but up to discretion of EDTEA to apply sanction.

In the event noncompliance exceed levels warranting penalties, the relevant Government department must be informed and this may result in withdrawal of the authorisation and suspension of the works until such a time when the all the conditions are complied with.

In all cases, however, non-compliance with a condition must be reported to EDTEA in the monthly audit reports. However, the ECO must also report on corrective actions proposed and implemented. *The following schedule of fines for environmental damage or EMPr transgressions were adapted from the City of Cape Town: Standard Environmental Specifications*.

Table 1. List of fines for transgressions or resultant environmental damage

TRANSGRESSION OR RESULTANT ENVIRONMENTAL DAMAGE	Min. fine	Max. fine
Failure to comply with prescriptions regarding ECO appointment and monitoring of EMPr	R1 000	R2 000
Failure to comply with prescriptions regarding environmental awareness training	R2000	R10 000
Failure to comply with prescriptions regarding method statements	R2 000	R10 000
Failure to report environmental damage or EMPr transgressions to the ECO	R1 000	R2 000
Failure to carry out instructions of the DEO/ECO regarding the environment of the EMPr	R1 000	R2 000
Failure to comply with prescriptions posting of emergency numbers	R2 000	R10 000
Failure to comply with prescriptions regarding information boards	R1 000	R2 000
Failure to comply with prescriptions regarding complaints register	R1 000	R2 000
Failure to comply with prescriptions regarding site demarcation and enforcement of “no go” areas	R2 000	R10 000
Failure to comply with prescriptions regarding site clearing	R2 000	R10 000
Failure to comply with prescriptions for the storage of imported materials within a designated Contractors yard	R1 000	R2 000
Failure to comply with prescribed administration, storage or handling of hazardous substances	R1 000	R2 000

Failure to comply with prescriptions regarding equipment maintenance and storage	R1 000	R2 000
Failure to comply with fuel storage, refuelling, or clean-up prescriptions	R1 000	R2 000
Failure to comply with prescriptions regarding procedures for emergencies	R2 000	R10 000
(spillages and fires)		
Failure to comply with prescriptions regarding construction camp	R2 000	R10 000
Failure to comply with prescriptions for the use of ablution facilities	R1 000	R2 000
Failure to comply with prescriptions regarding water provision	R1 000	R2 000
Failure to comply with prescriptions for the use of designated eating areas, heating source for cooking or presence of fire extinguishers	R1 000	R2 000
Failure to comply with prescriptions regarding fire control	R2 000	R10 000
Failure to comply with prescriptions for solid waste management	R2 000	R10 000
Failure to comply with prescriptions to prevent water pollution and sedimentation	R2 000	R10 000
Failure to comply with prescriptions to the protection of natural features, flora, fauna and archaeology	R2 000	R10 000
Failure to comply with prescriptions regarding speed limits	R1 000	R2 000
Failure to comply with prescriptions regarding noise levels of construction activity	R2 000	R10 000
Failure to comply with prescriptions regarding working hours	R2 000	R10 000
Failure to comply with prescriptions regarding aesthetics	R1 000	R2 000
Failure to comply with prescriptions regarding dust control	R1 000	R2 000
Failure to comply with prescriptions regarding security and access onto private property	R1 000	R2 000
Failure to comply with prescriptions regarding cement and concrete batching	R2 000	R10 000

19 APPENDIX A: CONTENTS OF THE ENVIRONMENTAL FILE

The environmental file must contain but not limited to the following

Table 2. Environmental File Contents

	SITE ENVIRONMENTAL FILE CONTENTS
SECTION	**CONTENTS**
0	**COVER PAGE AND DETAILS**
1	**ENVIRONMENTAL POLICY STATEMENT**
2	**CONTACT NUMBERS**
3	**CONSTRUCTION ENVIRONMENTAL MANAGEMENT PROGRAMME**
4	**METHOD STATEMENTS**
4.1	**METHOD STATEMENT FOR THE PROJECT**
4.2	**ACTIVITIES METHOD STATEMENTS**
5	**EO APPOINTMENT**
6	**CORRESPONDANCES RELATING TO CEMPR ISSUES**
7	**AUDITS REPORTS**
7.1	**INTERNAL AUDIT REPORT**
7.2	**ENGINEER'S ENVIRONMENTAL DIRECTIVES**
7.3	**EXTERNAL AUDIT REPORT**
8	**RECORDS**
8.1	**RECORDS AND DETAILS OF TRAINING OF STAFF**
8.2	**RECORDS OF ATTENDANCE OF CONTRACTOR EO ON SITE**
8.3	**RECORDS OF AREEARS COVERED IN EO AUDITS**
8.4	**RECORDS OF COMMUNITY NOTIFICATION**
9	**COPIES OF MATERIAL SOURCES /APPROVALS/MSDS**
10	**STATEMENT OF INTENT FROM COMPANY**
11	**COPY OF EA AND OTHER PERMITS**
12	**ANY OTHER ATTACHMENTS**

20 APPENDIX B: ASBESTOS ABATEMENT REGULATIONS 2020

STAATSKOERANT, 10 NOVEMBER 2020 No. 43893 3

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF EMPLOYMENT AND LABOUR

NO. R. 1196 10 NOVEMBER 2020

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO. 85 OF 1993)

ASBESTOS ABATEMENT REGULATIONS, 2020

The Minister of Employment and Labour has, under section 43 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), and after consultation with the Advisory Council for Occupational Health and Safety, made the regulations in the Schedule.

MR TW NXESI, MP
MINISTER OF EMPLOYMENT AND LABOUR

This gazette is also available free online at www.gpwonline.co.za

21 APPENDIX C: EMP ACKNOWLEDGEMENT

Acknowledgement:

I,_____representing

_____ Contractor have satisfied myself with the content of the Standard Environmental Specification for the **Completion Contract for the Conversion of Mvaba high School into a Fully Fledged Technical High School** and shall ensure that the we will comply with all relevant obligations in respect thereof.

_____ _____
Signature of Contractor Date

_____ _____
Signature of Agent Date

Comments:

22 APPENDIX D: EDTEA COMMENTS

KWAZULU-NATAL PROVINCE
ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

22 Dorothy Nyembe Street, Durban, 4001
Tel: +27 (31) 310 5300
Private Bag X 54321
Durban, 4001
www.kzndod.gov.za

Programme/Sub-Programme: Environmental Services
Enquiries: Mr. Ntuthuko Mbewana
Telephone: 076 943 3155
Email: Ntuthuko.Mbewana@kznedtea.gov.za
Reference: 0006/Oct/2023

Date: 16 / 11 /2023

Attention : Mr. Hebert Nemato

Address : 18 Cranbrook Crescent
Umhlanga
4051

Cell : 076 262 9420/078 240 5722

E-mail : nematoht@gmail.com

RE: PROPOSED UPGRADES AND ADDITIONS OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL ON 72 108932 STREET, AMATIKWE INANDA LOCATED WITHIN THE ETHEKWINI MUNICIPALITY

Dear Sir

1) The following has reference:

(i) The environmental impact assessment (EIA) enquiry received from yourself by the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) (hereafter referred to as "the Department") on 12 October 2023 regarding the above-mentioned query;
(ii) GIS/Listing Notice 3 verification on 07 November 2023;
(iii) The additional information received from the applicant on 07 November 2023; and,
(iv) The additional information received from KZN Ezemvelo Wildlife on 14 November 2023.

Proposed Development

2) Based on the information provided by the proponent, the following proposed development is intended to be undertaken:
   2.1 The applicant proposes the construction of the Cato Crest Housing Project on Portion 110 of Erf 1169, in Cato Manor, located within the eThekwini Municipality; and,
   2.2 The co-ordinates of the site are: 29º 40'22.98" S and 30º.56'0.24"E.

Information Considered

3) The following information has been gathered regarding the proposed activity:

(i) Coega Development Cooperation proposes the upgrade and additions of the Mvaba high school into a fully-fledged technical school located at 72 108932 Street at, Inanda, located within the eThekwini Municipality;
(ii) The development entails construction and mechanical work of welding, metal work, electrical technology, computer lab and physical science lab;
(iii) The development will entail storage of general waste that will be disposed at a registered landfill site;
(iv) The site is located within a critically endangered ecosystem (Interior North Coast Grassland) but the site has been transformed into a residential area and a school and has services such as water, roads and electricity;
(v) The is no municipal sewer line in the area, the school relies on a pit latrine toilet system and conversancy tank for the waterborne ablutions;
(vi) The pit latrine toilets are in a bad condition and will be replaced with waterborne ablutions and the conservancy tank will be converted to septic tank with soak away;
(vii) The site is transformed by anthropogenic activities and residential houses;
(viii) The proposed development will take place in close proximity to a drainage line but no infilling or excavation will take place on the drainage line. Furthermore the developer will create a buffer along the drainage line;
(ix) The site is located within a rural area;
(x) The development has a combined footprint of 1000m^2;
(xi) The land zonation is classified as *Communal Land; and,*
(xii) There are no protected areas located within 1km of the site.

Opinion and advice of the Department

4) Based on the information provided, the Department is of the opinion that the proposed development does not include an activity or activities which are identified in the Listing Notices issued terms of sections 24(2) and 24D of the National Environmental Management Act, 1998 (Act 107 of 1998), **and therefore an Environmental Authorisation would not be required to be issued by the Department as the competent authority, prior to the commencement of any of these activities.**

5) The following activity of the EIA Regulations triggers the following Listed Activities

Listed Activity	Activity Description	Component of the project
Activity 19 of LN1, GNR 983	*The infilling or depositing of any material of more than 10 cubic metres into, or the dredging, excavation, removal or moving of soil, sand, shells, shell gil, pebbles or rock of more than 10 cubic metres from a watercourse;* *but excluding where such infilling, depositing, dredging, excavation, removal or moving—* *(a) will occur behind a development setback;* *(b) is for maintenance purposes undertaken in accordance with a maintenance management plan;* *(c) falls within the ambit of activity 21 in this Notice, in which case that activity applies;* *(d) occurs within existing ports or harbours that will not increase the development footprint of the port or harbour; or* *where such development is related to the development of a port or harbour, in which case activity 26 in Listing Notice 2 of 2014 applies.*	Based on the information received the proposed development site is transformed with an existing school onsite and a buffer will be created next to the drainage line. Hence, this activity is applicable.
Activity 12 LN3	The clearance of an area of 300 square metres or more of indigenous vegetation except where such clearance of indigenous vegetation is required for maintenance purposes undertaken in accordance with a maintenance management plan. d. KwaZulu-Natal i. Trans-frontier protected areas managed under international conventions; ii. Community Conservation Areas; iii. Biodiversity Stewardship Programme Biodiversity Agreement areas. iv. **Within any critically endangered or endangered ecosystem listed in terms of section 52 of the NEMBA or prior to the**	Although the site falls within a Threatened Ecosystem the proposed development will not require clearance of an area of 300 square metres or removal of sensitive vegetation as the site is transformed with an existing school onsite, residential houses have been developed with roads and electricity. Hence, this activity is applicable

	publication of such a list, within an area that has been identified as critically in the National Spatial Biodiversity Assessment 2004; v. Critical biodiversity areas as identified in biodiversity plans adopted by the competent author or in bioregional plans; vi. Within the littoral active zone or 100 metres inland from high water mark of the sea or an estuarine functional zone, whenever distance is the greater, excluding where such removal will occur behind the development setback line on erven in urban areas; vii. On land, where, at the time of the coming into effect of this Notice or thereafter such land was zoned open space, conservation or had an equivalent zoning; viii. A protected area identified in terms of NEMPAA, excluding conservancies; ix. World Heritage Sites; x. Sites or areas identified in terms of an international conservation purpose. xi. Areas designated for conservation use in Spatial Development Frameworks adopted by the competent authority or zoned for a conservation purpose; xii. Sensitive areas as identified in an environmental management framework as contemplated in chapter 5 of the Act and as adopted by the competent authority; or xiii. In an estuarine functional zone.	

However, the following must be adhered to:

6. Please Note: It is the responsibility of the proponent to review their proposed development against the relevant EIA Regulation Listing Notices and to establish whether any activity/ies trigger the need for Environmental Authorisation prior to commencing with any activity. The full Gazetted Listing Notices are available freely online at www.qponline.co.za.

7. The Department reserves the right to or request any further information and if necessary revise or withdraw this opinion based on any new information received.

8. The opinion of the Department and this correspondence does not exempt you from any other statutory and/or legal requirements that may apply to the proposed development.

Duty of care

9. Notwithstanding that environmental authorisation may not be required in the specific circumstances, the Department advises that you are reminded of your obligations in terms of section 28 of the National Environmental Management Act, 1998, related to duty of care and remediation of environmental damage and the need to ensure appropriate measures are put in place to avoid environmental degradation and manage impacts.

10. Any form of waste material and rubble generated during the undertaking of the proposed activity must be disposed of at a facility registered in terms of section 20(b) of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008), if it cannot be responsibly re-used or recycled on site or off-site. No waste material of any kind may be buried (for the sole purpose of final disposal) or burnt on site. The contractor responsible for the removal of waste during the undertaking of the proposed activity must supply the proponent with a certificate indicating safe disposal and this must be made available to the Department on request.

11. The opinion and/or advice of the Department as expressed in this correspondence does not constitute a "decision" as contemplated in the National Environmental Management Act, 1998 (as amended) and is therefore not appealable under section 43(2) of the Act.

12. Please contact this Department should you have further queries. Kindly quote the enquiry reference number: 0006/Oct/2023, in future correspondences.

Yours faithfully

for Acting Head of Department:
KwaZulu-Natal Department of Economic Development Tourism and Environmental Affairs
Signed by: Ms. Natasha Brijlal
Designation: Control Environmental Officer: eThekwini District - Impact Management
District: eThekwini
EAPASA Registration Number: EAP: 2022/5378

23 APPENDIX E: DWS – GENERAL AUTHORISATION – WUL

water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Private Bag X9029, DURBAN, 4000 , Southern Life Building 88 Joe Slovo Street, DURBAN, 4000, www.dws.gov.za

Enquiries: Ms NP Ngwenya
Email: NgwenyaN@dws.gov.za
Ref. No: WU34402

Tel: 031 336 2966
Fax: AssessorFax
File No: 27/2/2/U1220/1/2/4/5/33

KWAZULU-NATAL - DEPARTMENT OF EDUCATION AND CULTURE
Private Bag X9137
Pietermaritzburg
3200

Dear Mr. S Dube

REGISTRATION OF WATER USE IN TERMS OF SECTION 39 OF THE NATIONAL WATER ACT, NO 36 OF 1998: KWAZULU-NATAL - DEPARTMENT OF EDUCATION AND CULTURE MVABA HIGH SCHOOL CONVERSION TO A FULLY–FLEDGED TECHNICAL HIGH SCHOOL WITH UPGRADES AND ADDITIONS IN QUATERNARY CATCHMENT U20M, PONGOLA – MZIMKHULU- DURBAN.

Your request dated 12 November 2024 to be registered to use water in terms General Authorisation: No. 4167 dated 08 December 2023 as published in Government Gazette No. 49833; General Authorization No. 40243 dated 02 September 2016 and General Authorization no. 665 dated 6 September 2013 as published in Government Gazette No. 36820 refers.

The Department is pleased to confirm that the intended water use falls within the ambit of the General Authorisation. Therefore, you may continue with the water uses as permissible in terms of Section 22 (1) (a) (iii) of the NWA. You are therefore requested to adhere to the conditions stipulated in the said General Authorisation.

Water use(s) registered:

Water use(s)	Purpose	Capacity (m3/a)	Property Description	Co-ordinates
Section 21(c) & (i)	Development and associated infrastructure within 500m of a wetland	80ha	Farm Drakensberg Location no.3 No. 9605, Portion 0	-29.672924508874928, 30.933533499761946
Section 21(c) & (i)	Conservancy tank - Toilet 1, 2, 3 for being within 500m of a wetland	80ha	Farm Drakensberg Location no.3 No. 9605, Portion 0	-29.672924954943245 30.93353487229837

Section 21 (a)	Taking water from underground - Borehole	8039.24m³/a	Farm Drakensberg Location no.3 No. 9605, Portion 0	-29.67272330458385, 30.93352107359028
Section 21 (g)	Conservancy tank – Educators Toilet 1	20m³	Farm Drakensberg Location no.3 No. 9605, Portion 0	-29.672926056458767, 30.933535825740012
Section 21 (g)	Conservancy tank – Learners Toilet 2	60m³	Farm Drakensberg Location no.3 No. 9605, Portion 0	-29.672924891218823, 30.93353582574025
Section 21 (g)	Conservancy tank – Learners Toilet 3	20m³	Farm Drakensberg Location no.3 No. 9605, Portion 0	-29.67311003668123, 30.9337214639406

Attached herewith is a copy of the General Authorisation for ease of reference.

You are required to comply with the conditions of the General Authorisation.

Your attention is further drawn to the following:

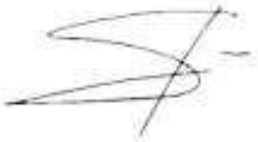
1. The conditions of this authorisation shall be brought to the attention of all persons (employees, sub-consultants, contractors etc.) associated with the undertaking of this activities and the authorised party shall take such measures that are necessary to bind such persons to these conditions.
2. The proposed water use activities have been Generally Authorised because the ecological risks involved are minimal.
3. The responsible person for these activities shall immediately inform the Department of any change in the name, address and/or premises and legal status.
4. The Department accepts no liability of any damage, loss or inconvenience of whatever nature, suffered as a result of the authorised activities.
5. This Authorisation shall not be construed as exempting the water user from compliance with any other applicable Act, Ordinance, Regulation or By-law.

This Department reserves the right to request additional measures that could be taken, which may include an application for a water use licence, should the activity be deemed to cause a significant impact to the environment.

Yours sincerely

Yours sincerely

Comments:



I, Mr Shaun Oeveshen Naidoo (WULA Manager) herewith electronically sign this document.
Serial Number : 5683199404080781331
WUL Manager
Date: Dec 17 2024 8:07AM

NB: Thid GA Confirmation letter is read together with the following documents which can downloaded from DWS website or free online at www.gpwonline.co.za or requested from the CDC PSP Team

1. Government Notice No. 4167 of Government Gazette No.49833 of 08 Dec 2023
2. Government Notice No. 538 of Government Gazette No. 40243 of 02 Sept 2016
3. Government Notice No. 665 of Government Gazette No.36820 of 06 Sept 2013

3.4 BASELINE RISK ASSESSMENT

Baseline Risk Assessment:

Mvaba High School Project

Risk Assessment №

CDC-SBU-BRA-129-26

Classification: Public

07 September 2026

DOCUMENT INFORMATION SHEET

Title of Document	:	Mvaba High School
Type of Document	:	Baseline Risk Assessment
Document Number	:	CDC-SBU-BRA-129-26
Prepared by	:	Leon du Plooy
Typed by	:	Leon du Plooy
Business Unit	:	
Prepared for	:	CDC
Date of Issue	:	30-10-2026

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DOCUMENT CONTROL SHEET

The purpose of this form is to ensure that documents are reviewed and approved prior to issue. The form is to be bound into the front of all documents released by the Coega.

PROJECT NAME : *MVABA HIGH SCHOOL UPGRADE*

DOCUMENT TITLE : *PROJECT BASELINE RISK ASSESMENT*

DOCUMENT No. : CDC-SBU-BRA-129-26

PROJECT No, : CDC/238/26

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Procedure for Control of Documented Information.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 07-09-2026	Name: Leon Du Plooy	Name: S.J.	Name: Simon Sekgala
	Signature:	Signature: Sisekelo Jali | 464a70c8-b847-44e4-95e7-69c4a5b1edb2 | 2026/09/10 9:19:44 AM	Signature:

Distribution:	*Coega*

REVISION CHART

REVISION 1	Name:	Name:	Name:
Date:	Signature:	Signature:	Signature:

This document, and the information or advice which it contains, is provided by the Centre of Excellence Business Unit solely for the use by the Board of Directors of the Coega Development Corporation (Pty) Ltd and Coega and for reliance by its Executive Management and the Board in performance of that Business Unit's duties.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
STAGE 1 – PROJECT INITIATION AND BRIEFING												
PP 1-01	Appointment of competent registered Professionals on the project	Failure to appoint competent registered professionals over the life cycle of the project to ensure system and worker safety programmes.	F	1	High	Consider the appointment of a registered Professional as requirements to identify/control overall system/ environmental/ configuration/ interface and worker hazards. Realisation of all safety-related functions into manageable systems/ subsystems/ processes and procedures.	A	1	Low	Coega Schools Project(Client)	Open	In progress.
PP 1-02	Feasibility/concept assessment for planning and design from its beginning to its end to determine its practical viability potential, given the realities of the environment in which it is going to be implemented.	Inadequate or no information available to supporting the decision-making processes in terms of financial implications to the Coega Schools Project, lack of legal and technical requirements, market research, current infrastructure constraints/condition and environmental impact studies, etc.	F	4	High	Conduct a well-designed feasibility study to provide a historical background of the Coega Schools Project, a description of the and services required, details of the operations and management, market research, financial, energy, legal, technical and environment requirements.	A	1	Low	Coega Schools Project(Client)	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 1-03	Client project brief/scope/contracts, etc.	Inadequate information regarding the agreed scope of the installation/construction project and deliverables of key stakeholders and contractual obligations.	F	1	High	Coega Schools Project should consider safety objectives and targets for and commitment to managing and resourcing the project to continually improving system/worker safety/assets and performance. Agreed on scope of work, responsibilities/accountabilities and deliverables for all key stakeholders. Compile legal contracts for professional services, engineering, etc. and general installation/construction contracts to secure commitment, compliance, traceability of decision making, deliverables, etc.	A	1	Low	Coega Schools Project(Client)	Open	In progress.
PP 1-04	The process, validation and approval in principle for upgrading by Coega Schools Project, regulatory bodies and interested parties.	Exclusion criteria (legal requirements) for current and future school infrastructure causing changes in technical and operational requirements, delays and unnecessary funding.	F	1	High	The exclusion criteria for Coega Schools Project should be properly defined and agreed with interested parties before any final decision and approvals. Local municipality etc	A	1	Low	Coega Schools Project(Client)	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 1-05	Documented evidence for the mitigation and control of occupational health, safety, environmental and regulatory risks in the design, redesign and construction processes. (System safety over whole life cycle of the project)	No documented evidence provided during the design process of compliance to regulatory and technical safety requirements impact negatively on project delivery, commissioning, and functionality.	F	1	High	Addressing and documented occupational safety, health and environmental obligations in the design and redesign process to prevent or reduce risks associated with the total life cycle of the Coega Schools Project. Develop installation/construction project health and safety brief. Provide schedules of surveys, tests, analyses, site and other investigations. Develop and provide preliminary installation/construction project risk profile.	A	1	Low	Designers	Open	In progress.
PP 1-06	External and internal Stakeholder involvement to take part in the opportunity to identify safety, security and technical related issues during the design process of new or modified infrastructure.	Failure to be transparent and inclusive in in the design process can lead to project failure with associated cost implications.	F	1	High	Ensure that the knowledge, skills, experience, insight, and creativity of people (Internal/External) close to the risks are utilized in the design and risk assessment process. Keep record of all engagements with internal and external stakeholders and design risk management process. Ensure that the inclusion of referenced related standards and requirements of designers be included in the health and safety specifications for project/contractors.	A	3	Low	Designers	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 1-07	Designers and other specialist competency requirements and resources	No adequate technical safety knowledge, experience, skills and resources for addressing occupational hazard and risk, technical/structural failures, human factor limitations/behaviour and forseeable misuse during the design/redesign processes.	F	1	High	Coega Schools Project should considered competency requirements and verification of designers as required in legislation. Coega Schools Project should provide design risk management training to designers if required.	A	3	Low	All	Open	In progress.
PP 1-08	Legal and regulatory compliance.	Non-compliance range from penalties and fines, to imprisonment, withdrawal of licenses, lawsuits and reputational risk, impact on the project objectives and organisational sustainability.	F	2	High	Compile and maintain a legal register for the project. Identifies all the legal obligations impacting directly or indirectly on the infrastructure facility. Comply/evaluate compliance with the requirements contained in legislation and national standards applicable to the project. Monitors changes in legislation and national/technical standards/ requirements and communicate with relevant stakeholders.	C	1	Low	All	Open	In progress.
STAGE 2 – CONCEPT AND FEASIBILITY												
PP 2-01	Funding and cost implications of proposed Coega Schools Project Project.	The Coega Schools Project has or no approved scope of works/project plan that defines the goals and objectives, and how the project will be managed in terms of financial requirements.	F	1	High	Coega Schools Project should prepare a detailed business/project plan that addresses current financial condition, capital, project and operating budget, and cash flow projections for the project.	A	3	Low	Coega Schools Project (Client)	Open	In progress.
PP 2-02	Demand and capacity analysis of Coega Schools Project	Failure to study and address higher volumes and operational activities in and around the centre.	F	1	High	Conduct a study and simulation to address and evaluate capacity to address operations and service quality issues.	A	3	Low	Designers	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
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PP 2-03	Reasonably foreseeable misuse of Coega Schools Project in a way not intended in the original design.	Commercial/residential activities in and around that negatively influence the purpose and objectives of the facility.	F	1	High	Expansion/development by formal/informal businesses to be regulated and controlled to prevent their unrestricted/uncontrolled expansion within and around the school's project.	A	3	Low	Coega Schools Project (Client)	Open	In progress.
PP 2-04	The process, validation and approval in principle for Coega Schools Project after final approvals causing changes in technical requirements, delays and unnecessary funding.	No mandate and accountability to accomplish required levels of functionality, performance and exclusion criteria for Coega Schools Project throughout its life cycle, changes in user requirements, etc.	F	1	High	Establish procedures for acceptance, validation and approvals in principle for all mandatory, site specific and generic specifications of all interested parties to address any uncertainty in the Coega Schools Project project design, installation/construction and functioning as confirmation that any alterations, additions, modification, etc. is appropriate for its intended use. Adequate planning and management to integrate changes in operational/technical systems of the project.	A	3	Low	Designers	Open	In progress.
STAGE 3 – DESIGN DEVELOPMENT												
PP 3-01	The systemic design of the power operations.	Failure to achieve critical system, asset or performance objectives and targets, system and sub-system designs do not facilitate complete integration into future activities/operations, etc	F	1	High	The systems migration strategy should be built into the project planning strategy. Cross-functional project teams should be used, involving individuals from appropriate technical/professional backgrounds, for the identification of requirements and the implementation of systems integration.	A	3	Low	Designers	Open	In progress.

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PP 3-02	User requirements and specifications for a modern, functional and sustainable Coega Schools Project.	User requirements not fully defined by Coega Schools Project and Designers and not properly communicated and understood by all role-players.	F	1	High	Constraints of all OHSE types should be taken into account during the design and requirements specification stage. A whole life approach should be taken to the design of mechanical, electrical and other systems/equipment, using appropriate analyses for the failure modes of applicable systems.	A	3	Low	Designers	Open	In progress.
PP 3-03	Product specification.	No specifications to cover operating parameters, performance, test and quality requirements of the proposed project over the life cycle, inadequate specifications resulting in poor quality workmanship/failure to complete work on time/request for cost variations resulting in project delays, failure to identified the need and purpose of the concept to address the best possible solution for the current Coega Schools Project and future requirements, high numbers of variation orders and will have impact on deliverables, etc.	F	1	High	Ensures that Coega Schools Project equipment and systems defined in the system specification to address sustainability and reliability. Determine the precise limits for the full set of requirements in the Coega Schools Project being designed.	A	3	Low	Designers	Open	In progress.

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PP 3-04	Process specification.	Failure to consistently integrate design risk management, safety management, environmental, quality systems in the form of project controls througout the installation/construction life cycle, normal business/operating interruptions during installation/construction and a description of procedures after implementing new system/s, etc.	F	1	High	Implement controls to manage transparency, accountability, etc. between project development and the installation/construction phase delivery process . Ensure that applicable human factors in particular “human factors in design/safety in design”, “physical environmental factors” and "organizational and psychological factors" are address in the product specifications.	C	1	Low	Designers	Open	In progress.
PP 3-05	Material specification.	Material fail to meet one or more of the applicable specifications for quality and lifecycle requirements,thus exposing client to risks.	F	1	High	The whole life cycle management of buildings at the project should be based on using good, high quality equipment/ materials for the project. Material/equipment used during installation/construction shall be identified and safety/quality requirements defined.	C	1	Low	Designers	Open	In progress.
PP 3-06	Hazardous paths, locations and exiting site conditions	No enough and proper exit route or to be used	F	1	High	All existing controls to be incorporated into project exit and walkways	C	1	Low	Designers	Open	In progress.
PP 3-07	Engineering drawings.	Inaccurate and ambiguous drawings that do not convey critical information.	F	1	High	Drawings and diagrams need to be convey information very precisely, with very little ambiguity to make informed decisions and comply with applicable standards and requirements.	A	1	Low	Designers	Open	In progress.
PP 3-08	Prototype,test result etc.	Failure to simulate the final design, aesthetics, materials and functionality of the intended Coega Schools Project design, component/s, system, etc. not usable or perform as expected after implementation, etc	F	1	High	Investigate if any equipment, material used, system or subsystem is subjected to prototype and test results plans and drawing approvals.	A	3	Low	Designers	Open	In progress.

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PP 3-09	Structural design parameters and total load on existing structure and effect to adjacent infrastructure	Structural design not taking into account laod exerted or affected adjacent structure	F	1	High	Proper design requirements to be complied with.	A	1	Low	Designers	Open	In progress.
PP 3-10	Interface and configuration management	Construction activities undertaken on the building where Coega Schools Project operations are still to be running.	F	2	High	Proper interfacing and alignment of work need clear coordination and proper hoarding needs to be implemented by contractor.	A	1	Low	Contractor	Open	In progress.
PP 3-11	Signed-off technical specifications and drawings for this project.	Lack of oversight to acknowledge and agree accountability for the proposed Coega Schools Project.	F	1	High	Ensure that the correct structures and appointments be in place to assign accountability, authority, responsibility and roles. Ensure traceability, responsibility and accountability are clearly defined and documented.	A	1	Low	Coega Schools Project(Client)	Open	In progress.
PP 3-12	Verification, validation and approvals of the Coega Schools Project Design.	Coega Schools Project and professionals failure to be involved in the development process that create conditions/environment that can detect failure of safety and health, operational and technical/business performance of the project.	F	1	High	All design to be subjected to Reviewal and approvals by relevant authorities within Coega Schools Project and municipality	A	3	Low	Designers	Open	In progress.
PP 3-13	The impact of the facility in line with universal accessibility and the asset life cycle.	No impact study available to address facilities for persons with disabilities.	F	1	High	Assess and documented the current and future universal accessibility at Coega Schools Project. Ensure a sustainable universal access design for the Coega Schools Project is dedicated to getting people including people with disabilities through the correct infrastructure.	A	3	Low	Designers	Open	In progress.

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PP 3-14	Very tight project schedule impacting on project execution	Escalated cost of installation/construction, due to design for worst case scenarios. Designers might have to make conservative assumptions to complete designs in-time. Tenders might submit escalated costs due to uncertainty.	F	1	High	Design team not to deviate from concept design baseline without written approvals from Coega Schools Project. Minimise scope variation. Implement change management procedure Prioritise finalisation of drawings (layouts, etc.)	A	3	Low	Designers	Open	In progress.
PP 3-15	Transportation and storage of dangerous goods/substances (fuel) on site during the life cycle.	Explosion, fire, fatalities/injuries, damage to property, infrastructure, and environmental impacts.	F	2	High	Comply with dangerous goods/environmental legislation and standards, protocols and best practice. Conduct a site specific risk assessment for the transportation, storage and usage of dangerous goods. Identify protective action factors and apply protective actions and safety precautions/controls. Ensure that authorisations, permits and licences to be obtained before, during, and on completion of the project.	A	3	Low	Designers	Open	In progress.
STAGE 4 - TENDER DOCUMENTATION AND PROCUREMENT												

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PF 4-01	Detailed documentary evidence to demonstrate that the key safety and environmental constrains or issues are addressed on the project.	No methods and procedures to indicate that the key safety issues are addressed on this project.	F	1	High	Provide documented evidence that all information, instructions, risk and legal requirements are comply with. Designers must ensure that designs are accompanied by a report as required in terms of the installation/construction regulations (6.(1)(c)) for inclusion in the Health and Safety Specification/Safety Plan/Budget.	A	3	Low	Designers	Open	In progress.
PF 4-02	Project Programme and integrated Project plans.	In-adequate evidence of a agreed integrated project plan and schedule for the development of this project.	F	1	High	All role-players must ensure that the aggregation of the processes, tools, techniques, methodologies, resources, and procedures to manage this project are achieved. (document proof, etc.) Submit project programme and integrated project plans to keep the Coega Schools Project installation/construction functional and coordinate different disciplines and contractors Ensure a project plan is tailored to the specifications/performance of Coega Schools Project and consistent with best practices and agreed.	A	3	Low	All	Open	In progress.

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PF 4-03	Installation/construction methodologies that will be used to adhere to standards and designs.	Failure to describe in detail the installation/construction procedures, including major equipment, materials proposed for any installation/construction activities in and around the project. Non Availability of OHSE plans and Specification including Baseline Risk Assessment	F	1	High	Submit a description of the installation/construction methods, procedures and activities that are expected to occur during installation/construction of the project including the potential environmental impacts that may be associated with these installation/construction activities. Detailed estimates of installation/construction-related equipment and material quantities that have been assumed for the purposes of this project Submission of OHSE plans and Specification for the project.	A	3	Low	Designers	Open	In progress.
PF 4-04	Assessment of principal contractor/s and contractor/s	No proof that the contractor is conversant with site-specific project hazards and risks to ensure compliance and non-conformances.	F	1	High	Evaluation of contractors and subcontractors risk and safety management capabilities with adequate resources. Ensure that contractors identified all the risk to delivering the scope of works and services.	A	3	Low	Coega Schools Project(Client)	Open	In progress.
PF 4-05	Capability of contractor	The contractor's capability and SHE performance is not evaluated and considered prior to awarding the contract.	F	1	High	Access capability and performance and develop a risk profile of the preferred contractor. Verifying the incidence rates, looking at contractor practices and policies, and obtaining claim statistics from the compensation fund.	A	3	Low	Coega Schools Project(Client)	Open	In progress.

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PF 4-06	Permit applications approval delays. Permit application not done ealier than anticipated	Delays in installation/construction.	F	1	High	Contractor should submit all OHSE related information upon appointment so that the process of installation/construction permit can start. Client to provide all information pertaining to Permit application upon appointment of contractor, as per permit schedule requirements Thirty days is required to obtain approved CWP	C	1	Low	Coega Schools Project(Client)	Open	In progress.
PF 4-07	Non compliance to installation/construction and National building regulations .	Lack of monitoring of compliance to regulations, etc.	F	1	High	Compile and submit a detail occupational health and safety specifications for project. Safety files to be scrutinize prior to installation/construction commencement for compliance with safety requirements. Independent occupational health and safety audits, inspections, monitoring, performance and review as agreed with all parties.	A	3	Low	Designers	Open	In progress.
PF 4-08	Site clearance/operations planning for any related infrastructure work and installations on Site.	Application and approval for site clearance/operations not done in advance according to Legal Coega Schools Project requirements.	F	1	High	All sensitive and high risk activities to be identified prior and method statements approved as per requirement of the site clearance/operations should be planned and agree with contractor/s at a early stage as possible during the project.	A	3	Low	All	Open	In progress.
PF 4-09	Overtime, shift periods, etc.	Overtime/excessive shift periods may cause fatigues that reduce situational awareness/cognitive functions of workers during installation/construction	F	2	High	Installation/ construction, and activity sequencing to facilitate safe working considerations and environment	C	2	Medium	Contractor	Open	In progress.

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PF 4-10	Medical condition and medical surveillance of workers.	Increased health and safety risks due to lack of information of workers working in the environment. including COVID requirements	F	1	High	Every worker must be subjected to a medical assessment by an registered occupational medicine practitioner. Each worker on site must have a medical certificate of fitness on file and that the worker complies with all of the medical fitness for duty requirements for a specific job. Workers to be placed in jobs according to medical fitness results A worker who suffers from allergies, diabetes, etc. must wear their medical bracelets and have their medication with them to ensure correct treatment A periodic medical surveillance must be carried out and more especially on critical functions as required by legislation if required.	E	3	High	Contractor	Open	In progress.
STAGE 5 - CONSTRUCTION AND DOCUMENT CONTROLL												
PP 5-01	Site specific risk management	installation/construction and installation work planned for Coega Schools Project of infrastructure should be assessed for site specific health and safety compliance and its potential risk to people and the environment. Safety related legislation is the minimum requirements to protect workers from occupational injuries or ill health.	F	1	High	Risk assessments shall be conducted for all types of infrastructure installation/construction and related activities on site before any work commences. Ensure that all physical (including ergonomics), chemical, radiation, biological and psychological (human factors/behavioural) hazards caused by engineering design, planning and application has been identified and controlled.	D	4	High	Contractor	Open	In progress.

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PP 5-02	Site-specific operations and procedures for the protection of the public, workers, Coega Schools Project operations and infrastructure, property, etc.	Inadequate development of management/supervisory structures, plans and procedures to control risks in and around the site precinct increase exposure to all kinds of hazards and consequences.	F	1	High	Managers/Supervisors in consultation with workers shall ensure site specific procedures are enforced and reviewed regularly. All documents that will provided shall contain adequate OEM (section 10 of Act 85) and site-specific hazard information to ensure safe operation of the equipment/material and activities to which it pertains. Written operating and handling instructions are required to be prepared and maintained for each separate type of equipment, task, and substance in a place of work for which a hazard or potential hazard exists to the project, co-workers, maintainers, the public or the environment. Develop, implement and maintain written safe working/operating procedures for all hazardous equipment, material, tasks and substances.	D	3	High	Contractor	Open	In progress.

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PP 5-03	Contract management	Inadequate management of contractors surrounding occupational safety, health and environmental management with various legal and financial implications.	F	1	High	Coega Schools Project must create a safe working environment for own workers and contractor's interactions that have to be managed based on the risks involved. (Interface management) Implement processes and procedures to ensure that the safety management system of the contractor is enforced and maintained. Proactively identify and mitigate risk that have the potential to cause the contract to fail to meet its objectives.	C	3	Medium	All	Open	In progress.

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PP 5-04	Construction continuity management, emergency and occurrence management.	No proper planning to mitigate the consequences that have an impact on public and worker safety, training activities as well as damages to assets and the environment, on-site emergency plan not readily available to all workers, no information, instructions, training of on-site emergency plan, serious disruption of the functioning of infrastructure and/or contractor/s causing human, material, economic or environmental losses which exceed the ability of the affected entities to cope using its own resources, etc.	F	1	High	Contractor/s to execute their site-specific emergency response protocols/plans and Business Continuity Management in line with other emergency responders. Ensure that the on-site emergency plan is readily available at all times for implementation and use. Ensure that all workers are conversant with the on-site emergency plan. Ensure that MSDS (compliance with legislated/international standards) are available to emergency service providers. Consultation with Coega Schools Project and Emergency Services for assistance in case of serious emergencies/public unrest. Asset management system related risks should be included in the contingency planning.	C	3	Medium	Contractor	Open	In progress.

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PP 5-05	Site establishment and operations, lifting operations, loading and off-loading of trucks and trailers, manual handling, staking and storage, motorized and mobile equipment,	Equipment failure, slip and fall, lack of fall protection equipment, lack of motivation, lack of training, bad attitude towards safety, lack of and/or inadequate supervision, bad planning, working on different levels, not wearing or complying to PPE standards, lack of hazard identification and risk assessments, lack of communication, poor maintenance and/or no maintenance on equipment, failure to report defects, failure to action defects causes fatalities, disabling injuries, equipment damage, first aid injuries, medical treatment injuries, etc.	F	1	High	SHEQ Management System and Program, external and internal risks assessments, inspections and audits, suitable and qualified supervisors/workers, fall protection plan and emergency actions, medical surveillance and periodic monitoring, maintenance schedules, inspection/recording and corrective action plan and follow up, training requirement assessments, weather condition monitoring, etc.	C	3	Medium	Contractor	Open	In progress.

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PP 5-06	Known and unknown buried services in and around on the installation/ construction site.	Failure to work safely in the vicinity of buried services with the focus on Coega Schools Project infrastructure that can cause utilities/service disruptions and damage to critical assets.	F	1	High	Ensure that the risk of exposure to energy sources and hazardous substances are minimized on site Avoiding danger from underground services by develop and implement a safe system of work, use existing site plans if available, planning the work, the use cable- and pipe-locating devices and execute safe digging practices. All the methods should be used when working near buried services on, above, under and around the Coega Schools Project property. All electrical and other isolated equipment identified and accessible to ensure zero potential for risks. As-built drawings of services should be hand over to Coega Schools Project after completion of the installation/construction contract for future references.	C	1	Low	Contractor	Open	In progress.
PP 5-07	Temporary works designed to provide support, enabling works and/or means of access during installation/ construction work.	Temporary work not properly define in terms of design, structures, relocations of infrastructure, services and methods statements. (Structural integrity)	F	1	High	The contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing. All temporary works structures are adequately erected, supported, braced and maintained by a competent person. Refer to Geotech report	C	1	Low	Contractor	Open	In progress.

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PP 5-08	Workers competency and training requirements for operational activities during installation/construction.	Inadequate competency and training requirements impact negatively on health and safety performance during installation/construction.	F	1	High	Ensure that all elements of risk control are adequately dealt with appropriate training to reduce to a minimum the levels of safety risk that originate from the interaction and energy exchange of safety hazards. Verify that workers has received the necessary training for a specific activity and maintain that knowledge and competency as evidence of compliance. Consider competency-based safety training for workers to ensure adequate information and skills are demonstrated during installation/construction activities.	C	3	Medium	Contractor	Open	In progress.
PP 5-09	Compliance from contractors with the approved scheduling, design, drawings and specifications.	No method to ensure adherence to design specifications on the project.	F	1	High	Safety/quality assurance needs to be more than a discrete compliance with standards, it should be a continuous process of engagement over life cycle. Ensure that safety/quality objectives are well established and clearly communicated to all relevant stakeholders. Daily inspection and monitoring of design and installation/construction safety/quality control activities and related documents.	C	3	Medium	Contractor	Open	In progress.

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PP 5-10	Site occurrences, incident recording and investigation.	Inadequate systems to report legal violations, non-conformances with contractual requirements, at risk behaviours, unsafe project and installation/construction culture, near misses, incidents, accidents, etc.	F	1	High	All workplace Incidents/Near Misses/ Injuries/Spills, etc. shall be reported to the Client and OHSE Consultant/Agent within 24 hours, ensure that all workers are informed to report workplace injuries, incidents and near-misses without delay or hesitation, all workplace occurrences, fatalities and injuries shall be investigated and reported, corrective actions must be implemented, monitored and documented to ensure continuous safety improved/ performance, etc.	C	3	Medium	Contractor	Open	In progress.
PP 5-11	Falling from heights.	No and or inadequate fall protection plan, workers not trained in fall arrest equipment, fall rescue plan, emergency plan, use of incorrect personal protective equipment, use of damaged fall arrest equipment, tools and equipment not secured when work at elevated positions, workers not fit for task when working at elevated positions, incorrect PPE for working at elevated positions, wet structure/steel, inclement weather, wind, thunder, public/workers moving under overhead work by mobile crane, etc.	F	1	High	Develop, implement and review all fall protection, fall rescue, emergency preparedness and response plans, provide induction, fall arrest equipment, fall protection, rescue team training, constantly monitoring of weather conditions, medical screening and review of persons working at heights and the correct selection and placement, correct notices and signs display on all entrances, prove the correct personal protective equipment, complete PPE issue record and conduct pre use inspection before work start, the area underneath are to be barricaded off to prevent persons from entering danger zone.	C	3	Medium	Contractor	Open	In progress.
PP 5-12	Falling objects from heights	Serious head and other injuries to workers, others on site and members of the public	F	1	High	Proper hoarding and protection must be implemented	C	3	Medium	Contractor	Open	In progress.

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PP 5-13	Structures, proximity to adjacent structures and utilities, clearances required for installation/construction equipment and methods.	Uncontrolled collapse, instability, incorrect loading parameters, public and operational nuisance, etc.	F	1	High	Ensures that the structural integrity of adjacent structures are not compromise by installation/construction activities. Ensures that all clearances are properly defined and adhere to. Regular inspection must be carried out to ensure compliance with mandatory and agreed requirements/specification in the environment. Any public and operational utilities are properly marked and protected. Address any inconvenience and interference with the public and the performance of the operational/maintenance workers from the client.	C	3	Medium	Contractor	Open	In progress.
PP 5-14	Rope access work	Falling from heights (gravity), unsafe working conditions, defective equipment, etc. causing fatalities/injuries.	F	1	High	Appoint competent rope access supervisor that provide continuous direct supervision over activities. Provide adequate information, risk assessment, job planning, training, rope rigging, and rescue procedures on site. Ensure complete compliance with legislation regarding working at height and any industry related standards involved rope work.	C	1	Low	Contractor	Open	In progress.

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PP 5-15	Material hoist	Failure to comply with the design specifications of lifting equipment regarding, weights, capacities, working load limit and stability of loads. workers not following basic safe hoisting practices cause injuries/fatalities, damage to equipment, etc.	F	1	High	Ensure complete compliance with legislation regarding material hoist equipment, competency and any industry related standards/code of practice involving material hoist. All Goods hoists must comply with the requirements for Lift Escalator and Passenger Conveyor Regulations.	C	3	Medium	Contractor	Open	In progress.

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PP 5-16	Crane Operations	Crane overturning – ground unsuitable, overloading etc., arcing or contact with overhead cables or other obstructions, materials falling during lifting operations, failure of lifting gear and/or equipment, etc.	F	1	High	Craning operations will be supervised by a competent person other than crane driver, appropriate test certificates in respect of appliance and lifting gear will be examined and copies retained on site, driver of crane will hold a certificate of competence to drive (copy to be on site) and responsible for daily maintenance and completion of records, surface from which mobile crane is to operate will be prepared and checked to ensure stability, tower cranes will only be erected by competent persons, operatives engaged in slinging and banking will be trained and holders of certificates of training, copies of which will be retained at side level, slingers and bankers will be responsible for examining all lifting gear before use, ensuring stability and security of loads, regular checks will be made to ensure stability of crane, under no circumstances will appliance safe working load be exceeded. Slingers will be required to know weight of materials to be raised before commencement of lift, if driver of crane cannot see load during whole of lifting operation, additional slinger/bankers will be used, all overhead electric cables will be identified. Cranes will not operate within 6 metres plus extended jib length, unless permit to work be issued, 600mm clearance must be maintained between any slewing or travelling crane body and any obstruction or area must be enclosed, site management is responsible for the safe operation of cranes NOT the crane driver, etc.	C	3	Medium	Contractor	Open	In progress.

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PP 5-17	Explosive-actuated fastening device (if applicable to project scope)	Failure to comply with section 8 and 10 of OHS Act, and section 21 of the installation/construction regulation 2014 and other related requirements.	F	1	High	If applicable during installation/construction, compliance with manufactures design specifications, health and safety information and applicable legislation/standards.	A	1	Low	Contractor	Open	In progress.

PP 5-18	Vehicles	Workers could suffer serious or even fatal injuries from vehicles and machines on site.	**F**	**1**	**High**	Manager to agree safe route to work area with principal contractor based upon the installation/construction phase health and safety plan and pedestrian walkways marked (planned routes) Induction to each site to be carried out for all workers on first day Safe route agreed with client/contractor (should provide segregated pedestrian walkways and keep pedestrians and vehicles apart) Ensure authorised safe route stays clear for vehicles and pedestrians (housekeeping) Instruct staff that they must never drive vehicles and plant on this site that they are not qualified for. High-visibility clothing to be provided. Set appropriate speed limits and enforce the limits set. Minimize reversing activities e.g. use of one-way systems. Identify / eliminate / protect on-site hazards e.g. overhead wires/excavations. Use of beacons/reverse alarms/convex mirrors and reversing cameras. Selection of appropriate plant/machinery for the job in hand. Supervisor to check that high-visibility clothing is worn on all sites where the work requires them. All vehicles well maintained and inspected as per contract/schedule. Vehicles operated only by workers who have been trained to use it and medical fit for the purpose.	**C**	**3**	**Medium**	Contractor	**Open**	In progress.

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						Provide signage and instructions for pedestrian and vehicles. Only authorised people allowed on site for deliveries/dispatch and the provision of banksmen/signaller/s.						
PP 5-19	Traffic and pedestrian management.	Uncontrolled movement of vehicles and people.	F	1	High	To control the risks to personnel and environment from installation/construction vehicles and mobile plant movements. Appropriate numbers of qualified flagmen are available to protect workers and road/pedestrian users especially at crossings. Adequate document control detailing site clearance/operations planning and risk assessment meetings.	C	3	Medium	Contractor	Open	In progress.
PP 5-20	Workplace Transport	Operators risk serious or even fatal injuries from moving vehicles on site – particularly when reversing	F	1	High	Safe route to workplace, and to welfare facilities, agreed with site manager based on site health and safety plan. workers know that they must never move vehicles on a site unless authorised by site manager. Staff to wear high-visibility clothing while on site. Toolbox talks before beginning work on day.	C	3	Medium	Contractor	Open	In progress.

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PP 5-21	Maintenance and repair of plant	Uncontrolled movement of the plant under repairs, uncontrolled movement of hydraulics, uncontrolled release of hot or pressurized liquids, collapse of jacking equipment, tyre explosion or fuel fire, hair or clothing caught in moving parts, etc.	F	1	High	Plant and equipment must be maintained in accordance with guidance contained in manufactures/suppliers manuals or instruction leaflets, mobile plant or equipment to be worked on to have the wheels checked and hydraulically operated lifting arms at rest before work or braking systems hydraulics on wheels commences, where hydraulically operated equipment has to be elevated for work to be carried out it must be supported by ridged means, props or ram sleeves, where work involves engine cooling systems, hydraulic systems and compressed air, arrangements must be made to depressurise them under controlled conditions, when jacking is used to raise the equipment in order to facilitate access under the machine, the jacking must take place on firm level ground and packing placed under strong points, to prevent the collapse of the machine in the event of a jack failure, no hot work to take place on wheels or fuel tanks unless the tyres are removed from the wheels and the fuel tanks drained, purged and filled with water, where work is to be carried out near moving parts, long hair and clothing must be kept clear, all guards to power shafts, fans, fan belts and other moving parts to be replaced when work is complete, etc.	C	3	Medium	Contractor	Open	In progress.

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PP 5-22	Electricity	Operators and others risk potentially fatal injuries if they receive a shock from faulty electronic equipment and/or installation	F	1	High	installation/construction manager will arrange for permanent electric supply to be turned off if necessary. Site manager to supply temporary electric supply. workers know to check all cables, leads etc. of all powered tools/equipment before use, and to report faults to their supervisor. No personal electrical appliances, e.g. toasters or fans, allowed on site. At toolbox talk daily, manager to reinforce rules on electrical safety. Confirm with client-user the system for ensuring that there is no damage/faults to building installation electrical system, e.g. broken light switches or sockets, etc.	C	3	Medium	Contractor	Open	In progress.

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PP 5-23	Electrical hazard on site create dangerous condition where a worker/visitor could make electrical contact with energized equipment, conductors and wires.	Electric current through the body can cause involuntary physical movements, prevent a worker from releasing their grip from a live conductor, throw them into contact with a higher voltage conductor, cause to lose balance and fall and cause severe internal and external burns or fatality. Electrical exposure and contact can result in blast injuries, lung injuries, ruptured eardrums, shrapnel wounds, severe burns, and blindness, even result in death.	F	1	High	Legal compliance with adequate safety measures in place to prevent and control electrical energy on site. workers exposed to electrical hazards must use correct protective tools and equipment including PPE. workers must remove watches, rings, neck chains, or any other current-conducting articles on their bodies. Specific lockout procedures on-site must be developed with the Client and adhere to.	C	3	Medium	Contractor	Open	In progress.
PP 5-24	Temporary storage, transportation of flammable liquids and use on/of site.	Storage that is not demarcated to prevent any fire, not marked and separated.	F	1	High	All storage of flammable on site must be clearly marked and identifiable, emergency procedure be in place.	C	3	Medium	Contractor	Open	In progress.
PP 5-25	Weather conditions, water environments and solid/particulate materials.	Poor health and safety practices during extreme weather conditions, water environments risk of flooding, drowning, electrocution while working with electrical and mechanical equipment/tools or engulfment with solid/particulate materials.	F	1	High	Identified sources of potential flooding/ drowning/ engulfment sources on site. Monitoring of weather conditions and other related hazardous conditions, management and documented evidence thereof.	C	3	Medium	Contractor	Open	In progress.

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PP 5-26	Storage and stacking on site.	Events or incidents occurring between multiple materials and/or structures, arising from poor arrangements, and/or lack of separation, not allowing wide enough walkways for the movement of equipment and materials, failure to designing loadings requirements to accommodate heavy machinery and materials, slippery surfaces in areas exposed to the weather or dedicated wet areas, etc.	F	1	High	Storage areas should be specifically designated, be clearly marked, and be in the charge of a responsible worker, stacks should not be created which will block gangways, aisles, walkways, thoroughfares, and particularly doors and exits, materials which could be dislodged or blown off the top of a stack under windy conditions should be tied down or otherwise restrained, suitable racks should be provided for steel tubes, bars, joist sections and similar materials, etc.	C	3	Medium	Contractor	Open	In progress.
PP 5-27	Stacking	Falling objects	F	1	High	Stable, on firm level surface/base. Prevent leaning/collapsing. Irregular shapes bonded. Stacks accessible. Removal from top only.	C	3	Medium	Contractor	Open	In progress.

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PP 5-28	Storage	Poor housekeeping	F	1	High	Functional - e.g. demarcated storage areas/racks/bins etc. Special areas identified and demarcated e.g. flammable gas, cement etc. Neat, safe, stable and square Store/storage areas clear of superfluous material Storage behind sheds etc. neat and under control Storage areas free from weeds litter etc.	C	3	Medium	Contractor	Open	In progress.
PP 5-29	Fire protection, prevention, equipment and fire emergencies.	Failure to establish correct fire protection systems and the management thereof and installation/construction site taking in account the complexity of the project infrastructures and operations, etc.	F	1	High	Conduct formal fire risk survey and submit report to the Client and Contractor. The design of new buildings must consider fire spread and other related fire prevention strategies before final approval. Ensures that the correct types of equipment be provided for each category of risk environment in the project. Ensures that all fire related systems comply with all regulatory specifications and operational needs for Coega Schools Project.	C	3	Medium	Contractor	Open	In progress.
PP 5-30	Fire	If trapped, staff could suffer fatal injuries from smoke inhalation / burns	F	1	High	Fire risk assessment done and necessary action taken. Ensure the actions identified as necessary by the fire risk assessment are completed.	C	3	Medium	Contractor	Open	In progress.

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PP 5-31	Fire/Explosion	All operatives in the vicinity could suffer from smoke inhalation or burns	F	1	High	Suitable fire extinguisher kept on site at strategic and required locations. Good housekeeping monitored by supervisor. Supervisor to brief all workers on first day on emergency arrangements agreed with contractor.	C	3	Medium	Contractor	Open	In progress.
PP 5-32	Hot work and burning or ignition of litter, etc.	Buildings, equipment, tools, etc, damaged or destroyed by fire. Disruptions to installation/construction activities causes delays and increase in cost. Injury/fatalities to workers and other people in the vicinity. Toxic gases have a negative effect on the health of workers and the environment.	F	1	High	Fire risk assessment provided to manage any hot work and controls implemented. Hot work/burning will be controlled by permits. Certificates of test will be retained for inspection compressed equipment, Fire Coordinator to be appointed, highly flammable liquids and liquid petroleum gas will be stored in open air and necessary signs posted, electrical and gas supplies will be installed and maintained in accordance with regulations and Codes of Practice. No open fires will be permitted on site, waste materials will be removed to skips and not allowed to accumulate, plant powered by internal combustion engines will only be permitted to be used in well ventilated areas, refuelling will not take place whilst engine is running. Funnels will be used when refuelling from canisters, all vehicular plant will carry fire extinguishers, etc.	C	3	Medium	Contractor	Open	In progress.

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PP 5-33	Housekeeping, hygiene, access control and protection of assets.	Hap hazardous arrangement and poor cleaning etc	F	1	High	Proper housekeeping and storage must be kept and maintained.	C	3	Medium	Contractor	Open	In progress.
PP 5-34	Site Clean Up and rehabilitation during and after installation/construction.	Localised soil and water pollution from incorrect storage and handling of diesel fuel and used engine oil, the accumulation of solid wastes and dust due to installation/construction activities and workforce during installation/construction creates health risks and negative aesthetic impacts.	F	1	High	Carefully selected storage area for diesel and ensure proper storage and handling of fuels to prevent localized pollution of soils, used engine oil should be properly stored in drums and returned to the supplier for recycling or should be disposed of in proper disposal sites, remove and dispose of solid waste in dedicated land fill site, ensure that all temporary structures, equipment, materials, waste and facilities used for installation/construction activities are removed upon completion of the project, rehabilitate all areas disturbed as a result of activities on site, etc.	C	3	Medium	Contractor	Open	In progress.

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PP 5-35	Health issues relating to poor welfare facilities /first aid arrangements	All workers	F	1	High	Contractor will have facilities on site by the time installation/construction starts, including: Flushing toilets; Hot and cold running water, soap, towels and full-size washbasins; Canteen with necessary equipment, e.g. kettle etc.; Contractor will arrange clearing and ensure the necessary electrical safety checks are made; First aid equipment; Trained first aider and appointed person on site. Supervisor to brief workers on facilities and keeping them clean.	C	3	Medium	Contractor	Open	In progress.
PP 5-36	Changes from the approved design during installation/construction.	Design or specification changes not clearly communicated to all related stakeholders resulted in the change of the risk profile of this project, etc.	F	1	High	Identify new or changes in the risk profile, updated design documents/drawings and validated changes. Ensure modifications are properly communicated and documented.	A	1	Low	3	Open	In progress.

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PP 5-37	Interface management during installation/construction.	Inadequate processes in place to manage the point where interaction take place between organisations, systems, processes, operations or assets and have the potential to affect their performance, etc. Interface between workers, visotors, educators and students during construction activities.	F	1	High	Identified all relevant parties and establish committees to manage interoperability requirements arising from interfaces Regular interface meetings must be attended by representatives of all parties involved. All meetings and agreements must be documented. Adequate supervision during construction and education activities on site.	A	1	Low	3	Open	In progress.
PP 5-38	Installation and use of unauthorised equipment and material.	Failure to identify substandard equipment and material prior to installation/construction and installation without ensuring compatibility, quality, sustainability, etc.	F	1	High	The contractor shall provide a detailed procedure specifying drawings, specifications, equipment, material, methods of validation and testing procedures as required by the contract to be submitted to Coega Schools Project for approval prior to proceeding with installation. Ensuring that the unauthorised material and equipment is clearly identified.	A	1	Low	3	Open	In progress.

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PP 5-39	Control over execution of potential dangerous tasks in the environment and applications for relevant authorisation and permits.	Inadequate risk assessments for and other work permissions endanger the life of workers, public, environment, etc.	F	1	High	Establish a inclusive risk committee team to correctly identifying the appropriate hazards. Conduct and maintain specific site risk assessments for work permits. Provide adequate training and instruction to perform work permit operations safely. Communicate all work permits to affected parties. Erect signage that indicate working areas during permit operations.	A	1	Low	3	Open	In progress.

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PP 5-40	Integrated project approach to the operability of Coega Schools Project infrastructure	No capability and capacity to accomplish the required levels of safety and performance, failure to address operational integration between people, systems and infrastructure to address interoperability requirements, etc.	F	1	High	Ensure alignment with established Coega Schools Project standards and regulations, as well as strategy and processes. Develop and incorporates processes for identifying, considering, and integrating improvements for interoperability with systems. Time and cost control by optimising design and installation/construction processes by different layout options and baseline schedules. Capture, present and manage information in ways that are appropriate and customary for a particular designer, contractor, supplier/vendor or client. Communicate, coordinate and manage product/services and project information between collaborating project teams, client, end-users, installation/construction, maintenance and process systems to support Health and Safety management. Coega Schools Project should consider adequate management commitment, support and action during this project	A	1	Low	3	Open	In progress.

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PP 5-41	Process control	Failure to ensure that operational control measures are identified to control health, safety and environmental hazards, no method statements, safe working procedures that specify all the processes associated with the activities on site. Failure to monitor/detect and identify unsafe act/conditions to ensure compliance with the legislation and Coega Schools Project safety standards, etc.	F	1	High	Coega Schools Project should be pro-actively involved with the contractor in terms of system and process control. Ensure the effective and efficient control, utilization, safeguarding and management of the people and equipment are achieved. Document proof that all role players are aware of their roles and responsibilities regarding workers and public, property, material and equipment.	C	3	Medium	Contractor	Open	In progress.
PP 5-42	Procurement of existing or new or modified technologies (supply chain)	Procurement fails or delayed, non-compliance to Coega Schools Project procurement processes including evaluation criteria, delays in awarding tender and legal requirements not addressed, etc.	F	1	High	Ensure that procurement procedures comply with legislation, safety requirements and Coega Schools Project/ user specifications. Develop, implement and maintain a formal set of of procurement procedures for this project.	C	3	Medium	Contractor	Open	In progress.
PP 5-43	Testing and Commissioning	No testing and commissioning protocols/ procedures/ plan available and approved for Coega Schools Project, disruptions to operational/training activities during testing and commissioning, high penalties may arise out of failure to obtain permit for commissioning and testing thus include any other permit requirement in the vicinity of the project, etc.	F	1	High	Develop a testing and commissioning plan for the infrastructure submit to Coega Schools Project for approval. Testing and commissioning must be synchronized with operational/training schedules and/or done under certain conditions and after certain milestones of the project program has been completed Testing and Commissioning will be carried by Independant Assessors if required.	C	3	Medium	Contractor	Open	In progress.

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PP 5-44	installation/construction/installation work in operational areas and on facilities at Coega Schools Project.	Overcrowding and lack of control in operational areas resulted in stampedes, etc.	F	1	High	Demarcate space for worker movement, erect signs for hazard communication to workers and installation/construction workers, entrances and installation/construction areas on site. Supervisors to monitor the continuous movement of workers and their behaviour and act immediately to any undesirable behaviour. Keep operational/installation/construction areas clean, orderly and free of materials, tools and equipment for the movement of workers and visitors.	C	3	Medium	Contractor	Open	In progress.
PP 5-45	Lack of information regarding installation/construction activities and/or alternative operational arrangements.	Uncontrolled movement of Coega Schools Project workers in installation/construction area's due to lack of information and control.	F	1	High	Make announcements to workers regarding installation/construction activities, alternative operational activities and environmental control.	C	3	Medium	Contractor	Open	In progress.
PP 5-46	System safety assurance arrangements relevant to the operational services or infrastructure elements provided.	Systems safety assurance declaration documentation not issued to regulatory body, etc.	F	1	High	Coega Schools Project should issue a declaration letter after the commissioning phase, stating operations readiness and certifying that the infrastructure is compatible and complies to the safe building regulations and any other infrastructure standards.	C	3	Medium	Contractor	Open	In progress.

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PP 5-47	Normal and change management activities to accomplish the required levels of operational and technical safety after commissioning.	No proper governance and enforcement to manage changes in the operational and technical safety requirements in a structured and formalised way, etc.	F	1	High	Developed and implement formal change management practices for the project Compliance with operational, technical and human factor practices (Information, instructions, training, supervision) Make certain that safe working procedures be enforce in accordance with safety, health and environmental legislation. Ensure that all operational interfaces and interfaces agreements are in place and properly managed. Change operational risk controls are regularly reviewed to ensure that control activities which are not mitigating risk are eliminated.	C	3	Medium	Contractor	Open	In progress.
PP 5-48	Maintenance of the facilities and assosiated infrastructure.	No adequate related maintenance planning, scheduling, methods and technologies for project, etc	F	1	High	Original Equipment Manufacture risks, warnings and safe use instructions included in the procedures and maintenance manuals. Develop a maintenance checklist for new technologies and structures to ensure sustainability of Coega Schools Project assets.	C	3	Medium	Contractor	Open	In progress.
PP 5-49	Monitoring project performance and assets	Inadequate performance assessment, condition monitoring and continual improvement, etc.	F	1	High	Ensures that adequate reporting, evaluation, investigating incidents and non-conformances on the project are addressed. Evaluation of compliance through inspection and audit reports.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-50	Hazard to eyes	Bricklayers could suffer eye injury through flying brick fragments	F	1	High	Safety goggles (SABS Standard) worn when breaking bricks Use of goggles to be monitored by the supervisor.	C	3	Medium	Contractor	Open	In progress.
PP 5-51	Vibration from use of equipment such as angle grinder, etc	Exposure to vibration can lead to the development of "vibration white finger" (VWF)	F	1	High	Ensure that all workers exposed to extreme vibration exposure levels have access to appropriate control measures in the work areas and used properly. Implement engineering and/or administrative controls as deemed necessary. Ensure that workers use the appropriate personal protective equipment/s as provided. Maintain all medical surveillance examination records.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-52	Hazardous chemical substances	Hazardous chemical substances cause undesirable health effects on workers through inhalation, absorption and ingestion.	F	1	High	Identify and list all hazardous chemical substances/material used on site during installation/construction. Verify that workers who are exposed to chemical hazards are informed, trained and demonstrate competency in the handling of hazardous chemical substances. Substitute hazardous chemicals with less hazardous when possible. Avoid underestimated risks in handling process of hazardous chemical substances. Minimising handling to chemical exposure. Apply adequate ventilation and use protective clothing. Chemical substances need to be stored and transported in a safe and correct manner to prevent unnecessary exposure and risks.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-53	Working in confined spaces	Working atmosphere toxic environment, explosive or deficient in oxygen, in rush of liquid gasses or solids, exposure to disease bearing organisms, evacuation of sick or injured workers, falls down into shafts and/or sumps, etc.	F	1	High	Atmosphere to be tested before entry, atmosphere to be constantly monitored during work, workers to be trained in the use of monitoring equipment and evacuation procedures, rescue equipment to be provided and all workers to wear safety harnesses, helmets and protective clothing, all access points for effluent or process materials to be locked off or sealed, where atmosphere tests are negative the space will be purged and retested, where the atmosphere cannot be adequately ventilated, then breathing apparatus will be worn, if work must be carried out, where workmen are to operate, using breathing apparatus, special training must be given, only the minimum number of workers required to carry out the work safely to enter, workers to be logged in and out (tag system), where permits to work are required, no work will be carried out until the authorized person has checked the permit requirements and signed the permit, work will not exceed the time limits or safety parameters of the permit, without the authority of the authorized person, workers to be warned of health risks specific to their task and be provided with written information on these risks, to present to their Doctor in the event of illness, etc.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-54	Dust and airborne particels (air quality)	Potential exposure to crystalline silica dust during installation/construction can cause lung damage (silicosis), which in severe cases can be disabling, or even fatal. Silicosis is irreversible and treatment options are limited.	F	1	High	Conduct site specific risk assessment to establish control measures. Use safe systems of work to reduce exposure based on the risk assessment. Use dust suppression techniques during work. Use of engineering controls such as local exhaust ventilation to control exposure. Use and store personal protective equipment according to instructions to reduce exposure.	C	3	Medium	Contractor	Open	In progress.
PP 5-55	Stepping on nails and sharp objects	All workers could suffer foot injuries and pallet debris Slips at height could result in a serious fall	F	1	High	Protective footwear with steel toecaps and mid-soles provided to all workers. Waste disposed of in skips. Protective footwear provided to all workers. Safe route to workplace agreed with principal contractor based on installation/construction phase health and safety plan. Explain the need to wear protective footwear. Contractor/Supervisor to check that appriate SANS approved protective footwear are used on site and worn-out and defective footwear must be disposed of properly.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-56	Slips and Trips	All workers may suffer sprains bruising or fractures if they trip over objects, such as work debris, or slip on spillages and waste	F	1	High	Good housekeeping maintained at all times. All waste disposed of in waste bins Brushes available to use to keep work area clear. Safety footwear provided to all workers “no boots, no job” policy. Supervisor to ensure that workers wear safety footwear when on site. Safe route to workplace agreed with contractor based on installation/construction health and safety plan. Temporary storage locations to be agreed with the site manager. All trailing cables in work in work area hung up or otherwise kept out of harm’s way. Toolbox talks before beginning work on day. Manager to check on-site housekeeping during visits.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-57	Manual Handling	All workers could suffer from back injury and long-term pain if regularly carrying heavy or awkward objects and repetitive strain problems (Musculoskeletal Disorder (MSD))	F	1	High	1. Identify all manual handling task and make recommendations to reduce the risk level of musculoskeletal injuries and ill health 2. Carry out risk assessment to identify and develop a safe system of work when undertaking any manual handling installation/construction task 3. Planning work activities to ensure the correct tools and/or equipment are available when and where required 4. The following factors should be taken into account by designers and other role-players: 4(a) The weight and frequency with which the loads are handled 4(b) The tools and mechanical handling aids that are used 4(c) Any space constraints that may restrict the postures of individuals 4(d) Time pressures and work demands to complete work 4(e) Communication and co-ordination issues 4(f) Employers are required to provide safe tools, procedures, and training to raise awareness and ensure that workers are competent for all the tasks that they would perform 4(g) workers know and follow safe system of work including knowledge of maximum weight for an individual to manually lift	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-58	Work creating excessive noise	Damage to hearing, nuisance to local workers and workers, etc.	F	1	High	Noise will be reduced to lowest level possible and where persons are exposed to noise at or above first action level or peak action level. Assessments will be made by a competent person and action taken in accordance with Noise at Work Regulations 1989 to protect both operatives and members of public.	C	3	Medium	CDC(Client)	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-59	Noise	workers and others working near may suffer temporary or permanent hearing damage from exposure to noise from machinery and tools	F	1	High	Noise enclosures used where practicable, and maintained in good condition. Low-noise tooling used where possible. Planned maintenance programme for machinery and tools. Suitable hearing protectors provided for all staff and staff trained how to use them, check and maintain them according to advice given by supplier. Staff trained in risks of noise exposure. Staff trained in systems of work to reduce noise exposure (eg suitable feed rates for certain jobs, etc) Consider if certain machines could be safely mounted on anti-vibration mountings. Include noise emission in specification for equipment used. installation/construction plans show other workers using grinders etc., should not be working close enough to cause problems. Supervisor to monitor and provide information to installation/construction manager if noisy work does start close to people.	C	3	Medium	Contractor	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT													
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 5-60	Hazardous biological agents, (COVID-19 and Other Diseases) etc.	Biological hazards, etc. may cause illness, discomfort and, in extreme cases, death through, inhalation, absorption, ingestion and injection.COVID-19 Virus	F	1	High	Biological surveys/investigation to address any exposure and uncertainties on site and implement measures to control that potential exposure. Create awareness for the reduction of the risk of transfer of viruses/bacteria for Covid-19 and other diseases, etc. between and among installation/construction workers and the local community. Develop, implement and maintain a installation/construction hygiene program on site that include workplace cleanliness, free of stagnant water, refuse collection, drinking-water facilities, food hygiene, pest control, ventilation, personal hygiene facilities, workplace hygiene information, etc.	A	1	Low	Contractor	Open	In progress.
STAGE 6 - PROJECT CLOSE-OUT												
PP 6-01	Site health and safety during the defects liability period.	Complacency and cost to managing health and safety during liability period.	F	1	High	Organisational resources must be adequacy address during liability period to ensure acceptable health and safety performance.	C	3	Medium	Coega Schools Project (Client)	Open	In progress.
PP 6-02	Consolidated health and safety file for Coega Schools Project	Lack of critical information create uncertainty and additional cost for Coega Schools Project to manage legal obligations.	F	1	High	Prepare and agree on the requirements of information provided to Coega Schools Project for the continuous health and safety management of the facility including operations and maintenance requirements during its life cycle.	C	3	Medium	All	Open	In progress.

MVABA HIGH SCHOOL BASELINE RISK ASSESSMENT												
PROJECT STAGE RISK ID	LIST OF HAZARD/ASPECT	LIST HAZARD/RISKS/IMPACT	HAZARD IDENTIFICATION AND ANALYSIS			RISK CONTROL/STRATEGY	RESIDUAL RISK (AFTER RISK CONTROL AND DOCUMENT VERIFICATION)			RESPONSIBLE RISK OWNER	HAZARD/ RISK OPEN OR CLOSED	COMMENTS
			Probability/ Likelihood	Impact/ Consequence	Risk Level		Probability/ Likelihood	Impact/ Consequence	Risk Level			
PP 6-03	Accountability and levels of control to manage Coega Schools Project associated infrastructure and risks to acceptable levels.	No accountability defined for operational/ maintenance systems including, health, safety, security and technical requirements to accomplish the required levels of safety and performance for operation/ upgrading/ expansion of Coega Schools Project facilities throughout its life cycle.	F	1	High	Ensure that all legislative and standard requirements impacting directly or indirectly on safe Coega Schools Project facility's operations/learning, health and safety, environment and security are identified and complied with. Monitors changes in legislation and national standards and communicate with relevant stakeholders The Coega Schools Project should provide the resources, appointed competent personnel with skills, experience and knowledge, technology and funding to comply with these responsibilities.	C	3	Medium	Coega Schools Project (Client)	Open	In progress.
PP 6-04	Modifications/Improvement of Coega Schools Project assets through project.	Failure to follow life cycle requirements including configuration/interface management principles without assess the impact on the completed facility system and the environment during modifications to improve performance, capacity, etc.	F	1	High	All changes/modifications shall be subjected to the risk management process as described in the installation/construction Regulations, 2014, Section 9 (if applicable ISO 31000:2009 and design risk management) Any changes/modification which might impact on the installation/construction management system shall be communicated to the project management team.	C	3	Medium	Coega Schools Project (Client)	Open	In progress.
PP 6-05	Decommissioning and disposal at the end of facility life cycle.	No detail plan and procedure available to managed decommissioned assets at Coega Schools Project that can negatively impact on operations, people and the environment, etc.	F	1	High	Develop and maintain written safe standards and procedures for decommissioning and disposal of assets in compliance with health, safety and environmental legislation.	C	3	Medium	All	Open	In progress.

RISK ASSESSMENT MATRIX						
Likelihood	**Exposure**	**Consequence**	**Probability**	**Frequency**	**Vulnerability**	**LEVEL OF RISK**
Chance of something happening.	Extent to which an organization and/or stakeholder is subject to an event.	Outcome of an event affecting objectives	Measure of the chance of occurrence expressed as a number between 0 and 1, where 0 is impossibility and 1 is absolute certainty.	Number of events or outcomes per defined unit of time	Intrinsic properties of something resulting in susceptibility to a risk source that can lead to an event with a consequence.	Magnitude of a risk or combination of risks, expressed in terms of the combination of consequences and their likelihood.
FREQUENCY	**PROBABILITY/LIKELYHOOD**		**CONSEQUENCE**			
Continuous (hourly)	Frequent	F	High	High	High	High
Regular (Daily)	Probable	E	Medium	High	High	High
Frequent (Weekly)	Occasional	D	Medium	High	High	High
Sometimes (Monthly)	Remote	C	Low	Medium	High	High
Rare (a few a Year)	Improbable	B	Low	Low	Medium	High
Very Rare (Life Cycle)	Incredible	A	Low	Low	Low	Medium
			1	2	3	4
			Insignificant	**Marginal**	**Critical**	**Catastrophic**
High	The risk shall be eliminated	**SAFETY**	Insignificant minor injury	Minor injuries	Severe injuries and/or few fatalities	Many fatalities
Medium	The risk can be tolerated and accepted with adequate control and with the agreement of the responsible stakeholder and/or risk owner.	**HEALTH**	Non-fatal occupational disease (leading to irritation only)	Fatal consequence (1 employee exposed)	Fatal occupational disease (1-7 employees exposed)	Fatal occupational disease (more than 7 employees exposed)
Low	The risk is acceptable without the agreement of the responsible stakeholder and/or risk owner.	**ENVIRONMENT**	Insignificant damage to the environment	Minor damage to the environment	Large damage to the environment.	Extreme damage to the environment

		QUALITY	Can be rectified as part of commissioning/ handover activities	Minimal re-design, some construction rework required, short term operations possible with a short-term work around, short term construction contract required for remedial works.	Significant re-design required, appreciable construction work required for remedial work, operations significantly affected. Significant construction contractor re-establishment.	Design fails to deliver contracted performance for most systems/ subsystems, operations severely constrained. Major re-design work required, major construction effort to rectify plant deficiencies.
		SYSTEM	Insignificant system damage	Minor system damage	Severe system(s) damage	Loss of a major system
		PROJECT SCOPE				
		COST	Generates a cost lower than R 10 000	Generates a cost between R 10 000 and R 100 000	Generates a cost between R 100 000 and R1 000 000	Generates a cost greater than R 1 000 000
		TIME	A failure that does not meet criteria for catastrophic, critical, or marginal event.	A failure that does not meet criteria for catastrophic or critical event.	Does not cause a delay greater than the minimum threshold specified for a catastrophic event.	Causes a delay to the project greater than a specified time (to be specified)

Note: This risk matrices are subject to review by all interested parties risk management teams.

CATEGORY						
Project/ Scope	Time	Budget	Quality	Health	Safety	Environment/Security

C3.5 CONTRACTOR'S REPORT

PART: 1

CONTRACTOR MONTHLY REPORT

Project No: CDC/238/26

Project Name: COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

Contract No: ……

Contractor's Name: ……..

Claim No.: …….. For Period Ending: ……..

Date of Report: ……

The Contractor's Monthly Report comprises an integral part of the Contractor's Payment Claim and processing of the payment claim is not permitted without this report also being submitted, i.e. "NO REPORT – NO PAYMENT"

Attachments:

Part 2	Overall Project Worker Schedule: Schedule of all local labourers employed since the start of the project
Part 3	Weekly Task Wage Register
Part 4	Local Labour Schedule

OVERALL PROJECT WORKER SCHEDULE (local labourers only) PART 2

Contract No: **CDC/238/26**
Project No. PN/DOE-KZN/22/00043
Project Name: **COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL**
Month of Report: … ……. Sheet: ……1 ..... of …1….

Names of all **Local Workers** employed **at any time on the project** are to be entered in the table below irrespective of how long they worked on the project.

No.	Name of Local Labourer	Identity Number	Month Worker Started	Age	Tick if Yes									Place a tick in the box which corresponds to the Gender and Age of the Worker				
														Women		Men		
					Female Head of Household with Dependants	Disabled	Labourer	Semi-Skilled	Skilled	Supervisor	Clerical	Managerial	Professional	Over 35 yrs 2A	35 yrs & under 2B	Over 35 yrs 2C	35 yrs & under 2D	
Totals for this sheet																		
Totals from previous sheet																		Total No. of workers Employed on the Project
Totals carried forward																		
					(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N) = (J+K+L+M)

Completed by: Name: …… Signature:…… Capacity …… Date:…..……..

WEEKLY TASK WAGE REGISTER (local labourers only) PART 3

Contract No: **CDC/238/26**

Project No. PN/DOE-KZN/22/00043

Project Name: **COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL**

Week Ending: …… Sheet:…1.. of 1…..

Entries in this portion to be completed by Foreman									**Entries in this portion to be Completed by Contractor**				
No.	Name of local worker	Days Worked							Payment				
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total DAY TASKS worked this week	Rate per DAY TASK	Total Payment due to Worker	Workers signature on receipt of Payment	Date Payment Received by Worker
Totals This Sheet													
Totals Brought Forward From previous Sheet													
Totals Carried Forward													
									(A)		(B)		

Completed by: Name: …… Signature: …… Capacity: …… …… Date: ……

LOCAL LABOUR AND MATERIAL SCHEDULE PART 4

Contract No: ***CDC/238/26*** **Date of Report: ……**

Project Name: COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

For Period Ending: ……
Contractor Name: …… ……

1. Summary of Day Tasks Worked and Amount Spent on Local Labour this Month

Week No.	Week Ending		Total Day Tasks / Person Days Worked	Total Amount Paid	
			(Total of (A) from Form 4 for each week)	(Total of (B) from Form 4 for each week)	
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total					

Transfer to 2 in table below

2. Summary of Amount Spent on Local Labour to Date

1. Previous Amount Spent on Local Labour (From previous claim)	**R**
2. Amount Spent on Local Labour this month (From **Total** above)	**R**
3. Total Amount Spent on Local Labour to date (3) = (1+2)	**R**

3. Local Labour Schedule

Summary of Local Labour Employed **Columns refer to Columns in Part 2**	No. of local workers who worked on the project to date (From Part 2)	**% of Total**
1. Total No. of **individual local workers** who have worked on the Project (Column N)		100%
10. How many of the total number? are **local youth** (35 yrs and under) (Column B & D)		
11. How many of the total number are **local women** (Column A + B)		

4. Summary of Amount Spent on Material to Date (Cumulative)

Item	**This Month**	**Total to date**
1. Material from Local Municipality		
2. Material from Local District Municipality		
3. Material from Outside the Kwa-Zulu Natal Province		
4. Material from other areas within the Kwa-Zulu Natal Province.		
Total Material		
Total material as a percentage of contractor expenditure		
Total as a percentage of the contractor's budget		

5. Training of Local Workers

Category of training	Name of course	No. trained	Days trained	Comments on progress
(a) Technical training for implementation	Bricklaying Carpentry			
	Plumbing			
	Fencing			
	Plastering			
	Painting			
	House Building			
	Handyman			
	Electrical			
(b) Institutional training for local management beyond construction				
(c) Technical training for OMM				
(d) Institutional training for implementation				
(e) HIV/ Aids etc.				
Other – Please specify				
Total				

Completed by: …….. **……** **……..** **……**

Name **Signature** **Capacity** **Date**

C3.5.1 ANNEXURE B1 - JOB FORECAST SCHEDULE

ANNEXURE “B1”

JOB FORECAST SCHEDULE

CONTRACT No. CDC/238/26 – COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

DATE: _____

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local)
Unskilled	Task Grade A	General Worker	General Worker	
Semi-skilled	Task Grade B	Artisan Aid	Artisan Aid	
		Construction Hand Grade IV	Structures Construction Hand	
			Premix Paving Checker	
			Steel Bending Machine Operator	
			Civil Construction Bricklayer Grade II	
		Operator Grade V	Boom Scraper Operator	
			Pedestrian Roller Operator	
			Piling Auger Machine Operator	
		Checker	Checker	
		Chainman	Chainman	

Semi-skilled	Task Grade C	Construction Hand Grade III	Shutter hand Grade III	
			Concrete Hand Grade II	
		Operator Grade IV	Track Rig Operator (general)	
			Bore Pile Operator	
			Continuous Flight Auger Operator	
			Drilling Supervisor	
		Site Support	Junior Clerk	

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local
Semi-skilled	Task Grade D	Construction Hand Grade II	Shutter hand Grade II	
			Reinforcing Hand Grade II	
			Concrete Hand Grade I	
			Fence Erector	
			Guard Rail Erector	
		Operator Grade III	Concrete Mixer Operator	
			Batch Plant Operator	
			Concrete Dumper Operator	
			Concrete Pump Operator	
			Tower Crane Operator	
			General Premix Roller Operator	
			Milling Machine Operator	
			Paver Operator	
			Excavator Operator	
			Front End Loader Operator	
			TLB Operator	
			Dozer Operator	
			Grader Operator (general)	
			Gunite Nozzle person	
		Driver Grade II	Motorcycle Driver	
			Tractor Driver	

			Light Motor Vehicle Driver	
			Driver Operator	
			Heavy Duty Driver (rigid)	
			Extra Heavy Duty Driver (rigid)	
		Site Support	Material Tester	
		Building Skills	Semi-Skilled	
			Light Motor vehicle driver	
			Hoist Operator	
			Driver (Code 9)	

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local)
Semi-skilled	Other (specify)	Other (specify)	Other (specify)	
Skilled	Task Grade E	Construction Hand Grade 1	Shutter hand Grade I	
			Reinforcing Hand Grade I	
			Pipe layer Grade I	
			Kerb layer Grade I	
			Civil Construction Bricklayer Grade I	
		Operator Grade II	Mobile Crane Operator	
			Screed Operator	
			Scraper Operator	
		Driver Grade I	Heavy Duty Driver (articulated)	
			Extra Heavy Duty Driver (articulated)	
		Site Support	Assistant surveyor	
		Building skills	Journeyman's assistant	
			Heavy Duty driver (Code 10)	
			Crane Operator	
			Machine Minder and Sawyer	
			Mechanical Handling Equipment Driver	
		Electrical Construction	Electrical Construction Operator	

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local
Skilled	Task Grade F	Building Skills	Artisan/Journeyman	
		Electrical Construction	Electrical Tester for single phase	
			Artisan Unlicensed	
		Operator Grade I	Grader Operator (final level)	
Skilled	Task Grade G	Building Skills	Artisan journeyman with N2	
		Electrical Construction	Installation Electrician	
			Supervisor Grade II; Plant Serviceman	
Skilled	Task Grade H	Electrical Construction	Master Installation Electrician	
			Supervisor Grade I	
Skilled	Task Grade I	Artisan	Diesel Mechanic, Fitter & Turner, Auto Electrician, Boilermaker, Welder.	
Skilled	Other (specify)	Other (specify)	Other (specify)	

This schedule must include the estimated Jobs to be provided on the Project by all on-site Sub-contractors (inclusive of SMME's)

C3.5.2 ANNEXURE B2 - JOB WAGE SCHEDULE

ANNEXURE "B2"

COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL
Contract No. CDC/238/26

BUILDING INDUSTRY JOB & WAGE SCHEDULE

Task Grade	Job Title	Minimum Basic Wage Rate (Per Hour)
Construction Worker Grade E	General Worker	
Construction Worker Grade D	Semi-skilled Construction Worker Hoist Operator	
	Driver (code 8) Driver (code 9)	
Construction Worker Grade C	Artisan / Journey man's Assistant Driver (code 10) Crane Operator Machine Minder and Sawyer Mechanical Handling Equipment Driver	
Construction Worker Grade B	Artisan / Journeyman	
Construction Worker Grade A	Artisan / Journeyman with minimum N2	

Whilst this schedule provides for minimum wage rates, the contractor should effect standard wage rates per job function wherever possible, across the entire project, subcontractors inclusive.

The above wage rates to be increased annually; the timing and quantum shall be in accordance with the prevailing arrangement in the industry, yet may not be less than the latest available year-on-year CPI (inflation rate).

(Refer Socio-Economic specification L1.4)

C3.5.3 JOB FORECAST SCHEDULE

ANNEXURE “B1”

JOB FORECAST SCHEDULE

CONTRACT No. CDC/238/26 – COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

DATE: _____

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local)
Unskilled	Task Grade A	General Worker	General Worker	
Semi-skilled	Task Grade B	Artisan Aid	Artisan Aid	
		Construction Hand Grade IV	Structures Construction Hand	
			Premix Paving Checker	
			Steel Bending Machine Operator	
			Civil Construction Bricklayer Grade II	
		Operator Grade V	Boom Scraper Operator	
			Pedestrian Roller Operator	
			Piling Auger Machine Operator	

		Checker	Checker	
		Chainman	Chainman	
Semi-skilled	Task Grade C	Construction Hand Grade III	Shutter hand Grade III	
			Concrete Hand Grade II	
		Operator Grade IV	Track Rig Operator (general)	
			Bore Pile Operator	
			Continuous Flight Auger Operator	
			Drilling Supervisor	
		Site Support	Junior Clerk	

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local
Semi-skilled	Task Grade D	Construction Hand Grade II	Shutter hand Grade II	
			Reinforcing Hand Grade II	
			Concrete Hand Grade I	
			Fence Erector	
			Guard Rail Erector	
		Operator Grade III	Concrete Mixer Operator	
			Batch Plant Operator	
			Concrete Dumper Operator	
			Concrete Pump Operator	
			Tower Crane Operator	
			General Premix Roller Operator	
			Milling Machine Operator	
			Paver Operator	
			Excavator Operator	
			Front End Loader Operator	
			TLB Operator	
			Dozer Operator	

			Grader Operator (general)	
			Gunite Nozzle person	
		Driver Grade II	Motorcycle Driver	
			Tractor Driver	
			Light Motor Vehicle Driver	
			Driver Operator	
			Heavy Duty Driver (rigid)	
			Extra Heavy Duty Driver (rigid)	
		Site Support	Material Tester	
		Building Skills	Semi-Skilled	
			Light Motor vehicle driver	
			Hoist Operator	
			Driver (Code 9)	

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local
Semi-skilled	Other (specify)	Other (specify)	Other (specify)	
Skilled	Task Grade E	Construction Hand Grade 1	Shutter hand Grade I	
			Reinforcing Hand Grade I	
			Pipe layer Grade I	
			Kerb layer Grade I	
			Civil Construction Bricklayer Grade I	
		Operator Grade II	Mobile Crane Operator	
			Screed Operator	
			Scraper Operator	
		Driver Grade I	Heavy Duty Driver (articulated)	
			Extra Heavy Duty Driver (articulated)	
		Site Support	Assistant surveyor	
		Building skills	Journeyman's assistant	

			Heavy Duty driver (Code 10)	
			Crane Operator	
			Machine Minder and Sawyer	
			Mechanical Handling Equipment Driver	
		Electrical Construction	Electrical Construction Operator	

Skill Level	Grade	Occupational Group	Job Title	Total Labour (Seconded and Local
Skilled	Task Grade F	Building Skills	Artisan/Journeyman	
		Electrical Construction	Electrical Tester for single phase	
			Artisan Unlicensed	
		Operator Grade I	Grader Operator (final level)	
Skilled	Task Grade G	Building Skills	Artisan journeyman with N2	
		Electrical Construction	Installation Electrician	
			Supervisor Grade II; Plant Serviceman	
Skilled	Task Grade H	Electrical Construction	Master Installation Electrician	
			Supervisor Grade I	
Skilled	Task Grade I	Artisan	Diesel Mechanic, Fitter & Turner, Auto Electrician, Boilermaker, Welder.	
Skilled	Other (specify)	Other (specify)	Other (specify)	

This schedule must include the estimated Jobs to be provided on the Project by all on-site Sub-contractors (inclusive of SMMEs)

C3.5.4 WAGE RATES

ANNEXURE “B3”

CONTRACT No. CDC/238/26 – COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

WAGE RATES: CIVIL ENGINEERING, BUILDING, AND ELECTRICAL CONSTRUCTION INDUSTRY JOB CATEGORY STRUCTURE

Skill Level	Grade	Occupational Group	Job Title	Project Wage Rate (Hourly)
Unskilled	Task Grade A	General Worker	General Worker	
Semi-skilled	Task Grade B	Artisan Aid	Artisan Aid	
		Construction Hand Grade IV	Structures Construction Hand	
			Premix Paving Checker	
			Steel Bending Machine Operator	
			Civil Construction Bricklayer Grade II	
		Operator Grade V	Boom Scraper Operator	
			Pedestrian Roller Operator	
			Piling Auger Machine Operator	

		Checker	Checker	
		Chainman	Chainman	
Skill Level	**Grade**	**Occupational Group**	**Job Title**	**Project Wage Rate (Hourly)**
Semi-skilled	Task Grade C	Construction Hand Grade III	Shutter hand Grade III	
			Concrete Hand Grade II	
		Operator Grade IV	Track Rig Operator (general)	
			Bore Pile Operator	
			Continuous Flight Auger Operator	
			Drilling Supervisor	
		Site Support	Junior Clerk	
Semi-skilled	Task Grade D	Construction Hand Grade II	Shutter hand Grade II	
			Reinforcing Hand Grade II	
			Concrete Hand Grade I	
			Fence Erector	
			Guard Rail Erector	
		Operator Grade III	Concrete Mixer Operator	
			Batch Plant Operator	
			Concrete Dumper Operator	
			Concrete Pump Operator	

			Tower Crane Operator	
			General Premix Roller Operator	
			Milling Machine Operator	
			Paver Operator	
			Excavator Operator	
Skill Level	**Grade**	**Occupational Group**	**Job Title**	**Project Wage Rate (Hourly)**
			Front End Loader Operator	
			TLB Operator	
			Dozer Operator	
			Grader Operator (general)	
			Gunite Nozzle person	
		Driver Grade II	Motorcycle Driver	
			Tractor Driver	
			Light Motor Vehicle Driver	
			Driver Operator	
			Heavy Duty Driver (rigid)	
			Extra Heavy Duty Driver (rigid)	
		Site Support	Material Tester	
		Building Skills	Semi-Skilled	
			Light Motor vehicle driver	
			Hoist Operator	
			Driver (Code 9)	

Skill Level	Grade	Occupational Group	Job Title	Project Wage Rate (Hourly)
Semi-skilled	Other (specify)	Other (specify)	Other (specify)	
Skilled	Task Grade E	Construction Hand Grade 1	Shutter hand Grade I	
			Reinforcing Hand Grade I	
			Pipe layer Grade I	
			Kerb layer Grade I	
			Civil Construction Bricklayer Grade I	
		Operator Grade II	Mobile Crane Operator	

			Screed Operator	
			Scraper Operator	
Skill Level	**Grade**	**Occupational Group**	**Job Title**	**Project Wage Rate (Hourly)**
		Driver Grade I	Heavy Duty Driver (articulated)	
			Extra Heavy Duty Driver (articulated)	
		Site Support	Assistant surveyor	
		Building skills	Journeyman's assistant	
			Heavy Duty driver (Code 10)	
			Crane Operator	
			Machine Minder and Sawyer	
			Mechanical Handling Equipment Driver	
		Electrical Construction	Electrical Construction Operator	

Skill Level	Grade	Occupational Group	Job Title	Project Wage Rate (Hourly)
Skilled	Task Grade F	Building Skills	Artisan/Journeyman	
		Electrical Construction	Electrical Tester for single phase	
			Artisan Unlicensed	
		Operator Grade I	Grader Operator (final level)	
Skilled	Task Grade G	Building Skills	Artisan journeyman with N2	
		Electrical Construction	Installation Electrician	
			Supervisor Grade II; Plant Serviceman	
Skilled	Task Grade H	Electrical Construction	Master Installation Electrician	
			Supervisor Grade I	
Skilled	Task Grade I	Artisan	Diesel Mechanic, Fitter & Turner, Auto Electrician, Boilermaker, Welder.	
Skilled	Other (specify)	Other (specify)	Other (specify)	

The wage rates herein above shall be increased annually in accordance with the Socio-Economic specifications provision.

C3.6 SOCIAL AND ECONOMIC DELIVERABLES

C3.6 SOCIAL AND ECONOMIC DELIVERABLES

The Coega Development Corporation (CDC), referred to hereinafter as the Implementing Agent, has placed a number of contractual obligations on contractors in fulfilling the objectives for the socio-economic deliverables on the project.

It is the desire of the Implementing Agent and the Client that Employment Relations practices, procedures and processes that are implemented within the project are uniform and of the highest possible standard. The objective of this approach is to promote an environment that is healthy, safe, efficient, productive, harmonious, is free of disruption and localises opportunities for communities in close proximity to the project. Such an environment will assist Contractors in implementing their projects successfully. All contractors, sub-contractors (including SMMEs) and site service providers within the project have a role and responsibility in achieving this objective, and accordingly, the Main Contractor is wholly responsible in ensuring the provision, implementation and maintenance of the required socio-economic deliverables.

To this end, certain mechanisms and structures have been put in place to ensure all role-players in the project are aware of the socio-economic and labour requirements and obligations that are contractually binding on them, and that these are properly implemented and complied with.

The documentation included in specifications outlined below will provide detail to the prospective contractor in order to ensure a comprehensive understanding of the socio-economic specifications and Labour Management protocols in effect and allows for the prospective Contractor to tender accordingly.

C3.6.1 Specification Data

The Specification Data provided herein shall have precedence in the interpretation of any ambiguity or inconsistency between it and any other applicable contract instrument addressing the same or similar deliverable.

The Contractor shall ensure full achievement of the following deliverables through the period of this construction contract:

Deliverable L1: Employment of local resources - provide employment opportunities to targeted labour;
L1.1: Labour Risk Assessment
L1.2: Employment
L1.3: Recruitment
L1.4: Wages
L1.5: Inductions
L1.6: Employment Contracts
L1.7: Labour mobilisation and demobilisation

Deliverable L2: On-site Project Employment Relations Co-ordination;

Deliverable L3: Employment of the Community Liaison Officer;

Deliverable L4: Provide work opportunities for designated persons;
L4.1: Candidate Professionals

Deliverable L5: HIV/AIDS Awareness – the Contractor shall be responsible for promoting HIV/AIDS Awareness on site;

Deliverable L6: Health and Safety Awareness - the Contractor shall be responsible for promoting Health and Safety on site;

Deliverable L7: The Contractor shall ensure achievement of socio-economic deliverables and compliance to the established labour management protocols on the whole project (inclusive of all sub-contractors), for the full duration of the project;

Deliverable L8: Community participation;

Deliverable L9: On-site communication structures
The Contractor shall ensure the full application of this specification on all sub-contractors (including SMMEs) and on-site service providers, and accordingly must ensure the inclusion of this specification in all tender documents.

Deliverable L1: Employment of local resources - Provide employment opportunities to targeted labour.

L1.1 LABOUR RISK ASSESSMENT:

Before construction commencement, the Contractor is required to conduct a labour risk assessment to highlight the most significant labour risks associated with the project (at least 10 higher risks) and provide the mitigation to deal with each of these identified risks.

The template for undertaking the risk assessment will be provided by the Implementing Agent at tender award.

The risk assessment report is to be submitted by the Contractor to the Principal Agent for the Implementing Agent's review and endorsement, within 14 calendar days of the tender award.

L1.2 EMPLOYMENT:

The minimum number of construction personnel to be employed on the project is **80 (job opportunities).** This number includes all seconded personnel. The minimum duration for individual employment recognition purposes shall be a 6-week on-site continuous employment period.

The Contractor is required to provide the anticipated numbers of additional labour required per job title, to be utilised on the construction project. This submission, in the form of the Job Forecast Schedule (**Refer Annexure "B1"**) as provided herewith, is a returnable to be included in the tender response. This submission must be inclusive of the total projected additional labour requirements of all on-site sub-contractors and on-site service providers.

L1.3 RECRUITMENT:

The Contractor's deliverable is a minimum of **70% local labour** employed on the project to be residents of Target Areas 1 & 2 as specified below. The calculation of labour employment is based on man-days worked over the measured period and not headcount. Priority employment must be provided to residents from Target Area 1.

The Contractor is permitted to deploy a maximum of **30% non-local** seconded labour (i.e., labour who usually reside outside Target Areas 1 & 2) on the Project.

The Contractor is required to report on the achievement of the local employment target at each project progress meeting.

In the event the 70% target is not being achieved at any point of the construction duration, and/or the required local skills are claimed by the Contractor not to be available in Target Areas 1 & 2, the Contractor must motivate its assertion, also describing its recruitment efforts, before identifying individual labour from Target Area 3 for placement on the Project.

Target Areas:

- **Target Area 1** AMatikwe Area in Inanda North;
- **Target Area 2** Ethekwini District Municipality,
- **Target Area 3** KwaZulu-Natal Province.

Preference shall be granted to competent labour residing in Target Area 1 above labour residing in Target Area 2, and similarly preference shall be granted to competent labour residing in Target Area 2 above labour residing in Target Area 3.

L1.4 WAGES:

The Contractor shall, at the time of bidding for the contract, complete and return the Project Job & Wage schedule **(Refer Annexure B"2")** to confirm the minimum wage rates to be applied across the different grades/levels on the project as a whole, inclusive of all on-site Sub-contractors' and Service Providers' labour. The intention is to promote the application of standard wage rates per job function across the project.

The rate of pay for General Worker (Task Grade 1) should not be less than the market-related rate paid in the area, yet may not be less than the prevailing general National Minimum Wage (i.e. not the expanded public works programme rate). The current National Minimum Wage is **R30.23**per ordinary hour worked.

Wages shall be paid in arrears into each employee's own bank account. The Contractor shall elect whether such wage payments are effected at monthly or fortnightly intervals, where after uniformity of application shall be effected by the Contractor across the project as a whole, including all sub-contractors and service providers.

The wage payment detail, including all deductions made, must be provided in an acceptable pay-slip format on or immediately before the scheduled payday. No cash payments may be made for safety reasons, and as such, a condition of employment for labour shall be the possession of an active personal bank account.

The timing and quantum of the wage increases shall be in accordance with the prevailing arrangement in the Industry, yet may not be less than the latest available year-on-year Consumer Price Index (CPI) as issued by Statistics South Africa at the time of the wage rate increase.

The annual wage rate increases will be applied on the same date, on the first normal payday after 12 months of construction on site, or earlier as required by the Main Contractor, for all hourly-paid construction workers. Such wage rate increases must also be applied at the same time throughout the construction project (i.e., all on-site sub-contractors inclusive).

The Contractor is required to introduce measures to effectively mitigate the risk of delayed / partial / non-payment of wages and statutory deductions by on-site sub-contractors and on-site service providers.

L1.5 INDUCTIONS:

All project personnel on site must attend a Site Induction presentation on a fully paid time basis, before commencing work on site. The Site Induction shall be provided by the Contractor and shall include the Project overview, performance expectations, and key labour management aspects, including the general health, safety, and environmental practices to be employed on the Project.

The Site Induction shall be provided for all construction personnel by the Contractor, prior to each individual commencing employment on site.

All Contractors and Service Providers employing personnel on the construction site must ensure that all appropriate life skills and, in particular, Health, Safety & Environmental awareness training specific to their construction activities is conducted before an individual's work commencement, and during the course of employment on site.

Attendance registers of all personnel attending Site Induction and any subsequent awareness training must be retained on site for the duration of the construction project.

L1.6 EMPLOYMENT CONTRACTS:

All additional hourly-paid construction personnel on site must each sign an employment contract before commencing employment on site.

The standard form of the limited duration employment contract will be provided by the Implementing Agent, in consultation with the Contractor, as the standard limited duration employment contract for use on the project.

L1.7 LABOUR MOBILISATION & DEMOBILISATION:

The Contractors must make adequate provision for mobilising and demobilising all personnel employed on the Project.

Deliverable L2: On-site Project Employment Relations Co-ordination

L2.1 EMPLOYMENT RELATIONS CO-ORDINATION

The Contractor is required to confirm the identity of the site manager responsible for Employment Relations Co-ordination on site with the Principal Agent, prior to the manager fulfilling this responsibility.

This site manager must have sufficient labour management competency to ensure the establishment and retention of labour harmony on site.

Deliverable L3: Employment of the Community Liaison Officer

L3.1 Community Liaison Officer Appointment:

Immediately before site establishment, the Contractor must employ the services of a Community Liaison Officer (CLO).

The shortlisting of appropriate local CLO candidates should require guidance from the Project Social Facilitator, yet the Contractor shall make the final selection decision after receiving the prior written CLO appointment approval of the Implementing Agent. Note that the Social Facilitator is employed by the Implementing Agent.

The CLO shall receive a basic rate of pay not less than **R 8 500.00** per month. All statutory contributions, such as UIF, Skills Development Levy, Workmen's Compensation, etc., are excluded from this amount.

The contractor shall provide the necessary tools of the trade for the CLO to operate effectively. This will include office space and all reasonable furniture and equipment, including controlled access to an internet-connected computer and a cellphone.

If the contractor terminates the CLO's contract of employment (limited to proven misconduct / poor performance which would normally result in fair termination), the Contractor is required to urgently employ a suitably competent and experienced CLO, within 2 weeks on a full-time basis, for the remaining duration of the Project.

Deliverable L 4: Provide work opportunities for designated persons

L4.1 CANDIDATE PROFESSIONAL:

Within one month of contract award, the Contractor shall employ **two (02) student intern** for the construction period. The selection and placement of these appropriate candidates shall be in line with the Target Areas identified above.

The Candidate should be from any of the recommended groups detailed here below:

- Building Management;
- Quantity Surveyor;

- Health & Safety Officer;
- Civil/structural engineering

The objective is to assist the candidate technical professional to obtained professional registration with the appropriate body during the course of the construction project.

With the exception of the stipends cost, all costs associated with the internship, including the provision of work tools, facilities and professional registration is a pricable item for which the Contractor must tender.

The designated persons must be placed on site and will be paid a monthly stipend of **R8 500.00** per month by the Contractor. All statutory contributions such as UIF, Skills Development Levy, Workmen's Compensation etc. are excluded from this amount.

The stipend costs and other associated costs shall be for the Contractor's account and the Contractor must tender accordingly, and should be clearly stipulated in the tender submission.

Deliverable L5: Promote HIV/AIDS Awareness on site

L5.1 HIV/AIDS Awareness Training:

The Contractor shall be responsible for promoting HIV/AIDS Awareness on site. Every worker anticipated to be employed on the project must be trained in HIV/AIDS Awareness according to Industry norms and standards.

The Contractor shall submit monthly reports on HIV/AIDS Awareness training to the Implementing Agent's representative, accompanied by attendance registers in the format prescribed by the Implementing Agent.

All HIV/AIDS awareness training shall be recorded on the Ncedo Labour Management System by the Social Facilitator.

The Contractor must tender accordingly, the costs of which should be clearly stipulated in the tender submission.

Deliverable L6: Promote Health and Safety Awareness on site

L6.1 Health and Safety Awareness Training:

The Contractor shall be responsible for promoting health and safety on site. Prior to employment on the Project site, all labour must be inducted on pertinent aspects of the Occupational Health and Safety Act and the Construction Regulations including safe working practices, before they commence with work on site.

The Contractor shall submit monthly reports on Health & Safety Awareness training to the Implementing Agent's representative, accompanied by attendance registers in the format prescribed by the Implementing Agent.

The Contractor shall submit monthly reports via the Ncedo system on the Health and Safety inductions conducted on site.

All Health and Safety awareness training shall be recorded on the Ncedo Labour Management.
The Contractor must tender accordingly, the costs of which should be clearly stipulated in the tender submission.

Deliverable L7: The contractor shall ensure achievement of Socio-economic deliverables and compliance to the established labour management protocols on the whole project, for the full duration of the project;

The Contractor shall undergo a Socio-economic Specification detailed clarification meeting with the Implementing Agent, before site establishment. The Contractor's appointed Employment Relations Co-ordinator and the Contractor's most senior Site Manager are required to be present.

L7.1 COMPLIANCE AUDITING AND NON-ACHIEVEMENT:

The Implementing Agent appointed Social Facilitator shall monitor adherence to the labour protocols prescribed above.

In the event of the Contractor (inclusive of all sub-contractors) not complying with the socio-economic specifications after the 1-month period stated above, or failing to maintain the required labour management protocol thereafter, then a punitive penalty will be applied to the Contractor for each

working day that the non-compliance is still in existence. This punitive penalty shall equate to 20% of the amount prescribed per day for late project completion.

Deliverable L8: Community participation

L8.1 COMMUNITY ENGAGEMENT OBLIGATION

The Contractor shall ensure labour and community harmony on the project site and in the surrounding community. The Contractor shall participate in all community engagement activities where appropriate to promote the successful early completion of the Project.

The Implementing Agent appointed Principal Agent shall establish the Project Support Committee (PSC) before construction commencement. The CLO and the Contractor's most senior site manager are required to participate in the regular scheduled PSC meetings. The Terms of Reference for the PSC will be established before electing community/stakeholder participants.

The Contractor shall tender accordingly.

Deliverable L9: On-Site communication structures

L9.1 ON-SITE COMMUNICATION

The Contractor shall be responsible for facilitating all on-site communication with role-players. A Labour Consultative Forum (LCF) will be established on-site at which labour and workplace-related issues will be addressed. The LCF will be attended by the Main contractor representatives, all subcontractors, and site service providers, and elected representatives from labour on site. The LCF will be established within 1 month of project commencement and will meet monthly thereafter.

The Contractor shall tender accordingly.

C3.7 PERFORMANCE REPORT

SUPPLIERS PERFORMANCE EVALUATION FORM

PROJECT NUMBER		
CONTRACT NUMBER		
PROJECT NAME		
SERVICE PROVIDER		
PROJECT MANAGER		
PROJECT VALUE		
PROJECT DURATION AND START DATE		
PROJECT STATUS (Planning/Design/Construction/Completed)		
REVIEW PERIOD	**FROM:**	**TO:**
EVALUATION DATE		

EARNED VALUE MANAGEMENT	
COST VARIANCE (CV)	
SCHEDULE VARIANCE (SV)	
COST PERFORMANCE INDEX (CPI)	
SCHEDULE PERFORMANCE INDEX (SPI)	

Measures of Performance

Evaluation Indicators			Final Score	EXCELLENT 5	VERY GOOD 4	GOOD 3	POOR 2	UNSATISFACTORY 1
Quality Compliance				SP delivered an excellent final product which exceeded the client's expectations, met with all contractual requirements without exceeding the project schedule or the project cost. SP provided value engineering capability during the project reducing or maintaining original cost estimates whilst still maintaining high standards of product quality	SP not only complied with all the client's requirements and specification as defined in the contract documentation and drawings, he/ she also added value by either reducing cost and not delaying schedule commitment whilst achieving quality requirements	SP complied with the client's requirements and met all specifications as indicated in the contract documents	SP failed to comply with at least 50% of quality requirements as set out in the contract documents and or drawings	SP did not deliver to the client's requirements. No attempt was made to meet the quality requirements.
Cost	**TARGET**	**ACTUAL**		SP managed to expedite expenditure and is 20% ahead of projected cashflow and not compromising quality criteria.	SP managed to expedite expenditure and is 10% ahead if projected cashflow whilst still maintaining client and project requirements.	SP expenditure is as per the agreed cashflow.	SP delayed execution of the contract and has spent 15% below the target cashflow	SP delayed execution of the contract and has spent 25% below the target cashflow
Schedule Adherence				SP delivered the project or work packages ahead of the scheduled delivery date by more than 15% of the planned project	SP managed to complete the project or work packages ahead of the planned	SP achieved original schedule date.	SP underestimated project activities and ultimately project	SP poor management of the project resulted in the project being

				duration, delivering to the full scope of the project.	completion date by reducing project duration with 10% of planned time.		duration resulting in a project delay by more than 15% of the project duration.	delayed by a period longer than 20% of the project duration initially agreed at the conclusion of the contract.
SME Participation	TARGET	ACTUAL		SP made extensive use of SME in the course of the project exceeding project requirements achieving 40% SME participation.	SP made a significant contribution to the development of SMME's during the duration of the project with 38% SME participation.	SP achieved the 35% SME participation requirements as defined in the contract documentation.	SP who does not meet initial SMME contribution requirements as set out in the contract documentation achieved 30% SME participation.	Achieved 25% SME participation.
No of Jobs created	TARGET	ACTUAL		SP created more jobs than contracted by 15% or more	SP created more jobs than initially contracted by 10%.	SP created the number of jobs as defined in the contract document.	SP who does not meet the requirement for job in the contract, achieved 10% less.	Achieved 15% less.
No of Interns	TARGET	ACTUAL		SP employed an increased number of interns above what was agreed initially by 15% or greater	SP employed an increased number of interns above what was agreed initially by 10%	SP employed the agreed number of interns.	Achieved 10% less.	Achieved 15% less.
S.H.E				SP at all times during the project displayed a pro-active approach taking a leading role with regard to S.H.E requirements and maintains a one-step ahead approach to ensure the project is managed in a manner that does not expose the project and client and cause delays.	SP not only met all the S.H.E requirements in the contract documents but ensured that any gaps encountered in S.H.E requirements were closed to reduce any negative exposure to the client.	SP was in full compliance with all the S.H.E requirements of the project.	SP sometimes complies with S.H.E requirements as defined in the contract documents and statutory and regulatory requirements. Exposing the project to undue risk and negatively affecting the project quality, cost and schedule.	SP scarcely achieve set S.H.E requirements.
FINAL SCORE**				SCORE > 35 EXCELLENT	SCORE > 28 VERY GOOD	SCORE > 20 GOOD	SCORE < 20 POOR	

**These areas could be weighted and a final score achieved based on CDC priorities

SP that obtains a score of less than 18 is regarded as a poor performer therefore not recommended for further appointment.

Project Manager's Comments: *(PM to define challenges experienced or positive comments)*	

Signatures:_ **Project Manager:** _ **Date:** _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

C3.8 PLANNING SPECIFICATION FOR CONTRACTORS

COEGA
DEVELOPMENT CORPORATION

Planning Document:

Planning Specifications For Contractors.

Report Nº

CDC-CG-SPC-001-17

01 November 2017

DOCUMENT INFORMATION SHEET

Title of Document	:	*Planning Specifications for Contractors*
Type of Document	:	*Planning Document*
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DOCUMENT TITLE	:	*Planning Specifications for Contractors*
DOCUMENT No.	:	*CDC-CG-SPC-001-17*

SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Change Control Procedure document.

ORIGINAL	Prepared by	Reviewed by	Approved by
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Basis Of Schedule

(Planning Document)

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1. CIDB Grading 1-3

1.1 Introduction

The Construction Programme and all associated documents as detailed in this Attachment, are an essential part of the Project control system used by the Employer's Representative in monitoring the progress of the work under the Contract. The information and data provided by the Contractor shall be reliable, accurate, timely in presentation, and in an agreed format and style that allows for ease of incorporation into the Employer's Representative's Project control system. If the contractor does not have a dedicated planner it is the responsibility of the contractor to then provide a selected individual from within their organisation which the Employer's Representative would help train in the planning field.

1.2 General

1.2.1 The Contractor shall comply with the requirements of this Attachment.

1.2.2 The following templates will be provided by the Employer and shall be used for the preparation of the construction Programme and reports:

1.2.2.1 Standard Schedule Layout

1.3 Planning and Construction Programme

1.3.1 Submission

1.3.1.1 The Construction Programme shall be a time scaled bar chart with fully continuous logic that clearly highlights the critical path(s) throughout the network.

1.3.1.2 Within the time specified in the Contract, the Contractor shall submit for the Employer's approval, a Construction Programme which represents the sequencing and methodology accepted by the Employer's Representative at the time of award and includes the milestones and key events detailed in the tender documents. The Construction Programme shall be generated using the Primavera Project Planner (P6) software package or an approved alternative and submitted in both hard copy and native (soft copy) file format.

1.3.2 Activities

1.3.2.1 The Construction Programme shall break up the work under the Contract into identifiable, structured items of work ("activities"). Each activity shall:

1.3.2.2 Be an activity of work, not a piece of equipment;

1.3.2.3 Be readily measurable for progress;

1.3.2.4 Express the logical progression of the work;

1.3.2.5 Be suitable for critical path and dependency networking;

1.3.2.6 Be continuous from start to finish;

1.3.2.7 Generally be of a single “trade” or work content;

1.3.2.8 The sum total of all activities shall equate the work under the Contract.

1.3.3 Logic and Sequencing

The Construction Programme shall clearly indicate the logic and sequence of activities necessary to complete the work under the Contract, including but not be limited to:

1.3.3.1 Duration of each activity;

1.3.3.2 Early start, early finish and total float of each activity;

1.3.3.3 Activities that lie on the critical path(s) as determined by the network;

1.3.3.4 Precedence relationships (logic) between activities;

1.3.3.5 Dates for submissions to the Employer of documents requiring review;

1.3.3.6 Subcontractor tendering, award and mobilisation processes;

1.3.3.7 Activities to be completed by others which may affect the timely completion of the Works including;

1.3.3.8 Issue of information, materials or equipment for use or incorporation in work;

1.3.3.9 Activities, dependent upon any other contractor engaged by the Employer; or

1.3.3.10 Review time for required documentation such as specifications, drawings, procedures and calculations.

1.3.3.11 Tie in activities to existing services and utilities;

1.3.3.12 Statutory approval dates;

1.3.3.13 Date for access to the Site;

1.3.3.14 Date for access to follow-on contractors;

1.3.3.15 Date for Key Events and Milestones;

1.3.3.16 Date for Practical Completion of the Works or each Separable Portion;

1.3.3.17 Manufacture and delivery durations for Contractor supplied equipment and materials, with ties to the respective installation activities, detailed into activities no longer than 2 weeks;

1.3.3.18 Delivery dates for Employer supplied equipment and materials, with ties to the respective installation activities, detailed into activities no longer than 2 weeks;

1.3.3.19 Activity durations shall be in working days, the programme calendar shall indicate public holidays, leisure days or other non-working days;

1.3.3.20 Off Site and on Site activities shall be clear and identifiable;

1.3.3.21 Calendar - the bar chart heading shall show the year, the month and the week. The bar chart shall commence on the date of Contract Award;

1.3.4 Equipment allocation

1.3.4.1 Special tools and mobile equipment shall be assigned to their respective activities

1.3.4.2 Shared equipment such as mobile equipment shall be allocated to level of effort activities within the Construction Programme.

1.3.5 Construction Programme Commodities

1.3.5.1 The Construction Programme site activities shall be loaded with applicable commodity quantities.

1.3.5.2 The Employer utilises the following commodities;

1.3.5.2.1 Concrete (m^3)

1.3.5.2.2 Mechanical Equipment (t)

1.3.5.2.3 Platework (t)

1.3.5.2.4 Structural Steel (t)

1.3.5.2.5 Pipework (m) & Diameter Inch's (Inch)

1.3.5.2.6 Electrical and Communication Cables (m)

1.3.5.2.7 Electrical & Instrumentation Terminations (Qty)

1.3.6 Approval of Construction Programme

1.3.6.1 The Contractor shall submit the proposed baseline Construction Programme including a native (soft copy) copy of the programme.

1.3.6.2 Provided the Construction Programme is in accordance with this addendum A, it will be approved as the revision '0' Baseline Construction Programme. Against which the Contractors progress will be measured.

1.3.7 Revisions to the Construction Programme

1.3.7.1 The Contractor shall review the Construction Programme when any one of the following events occurs:

1.3.7.2 Progress of the work under the Contract falls significantly behind or otherwise materially departs from that shown in the Construction Programme;

1.3.7.3 A variation is issued which affects the Construction Programme;

1.3.7.4 There is a change in method of working adopted by the Contractor which affects the Construction Programme; or

1.3.7.5 The Employer's Representative directs that the Construction Programme be revised because in the opinion of the Employer's Representative the current Construction Programme does not reflect the actual work patterns of the Contractor.

1.3.7.6 If any of the events listed above occurs, the Contractor shall submit for approval, within seven (7) days of the event occurring, the revised Construction Programme. Upon approval, the revised Construction Programme will become the approved baseline for all future progress updates.

1.3.7.7 The Contractor shall address identified deviations from the Construction Programme by either:

1.3.7.8 Demonstrating that the deviation does not constitute a delay; or

1.3.7.9 Providing a course of action to remedy the deviation.

1.3.7.10 The revised Construction Programme shall clearly indicate the following:

1.3.7.11 The differences between the revised Construction Programme and the previously approved Construction Programme; and

1.3.7.12 The revision number and date of issue of the revised Construction Programme.

1.3.7.13 At any time additional detail may be inserted into the Construction Programme at the request of either the Contractor or Employer's Representative. In such cases, the overall start and finish dates of the detail activities shall not vary from the original summary activity(s) which were replaced.

1.3.7.14 All revisions to the Construction Programme shall be prepared by, and at the cost of the Contractor.

1.3.7.15 Supplementary Schedules and Programmes

The Employer's Representative may at any time, and at the cost and expense of the Contractor, direct the Contractor to produce supplementary documents to highlight a particular aspect of the work under the Contract.

1.3.8 Cash Flow

The Contractor shall submit to the Employer detailed cash flow forecast charts based on the Construction Programme (and any revisions) showing the anticipated monthly cash flow as represented by expected payment claim submission, not by payments received.

1.4 Progress Reporting

The cut-off, and submission dates for monthly reports will be as required by the Employer to ensure appropriate and timely integration into the Employer's overall progress reporting systems. These dates are subject to change as per the status of the project or at the discretion of the employer.

1.4.1 Progress Reporting

1.4.1.1 To demonstrate the actual progress of the work under the Contract the Contractor shall, on a monthly basis, update and submit to the Employer;

1.4.1.2 The updated Construction Programme shall show two (2) separate bars for each activity:

1.4.1.2.1 The Construction Programme "baseline" activity bar.

1.4.1.2.2 The current schedule activity bar identifying the currently forecast start and finish dates of the activity.

1.4.1.3 Deviations from the 'baseline' Construction Programme will form the basis for assessing progress and performance. Where significant deviations from the scheduled progress are being tabled in the report, the Contractor shall provide sufficient detailed written analysis and data, to adequately demonstrate the primary areas of schedule concern with short term recovery plan.

1.4.1.4 Overall Schedule.

1.4.2 Progress Monitoring and Corrective Action

1.4.2.1 Monitoring and review of the progress of the work under the Contract shall consist of an assessment of all activities currently in progress. The following shall be determined:

1.4.2.1.1 Percentage complete;

1.4.2.1.2 Forecast completion date;

1.4.2.1.3 Deviations from the baseline programme; and

1.4.2.1.4 Actions required remedying any deviations.

1.4.2.2 Progress reviews may be conducted to assist control of the work under the Contract. The format, content, and structure of these reviews will be agreed between the Contractor and the Employer's Representative.

1.4.3 Monthly Status Report (Planning Aspects Only)

1.4.3.1 In addition to the formal monthly report, the Contractor shall provide the following.

1.4.3.2 The report shall include but not be limited too:

1.4.3.2.1 The report shall summarise progress and problems encountered during that month in respect of all parts of the work under the Contract.

1.4.3.2.2 Progress against the approved Construction Programme;

1.4.3.2.3 Deviations from the Construction Programme, and in particular, the forecast completion dates of activities which should have been completed;

1.4.3.2.4 Status of approvals;

1.4.3.2.5 Actual or anticipated problems with corresponding action plans to mitigate / minimise their risk or impact;

1.4.3.2.6 Summary of work activities planned for the following period;

1.4.3.2.7 Cash flow status versus the original forecast and;

1.4.3.3 The Progress Report shall be submitted for review prior to the monthly progress meetings.

2. CIDB Grading 4-6

2.1 Introduction

The Construction Programme and all associated documents as detailed in this Attachment, are an essential part of the Project control system used by the Employer's Representative in monitoring the progress of the work under the Contract. The information and data provided by the Contractor shall be reliable, accurate, timely in presentation, and in an agreed format and style that allows for ease of incorporation into the Employer's Representative's Project control system. If the contractor does not have a dedicated planner it is the responsibility of the contractor to then provide a selected individual from within their organisation which the Employer's Representative would help train in the planning field.

2.2 General

2.2.1 The Contractor shall comply with the requirements of this Attachment.

2.2.2 The following templates will be provided by the Employer and shall be used for the preparation of the construction Programme and reports:

2.2.2.1 Standard Schedule Layout

2.2.2.2 S-Curve

2.3 Planning and Construction Programme

2.3.1 Submission

2.3.1.1 The Construction Programme shall be a time scaled bar chart with fully continuous logic that clearly highlights the critical path(s) throughout the network.

2.3.1.2 Within the time specified in the Contract, the Contractor shall submit for the Employer's approval, a Construction Programme which represents the sequencing and methodology accepted by the Employer's Representative at the time of award and includes the milestones and key events detailed in the. The Construction Programme shall be generated using the Primavera Project Planner (P6) software package or an approved alternative and submitted in both hard copy and native file format.

2.3.1.3 Activities

The Construction Programme shall break up the work under the Contract into identifiable, structured items of work ("activities"). Each activity shall:

2.3.1.4 Be an activity of work, not a piece of equipment;

2.3.1.5 Be readily measurable for progress;

2.3.1.6 Express the logical progression of the work;

2.3.1.7 Be suitable for critical path and dependency networking;

2.3.1.8 Be continuous from start to finish;

2.3.1.9 Generally be of a single “trade” or work content;

2.3.1.10 Be fully resourced; and

2.3.1.11 The sum total of all activities shall equate the work under the Contract.

2.3.2 Logic and Sequencing

2.2.1 The Construction Programme shall clearly indicate the logic and sequence of activities necessary to complete the work under the Contract, including but not be limited to:

2.3.2.1 Duration of each activity;

2.3.2.2 Early start, early finish and total float of each activity;

2.3.2.3 Activities that lie on the critical path(s) as determined by the network;

2.3.2.4 Precedence relationships (logic) between activities;

2.3.2.5 Dates for submissions to the Employer of documents requiring review;

2.3.2.6 Subcontractor tendering, award and mobilisation processes;

2.3.2.7 Activities to be completed by others which may affect the timely completion of the Works including;

2.3.2.8 Issue of information, materials or equipment for use or incorporation in work;

2.3.2.9 Activities, dependent upon any other contractor engaged by the Employer; or

2.3.2.10 Review time for required documentation such as specifications, drawings, procedures and calculations.

2.3.2.11 Tie in activities to existing services and utilities;

2.3.2.12 Statutory approval dates;

2.3.2.13 Date for access to the Site;

2.3.2.14 Date for access to follow-on contractors;

2.3.2.15 Date for Key Events and Milestones;

2.3.2.16 Date for Practical Completion of the Works or each Separable Portion;

2.3.2.17 Manufacture and delivery durations for Contractor supplied equipment and materials, with ties to the respective installation activities

2.3.2.18 Delivery dates for Employer supplied equipment and materials, with ties to the respective installation activities

2.3.2.19 Activity durations shall be in working days, the programme calendar shall indicate public holidays, leisure days or other non-working days;

2.3.2.20 Off Site and on Site activities shall be clear and identifiable;

2.3.2.21 Calendar - the bar chart heading shall show the year, the month and the week. The bar chart shall commence on the date of Contract Award;

2.3.3 Man-hour allocation

2.3.3.1 Scheduled Direct Labour Hours – Per Activity.

For each appropriate activity in the Construction Programme, the Contractor shall allocate the associated direct labour hours.

2.3.3.2 Direct Labour Hours – Total.

The total of the direct labour hours per week shall be calculated after activities have been resource levelled.

2.3.3.3 Direct Labour Workforce Histogram

The site workforce (direct labour only) scheduled per week shall be calculated from the direct labour hours and a histogram plotted.

2.3.4 Equipment allocation

2.3.4.1 Special tools and mobile equipment shall be assigned to their respective activities

2.3.4.2 Shared equipment such as mobile equipment shall be allocated to level of effort activities within the Construction Programme.

2.3.5 Contractor ‘S-Curve’

2.3.5.1 The Contractor shall submit progress S-Curves for the overall Contract

2.3.5.2 The S-Curves shall be based upon the distribution of man-hours where attainable from within the approved Construction Programme.

2.3.5.3 The S-Curves shall be presented using the approved templates provided by the Employer.

2.3.5.4 To generate the overall Contract S-Curve each of the phases shall be weighted according to the monetary value of the phase.

2.3.5.5 The reporting of progress for each component shall be in the form of earned value (EV), which is the physical percent progress of the component of the work.

2.3.6 Construction Programme Commodities

The Construction Programme site activities shall be loaded with applicable commodity quantities. Offsite fabrication of structural steel, plate work and spooling of pipework shall also be reported.

2.3.6.1 The Employer utilises the following commodities;

2.3.6.1.1 Concrete (m^3)

2.3.6.1.2 Mechanical Equipment (t)

2.3.6.1.3 Plate work (t)

2.3.6.1.4 Structural Steel (t)

2.3.6.1.5 Pipework (m) & Diameter Inch's (Inch)

2.3.6.1.6 Electrical and Communication Cables (m)

2.3.6.1.7 Electrical & Instrumentation Terminations (Qty)

2.3.6.2 Commodity Curves shall be presented in the same format as the S-Curves.

2.3.7 Approval of Construction Programme

2.3.7.1 The Contractor shall submit the proposed baseline Construction Programme including a native copy of the programme.

2.3.7.2 Provided the Construction Programme is in accordance with this addendum A, it will be approved as the revision '0' Baseline Construction Programme. Against which the Contractors progress will be measured.

2.3.8 Revisions to the Construction Programme

2.3.8.1 The Contractor shall review the Construction Programme when any one of the following events occurs:

2.3.8.2 Progress of the work under the Contract falls significantly behind or otherwise materially departs from that shown in the Construction Programme;

2.3.8.3 A variation is issued which affects the Construction Programme;

2.3.8.4 There is a change in method of working adopted by the Contractor which affects the Construction Programme; or

2.3.8.5 The Employer's Representative directs that the Construction Programme be revised because in the opinion of the Employer's Representative the current Construction Programme does not reflect the actual work patterns of the Contractor.

2.3.8.6 If any of the events listed above occurs, the Contractor shall submit for approval, within seven (7) days of the event occurring, the revised Construction Programme. Upon approval, the revised Construction Programme will become the approved baseline for all future progress updates.

2.3.8.7 The Contractor shall address identified deviations from the Construction Programme by either:

2.3.8.8 Demonstrating that the deviation does not constitute a delay; or

2.3.8.9 Providing a course of action to remedy the deviation.

2.3.8.10 The revised Construction Programme shall clearly indicate the following:

2.3.8.10.1 The differences between the revised Construction Programme and the previously approved Construction Programme; and

2.3.8.10.2 The revision number and date of issue of the revised Construction Programme.

2.3.8.11 The revised Construction Programme shall be accompanied by a revised S-Curve

2.3.8.12 At any time additional detail may be inserted into the Construction Programme at the request of either the Contractor or Employer's Representative. In such cases, the overall start and finish dates of the detail activities shall not vary from the original summary activity(s) which were replaced.

2.3.8.13 All revisions to the Construction Programme shall be prepared by, and at the cost of the Contractor.

2.3.9 Supplementary Schedules and Programmes

The Employer's Representative may at any time, and at the cost and expense of the Contractor, direct the Contractor to produce supplementary documents to highlight a particular aspect of the work under the Contract.

2.3.10 Cash Flow

The Contractor shall submit to the Employer detailed cash flow forecast charts based on the Construction Programme (and any revisions) showing the anticipated monthly cash flow as represented by expected payment claim submission, not by payments received.

2.4 Progress Reporting

The cut-off, and submission dates for monthly reports will be as required by the Employer to ensure appropriate and timely integration into the Employer's overall progress reporting systems. These dates are subject to change as per the status of the project or at the discretion of the employer.

2.4.1 Progress Reporting

2.4.1.1 To demonstrate the actual progress of the work under the Contract the Contractor shall, on a monthly basis, update and submit to the Employer;

2.4.1.2 The updated Construction Programme shall show two (2) separate bars for each activity:

2.4.1.2.1 The Construction Programme “baseline” activity bar.

2.4.1.2.2 The current schedule activity bar identifying the currently forecast start and finish dates of the activity.

2.4.1.3 The progress ‘S-Curves’;

2.4.1.4 Deviations from the ‘baseline’ Construction Programme together with the ‘S-Curves’ will form the basis for assessing progress and performance. Where significant deviations from the scheduled progress are being tabled in the report, the Contractor shall provide sufficient detailed written analysis and data, to adequately demonstrate the primary areas of schedule concern with short term recovery plan.

2.4.1.5 Overall Schedule.

2.4.1.6 2 week look ahead Schedule.

2.4.2 Progress Monitoring and Corrective Action

2.4.2.1 Monitoring and review of the progress of the work under the Contract shall consist of an assessment of all activities currently in progress. The following shall be determined:

2.4.2.1.1 Percentage complete;

2.4.2.1.2 Forecast completion date;

2.4.2.1.3 Deviations from the baseline programme; and

2.4.2.1.4 Actions required remedying any deviations.

2.4.2.2 Weekly progress reviews may be conducted to assist control of the work under the Contract. The format, content, and structure of these reviews will be agreed between the Contractor and the Employer’s Representative. The Contractor’s Weekly Progress Report will be used as the discussion tool for the weekly progress meeting.

2.4.3 Monthly Status Report (Planning Aspects Only)

2.4.3.1 In addition to the formal monthly report, the Contractor shall provide the following.

2.4.3.2 The report shall include but not be limited too:

2.4.3.3 The report shall summarise progress and problems encountered during that month in respect of all parts of the work under the Contract.

2.4.3.4 Progress against the approved Construction Programme;

2.4.3.5 Summary of progress achieved during the period using progress 'S-Curves';

2.4.3.6 List of milestones achieved during the period;

2.4.3.7 Status of design, procurement, off-site works, and construction;

2.4.3.8 Deviations from the Construction Programme, and in particular, the forecast completion dates of activities which should have been completed;

2.4.3.9 Status of approvals;

2.4.3.10 Actual or anticipated problems with corresponding action plans to mitigate / minimise their risk or impact;

2.4.3.11 Summary of work activities planned for the following period;

2.4.3.12 Cash flow status versus the original forecast;

2.4.3.13 The Progress Report shall be submitted for review prior to the monthly progress meetings.

3. CIDB Grading 7-9

3.1 Introduction

The Construction Programme and all associated documents as detailed in this Attachment, are an essential part of the Project control system used by the Employer's Representative in monitoring the progress of the work under the Contract. The information and data provided by the Contractor shall be reliable, accurate, timely in presentation, and in an agreed format and style that allows for ease of incorporation into the Employer's Representative's Project control system.

3.2 General

3.2.1 The Contractor shall comply with the requirements of this Attachment.

3.2.2 The following templates will be provided by the Employer and shall be used for the preparation of the construction Programme and reports:

3.2.3 Standard Schedule Layout

3.2.4 S-Curve

3.3 Planning and Construction Programme

3.3.1 Submission

3.3.1.1 The Construction Programme shall be a time scaled bar chart with fully continuous logic that clearly highlights the critical path(s) throughout the network.

3.3.1.2 Within the time specified in the Contract, the Contractor shall submit for the Employer's approval, a Construction Programme which represents the sequencing and methodology accepted by the Employer's Representative at the time of award and includes the milestones and key events detailed in the. The Construction Programme shall be generated using the Primavera Project Planner (P6) software package or an approved alternative and submitted in both hard copy and native file format.

3.3.2 Activities

The Construction Programme shall break up the work under the Contract into identifiable, structured items of work ("activities"). Each activity shall:

3.3.2.1 Be at level 4;

3.3.2.2 Be an activity of work, not a piece of equipment;

3.3.2.3 Be readily measurable for progress;

3.3.2.4 Express the logical progression of the work;

3.3.2.5 Be suitable for critical path and dependency networking;

3.3.2.6 Be continuous from start to finish;

3.3.2.7 Be located in a single geographical area;

3.3.2.8 Generally be of a single “trade” or work content;

3.3.2.9 Be compatible with quality assurance plans;

3.3.2.10 Be fully resourced; and

3.3.2.11 Be capable of producing commodity based reports

3.3.2.12 The sum total of all activities shall equate the work under the Contract.

3.3.3 Logic and Sequencing

3.3.3.1 The Construction Programme shall clearly indicate the logic and sequence of activities necessary to complete the work under the Contract, including but not be limited to:

3.3.3.1.1 Duration of each activity;

3.3.3.1.2 Early start, early finish and total float of each activity;

3.3.3.1.3 Activities that lie on the critical path(s) as determined by the network;

3.3.3.1.4 Precedence relationships (logic) between activities;

3.3.3.1.5 Subcontractor tendering, award and mobilisation processes;

3.3.3.1.6 Activities to be completed by others which may affect the timely completion of the Works including;

3.3.3.1.7 Activities, dependent upon any other contractor engaged by the Employer; or

3.3.3.1.8 Review time for required documentation such as specifications, drawings, procedures and calculations.

3.3.3.2 Tie in activities to existing services and utilities;

3.3.3.3 Statutory approval dates;

3.3.3.4 Date for access to the Site;

3.3.3.5 Date for access to follow-on contractors;

3.3.3.6 Date for Key Events and Milestones;

3.3.3.7 Date for Practical Completion of the Works or each Separable Portion;

3.3.3.8 Manufacture and delivery durations for Contractor supplied equipment and materials, with ties to the respective installation activities;

3.3.3.9 Activity durations shall be in working days, the programme calendar shall indicate public holidays, leisure days or other non-working days;

3.3.3.10 Off Site and on Site activities shall be clear and identifiable;

3.3.3.11 Calendar - the bar chart heading shall show the year, the month and the week. The bar chart shall commence on the date of Contract Award;

3.3.4 Construction Programme Resources

3.3.4.1 The Contractor shall submit histograms showing the direct labour required to complete the work under the Contract based on the approved Construction Programme.

3.3.4.2 The histograms shall be prepared from the schedule.

3.3.4.3 Equipment requirements / utilisation bar charts shall be submitted to the Employer for all Site plant and mobile equipment required to complete the work under the Contract.

3.3.5 Man-hour allocation

3.3.5.1 Scheduled Direct Labour Hours – Per Activity.

3.3.5.2 For each appropriate activity in the Construction Programme, the Contractor shall allocate the associated direct labour hours.

3.3.5.3 Direct Labour Hours – Total.

3.3.5.4 The total of the direct labour hours per week shall be calculated after activities have been resource levelled.

3.3.5.5 Direct Labour Workforce Histogram

3.3.5.6 The site workforce (direct labour only) scheduled per week shall be calculated from the direct labour hours and a histogram plotted.

3.3.6 Equipment allocation

3.3.6.1 Special tools and mobile equipment shall be assigned to their respective activities

3.3.6.2 Shared equipment such as mobile equipment shall be allocated to level of effort activities within the Construction Programme.

3.3.7 Contractor ‘S-Curve’

3.3.7.1 The Contractor shall submit progress S-Curves for the overall Contract and each of the phases of the Contract.

3.3.7.2 The S-Curves shall be based upon the distribution of man-hours where attainable from within the approved Construction Programme.

3.3.7.3 The S-Curves shall be presented using the approved templates provided by the Employer.

3.3.7.4 To generate the overall Contract S-Curve each of the phases shall be weighted according to the dollar value of the phase.

3.3.7.5 All S-Curves shall be developed using the 'Earned Value Method'. This method applies a weighted value (WV) to all measurable components of the Works.

3.3.7.6 The reporting of progress for each component shall be in the form of earned value (EV), which is the physical percent progress of the component of the work.

3.3.8 Construction Programme Commodities

3.3.8.1 The Construction Programme site activities shall be loaded with applicable commodity quantities. Commodity curves shall be produced for forecast installation and actual installation quantities from this data. Offsite fabrication of structural steel, platework and spooling of pipework shall also be reported.

3.3.8.2 The Employer utilises the following commodities;

3.3.8.2.1 Concrete (m^3)

3.3.8.2.2 Mechanical Equipment (t)

3.3.8.2.3 Plate work (t)

3.3.8.2.4 Structural Steel (t)

3.3.8.2.5 Pipework (m) & Diameter Inch's (Inch)

3.3.8.2.6 Electrical and Communication Cables (m)

3.3.8.2.7 Electrical & Instrumentation Terminations (Qty)

3.3.8.3 Commodity Curves shall be presented in the same format as the S-Curves.

3.3.9 Approval of Construction Programme

3.3.9.1 The Contractor shall submit the proposed baseline Construction Programme including a native copy of the programme.

3.3.9.2 Provided the Construction Programme is in accordance with this Attachment 10, it will be approved as the revision '0' Baseline Construction Programme. Against which the Contractors progress will be measured.

3.3.10 Revisions to the Construction Programme

3.3.10.1 The Contractor shall review the Construction Programme when any one of the following events occurs:

3.3.10.2 Progress of the work under the Contract falls significantly behind or otherwise materially departs from that shown in the Construction Programme;

3.3.10.3 A variation is issued which affects the Construction Programme;

3.3.10.4 There is a change in method of working adopted by the Contractor which affects the Construction Programme; or

3.3.10.5 The Employer's Representative directs that the Construction Programme be revised because in the opinion of the Employer's Representative the current Construction Programme does not reflect the actual work patterns of the Contractor.

3.3.10.6 If any of the events listed above occurs, the Contractor shall submit for approval, within seven (7) days of the event occurring, the revised Construction Programme. Upon approval, the revised Construction Programme will become the approved baseline for all future progress updates.

3.3.10.7 The Contractor shall address identified deviations from the Construction Programme by either:

3.3.10.8 Demonstrating that the deviation does not constitute a delay; or

3.3.10.9 Providing a course of action to remedy the deviation.

3.3.10.10 The revised Construction Programme shall clearly indicate the following:

3.3.10.11 The differences between the revised Construction Programme and the previously approved Construction Programme; and

3.3.10.12 The revision number and date of issue of the revised Construction Programme.

3.3.10.13 The revised Construction Programme shall be accompanied by a revised manning histogram and S-Curve with an additional data line called 'reforecast planned progress'.

3.3.10.14 At any time additional detail may be inserted into the Construction Programme at the request of either the Contractor or Employer's Representative. In such cases, the overall start and finish dates of the detail activities shall not vary from the original summary activity(s) which were replaced.

3.3.10.15 All revisions to the Construction Programme shall be prepared by, and at the cost of the Contractor.

3.3.11 Supplementary Schedules and Programmes

The Employer's Representative may at any time, and at the cost and expense of the Contractor, direct the Contractor to produce supplementary documents to highlight a particular aspect of the work under the Contract.

3.3.12 Cash Flow

The Contractor shall submit to the Employer detailed cash flow forecast charts based on the Construction Programme (and any revisions) showing the anticipated monthly cash flow as represented by expected payment claim submission, not by payments received.

3.4 Progress Reporting

The cut-off, and submission dates for monthly reports will be as required by the Employer to ensure appropriate and timely integration into the Employer's overall progress reporting systems. These dates are subject to change as per the status of the project or at the discretion of the employer.

3.4.1 Progress Reporting

3.4.1.1 To demonstrate the actual progress of the work under the Contract the Contractor shall, on a monthly basis, update and submit to the Employer;

3.4.1.2 The updated Construction Programme shall show two (2) separate bars for each activity:

3.4.1.2.1 The Construction Programme "baseline" activity bar.

3.4.1.2.2 The current schedule activity bar identifying the currently forecast start and finish dates of the activity.

3.4.1.3 The progress 'S-Curves';

3.4.1.4 Direct Manning Histograms;

3.4.1.5 Deviations from the 'baseline' Construction Programme together with the 'S-Curves' will form the basis for assessing progress and performance. Where significant deviations from the scheduled progress are being tabled in the report, the Contractor shall provide sufficient detailed written analysis and data, to adequately demonstrate the primary areas of schedule concern with short term recovery plan.

3.4.1.6 Overall Schedule.

3.4.1.7 2 week look ahead Schedule.

3.4.2 Progress Monitoring and Corrective Action

3.4.2.1 Monitoring and review of the progress of the work under the Contract shall consist of an assessment of all activities currently in progress. The following shall be determined:

3.4.2.1.1 Percentage complete;

3.4.2.1.2 Forecast completion date;

3.4.2.1.3 Manning histograms showing actual and forecast versus baseline figures;

3.4.2.1.4 Deviations from the baseline programme; and

3.4.2.1.5 Actions required remedying any deviations.

3.4.2.2 Progress reviews shall be conducted to assist control of the work under the Contract. The format, content, and structure of these reviews will be agreed between the Contractor and the Employer's Representative. The Contractor's Progress Report will be used as the discussion tool for the progress meeting.

3.4.3 Monthly Status Report (Planning Aspects Only)

3.4.3.1 In addition to the formal monthly report, the Contractor shall provide the following.

3.4.3.2 The report shall include but not be limited too:

3.4.3.2.1 The report shall summarise progress and problems encountered during that month in respect of all parts of the work under the Contract.

3.4.3.2.2 Progress against the approved Construction Programme;

3.4.3.2.3 Summary of progress achieved during the period using progress 'S-Curves' for each of the PCS elements;

3.4.3.2.4 List of milestones achieved during the period;

3.4.3.2.5 Status of construction;

3.4.3.2.6 Deviations from the Construction Programme, and in particular, the forecast completion dates of activities which should have been completed;

3.4.3.2.7 Actual or anticipated problems with corresponding action plans to mitigate / minimise their risk or impact;

3.4.3.2.8 Summary of work activities planned for the following period;

3.4.3.2.9 Cash flow status versus the original forecast;

3.4.3.3 The Progress Report shall be submitted for review prior to the monthly progress meetings.

C3.9.1 CIDB Standard for Indirect Targeting for Enterprise Development (February 2013)



Government Gazette
Staatskoerant

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REPUBLIEK VAN SUID-AFRIKA

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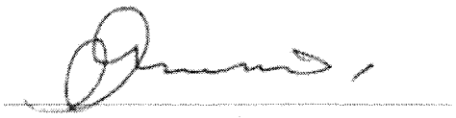
BOARD NOTICE 21 OF 2013

Construction Industry Development Board

Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts

29 January 2013

In terms of sections 5(2) of the Construction Industry Development Board Act, 2000 (Act no. 38 of 2000) (the Act), the Construction Industry Development Board is empowered to promote best practice Standards. This best practice Standard for Indirect Targeting for Enterprises Development through Construction Works Contracts establishes a key performance indicator in the form of a contract participation goal (CPG) relating to the engagement of targeted enterprises on a contract for the provision of construction works coupled to the enterprise development.



Bafana Ndendwa
Chairperson: Construction Industry Development Board

Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts

(29 January 2013)



Construction Industry Development Board
Pretoria
Tel: 012 343 7136 or 012 481 9030
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Standard for Indirect Targeting for Enterprises Development through Construction Works Contracts

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Standard for Indirect Targeting for Enterprises Development through Construction Works Contracts

Foreword

The cidb Act (Act 38 of 2000) requires that the Board must establish a *Best Practice Project Assessment Scheme* based on the best practices identified by the Board. All construction contracts above a prescribed tender value will then be subject to an assessment of compliance with best practice standards and guidelines published by the Board.

The aim of this best practice *Standard for Indirect Targeting for Enterprise Development* is to promote enterprise development by providing for a minimum contract participation goal (CPG) of 5% of the total project value on selected contracts to be undertaken by joint-venture partners or to be sub-contracted to developing contractors that are also to be beneficiaries of enterprise development support from the main contractor.

Private and public sector employees are encouraged to adopt this Standard. However, notwithstanding this, it is the cidb's intent that in terms of the cidb Act and as prescribed by the Minister of Public Works, this Standard will become a mandatory requirement on public sector contracts.

Furthermore, it is the cidb's intent to increase the minimum CPG of 5% to at least 10% over a three year period. This incremental phasing-in of the CPG will provide clients and contractors the time required to gain experience with this Standard, and to introduce the necessary changes into the nature and structure of construction contracts to accommodate a CPG of 10% or higher.

This cidb *Standard for Indirect Targeting for Enterprise Development* is aligned to the enterprise development components within the construction sector Codes of Practice for Broad Based Black Economic Empowerment.

1 Scope

This standard establishes a key performance indicator in the form of a contract participation goal (CPG) relating to the engagement of targeted enterprises on a contract for the provision of construction works coupled to the enterprise development.

This standard sets out the methods by which the key performance indicator is measured, quantified and verified in the performance of the contract.

2 Terms and Definitions

For the purposes of this document, the following definitions apply:

black people: natural person who are African, Coloured, Indian or Chinese and who are a citizen of the Republic of South Africa:

a) by birth or decent; or
b) naturalisation occurring before the commencement date of the constitution of the Republic of South Africa Act of 1993 or occurring after the commencement date of such Act, but who, without the Apartheid policy would have qualified for naturalisation before then.

class of construction works: the class of construction works referred to in Schedule 3 of the Construction Industry Development Regulations 2004 as amended and published in terms of the Construction Industry Development Board Act of 2000 (Act 38 of 2000).

Construction Industry Development Board (CIDB): the board established in terms of the Construction Industry Development Board Act of 2000 (Act 38 of 2000).

construction works: the provision of a combination of goods and services arranged for the development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition of a fixed asset including building and engineering infrastructure.

contract amount: financial value of the contract at the time of the award of the contract, exclusive of all allowances and any value added tax or sales tax which the law requires the employer to pay to the contractor.

contract participation goal (CPG): the value of goods, services and works for which the contractor contracts targeted enterprises exclusive of all allowances and any value added tax or sales tax which the law requires the employer to pay to the contractor, expressed as a percentage of the contract amount.

contractor: person or organization that contracts to provide the goods, services or engineering and construction works covered by the contract.

developed enterprise: an enterprise which:

a) in the case of a single enterprise operating as the main contractor, must be registered in a CIDB Grade 7 or higher in the General Building (GB) or Civil Engineering (CE) Classes of Works, and must be accountable for providing the enterprise development support; or
b) in the case of a JV agreement, at least one JV partner must be registered in a CIDB Grade 7 or higher in the General Building (GB) or Civil Engineering (CE) Classes of Works, and must be accountable for providing the enterprise development support.

employer: person or organization entering into the contract with the contractor for the provision of goods, services, or engineering and construction works.

employer's representative: person authorized to represent the employer and named as such in the contract data.

fifty percent black owned: an enterprise in which black people:

c) hold more than 50% of the voting rights that are not subject to any limitation; and
d) hold more than 50% of the economic interest.

joint venture: grouping of two or more contractors acting as one legal entity, where each is liable for the actions of the other.

main contractor: contractor who contracts with the employer for the provision of construction works, and who may subcontract part of this contract.

practical completion: the state of completion at the end of construction required in terms of the contract.

NOTE Practical completion is commonly understood to be a state of readiness for occupation of the whole works although some minor work may be outstanding. Practical completion in a construction works contract occur when:

a) FIDIC Short Form of Contract: the date when the Employer considers that the Works have been completed in accordance with the Contract, except for minor outstanding work and defects which will not substantially affect the use of the Works for their intended purpose.
b) FIDIC Red, Silver and Yellow Book: the date when the Engineer determines that the Works has substantially been reached and can be used for the purpose intended.
c) GCC 2010: "Practical Completion" means the date when the Engineer certifies that the whole or portion of the Works has reached a state of readiness, fit for the intended purpose, and occupation without danger or undue inconvenience to the Employer, although some work may be outstanding
d) JBCC 2000 Principal Building Agreement and JBCC Minor Works Agreement: the date when the principal agent decides that the completion of the works has substantially been reached and can be used for the purpose intended
e) NEC3 Engineering and Construction Contract: the date when the Project Manager decides that the Contractor has reached Completion as defined in the contract
f) NEC3 Engineering and Construction Short Contract: the date when the Employer decides that the Contractor has completed the works in accordance with the Works Information except for correcting notified Defects which do not prevent the Employer from using the works and others from doing their work.

targeted enterprise: an enterprise which:

a) is a contractor registered with the Construction Industry Development Board acting in the capacity of a sub-contractor or JV partner; and
b) the contractor does not have an equity holding exceeding 20% in the enterprise, either directly or through a flow through calculation in accordance with the Construction Sector Code of Good Practice published in General Notice 862 of 2009 in Government Gazette No 32305 of 2009 in terms of the Board Based Black Economic Empowerment Act of 2003 (Act 53 of 2003); and
c) employs at least three permanent employees other than the owner; and
d) be registered in terms of the Company's Act of 2008 (Act No. 71 of 2008) or Close Corporation Act of 1984 (Act No. 69 of 1984);
e) is 50% or more black owned or 30% or more black women owned; and
f) has entered into a written relationship agreement of co-operation and assistance with the developed enterprise for the duration of the contract.

thirty percent black woman owned: an enterprise in which black people who are women:

a) hold more than 30% of the voting rights that are not subject to any limitation; and
b) hold more than 30% of the economic interest.

3 Requirements

3.1 Contract Participation Goal (CPG)

3.1.1 The requirements of a contract participation goal applies only to:

a) construction works contracts in the General Building (GB) and to Civil Engineering (CE) classes of construction works;
b) construction works contracts of an estimated minimum project duration of 6 months; and
c) construction works contracts in which at least 25% of the main contract could reasonably be expected to be sub-contracted out in one or more of the following CIDB classes of construction works:

    1) Civil Engineering (CE);
    2) Electrical Engineering Work (EB);
    3) General Building Works (GB); or
    4) Mechanical Engineering (ME).

3.1.2 The contractor shall engage targeted enterprises in the performance of the contract to the extent that at least a five percent (5%) contract participation goal is achieved.

3.1.3 Each targeted enterprise shall complete the targeted enterprise declaration affidavit contained in Annex A and attach to the applicable written relationship agreement of co-operation and assistance.

3.1.4 Credits towards the contract participation goal will be denied in respect of the participation of a targeted enterprise should any of the provisions relating to 3.2 not be satisfied.

3.2 Enterprise Development Support

3.2.1 The contractor shall perform a needs analysis on all targeted enterprises and provide internal mentorship which improves the targeted enterprise's performance in at least two developmental areas. Such developmental areas should be guided by the requirements of the cidb *Best Practice Contractor Recognition Scheme*[1,2] as well as the NCDP exit requirements for accreditation of contractors[3], and may include but are not limited to:

---

[1] cidb (2011). *cidb Best Practice Contractor Recognition Scheme; Requirements and Guidelines for Contractor Competence Assessment* (Draft). Construction Industry Development Board, http://www.cidb.org.za

a) management and labour skills transfer;
b) establishment of administrative systems;
c) establishment of cost control systems;
d) establishment of construction management systems and plans (health and safety, quality and environmental);
e) planning, tendering and programming skills transfer;
f) business skills transfer with emphasis on entrepreneurial and negotiation skills;
g) technical skills transfer with emphasis on innovation;
h) legal compliance;
i) procurement skills transfer;
j) establish credit rating/history;
k) establish financial loan capacity/history; and/or
l) contractual knowledge transfer.

3.2.2 The needs analysis shall be mutually agreed upon between the contractor and the targeted enterprise.

3.2.3 The contractor shall appoint an enterprise development co-ordinator. The enterprise development co-ordinator shall:

a) develop a project specific enterprise development plan to improve the targeted enterprise's performance in the identified developmental areas which allocate resources and monitors progress in relation to improved performance; and
b) submit to the employer's representative a monthly enterprise development report which documents all mentoring activities that have taken place during that month and the progress made in improving the targeted enterprise's performance in the development area, countersigned by the targeted enterprise.

3.3 Reports

3.3.1 Progress reports detailing interim values of the contract participation goal that was achieved together with an assessment of the enterprise development support provided should be tabled and discussed at least monthly at progress meetings between employer's representative and the contractor.

3.3.2 The contractor shall submit a report in an acceptable format to the employer's representative for acceptance within 15 days of achieving practical completion.

3.3.3 The information contained in the report shall include not only the value of the contract participation goal that was certified in accordance with this standard but also the CIDB registration numbers of each and every targeted enterprise, and the value of the subcontracted works or the participation parameter of the joint venture entered into.

4 Sanctions

In the event that the contractor fails to substantiate that any failure to achieve the contract participation goal was due to reason beyond the contractor's control which may be acceptable to the employer, the sanctions provided for in the contract shall apply.

NOTE: The contract establishes the sanctions that apply and are usually in the form of financial penalties, typically formulated on the difference between the contracted contract participation goal and the contract participation goal achieved in the performance of the contract; the rejection of claims for payments as being incomplete should the appropriate supporting documentation not be provided; and the issuing of completion certificates only after the reports described in 3.2 are received.

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[2] cidb (2011). *cidb Best Practice Contractor Recognition Scheme; Requirements and Guidelines for Construction Management Systems* (Draft). Construction Industry Development Board, http://www.cidb.org.za

[3] cidb (2011). Guidelines for Implementing Contractor Development Programmes. Construction Industry Development Board, http://www.cidb.org.za

Annex A: Targeted Enterprise Declaration Affidavits

TARGETED ENTERPRISE DECLARATION
To be completed for each targeted enterprise

Section A: Employer Information

cidb Employer Number | | | | | | | | |

Employer Name

Section B: Contract Data

cidb Contract Number | | | | | | | | |

Contract Title

Date of Practical Completion Y Y Y Y M M D D

Estimated final value of contract (including VAT, variations and any price adjustment)

R | | | | | | | | | 000.00

Section C: Main Contractor / JV Information

cidb Contractor Registration Number of main / lead contractor | | | | | | | | |

Name of contractor /Joint Venture

If the case of a JV;

Name of developed enterprise (i):

cidb Contractor Registration Number: | | | | | | | | |

Name of developed enterprise (ii):

cidb Contractor Registration Number: | | | | | | | | |

Continued Over

Section D: Targeted Enterprise Information

JV partner ☐ or sub-contractor ☐

cidb Contractor Registration ☐☐☐☐☐☐☐☐☐

Name of contractor ☐

Contact Person Title ☐ Initials ☐☐ Surname ☐

Designation ☐

e-mail ☐

☐

Mobile 0☐☐ - ☐☐☐ - ☐☐☐☐

Office Telephone 0☐☐ - ☐☐☐ - ☐☐☐☐

Number of full time employees other than the owner ☐☐☐

Shareholding by cidb Registered Contractors

Name	cidb registration	Equity (%)

Ownership by Black Persons (Complete for each person)

Name Title ☐ Initials ☐☐ Surname ☐

ID or Passport ☐

e-mail ☐

Citizenship ☐

by birth ☐ or by decent ☐ or by naturalisation ☐

year of naturalisation ☐☐☐☐

Name Title ☐ Initials ☐☐ Surname ☐

ID or Passport ☐

e-mail ☐

Citizenship ☐

by birth ☐ or by decent ☐ or by naturalisation ☐

year of naturalisation ☐☐☐☐

Name Title ☐ Initials ☐☐ Surname ☐

ID or Passport ☐

e-mail ☐

Citizenship ☐

by birth ☐ or by decent ☐ or by naturalisation ☐

year of naturalisation ☐☐☐☐

Name Title ☐ Initials ☐☐ Surname ☐

ID or Passport ☐

e-mail ☐

Citizenship ☐

by birth ☐ or by decent ☐ or by naturalisation ☐

year of naturalisation ☐☐☐☐

Continued Over

Section E: Agreement of Co-Operation and Assistance

List the areas of development identified (at least two):

Section F: Contract Participation for Targeted Enterprise

a) Estimated final value of contract with targeted enterprise (excluding VAT, including variations and price adjustment)

R [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] 000.00

b) Estimated final value of contract from Section B (excluding VAT, including variations and price adjustment)

R [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] 000.00

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Contract participation for targeted enterprise a/b (%) [ ][ ][ ]

Section G: Declaration: Enterprise Development Co-ordinator

Name of Co-ordinator Title [ ] Initials [ ][ ] Surname [ ]

Designation [ ]

ID / Passport [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

e-mail [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Mobile 0[ ][ ] - [ ][ ][ ] - [ ][ ][ ][ ]

Office Telephone 0[ ][ ] - [ ][ ][ ] - [ ][ ][ ][ ]

I, the undersigned warrant that:

- I am duly authorised to submit this notice behalf of the Contractor / JV; and
- The contents of this notice are within my personal knowledge, and are to the best of my belief both true and correct.

Signature [ ]

Date completed [Y][Y][Y][Y] - [M][M] - [D][D]

Continued Over

Section H: Declaration: Targeted Enterprise Representative

Name of Representative Title Initials Surname

Designation

ID / Passport

e-mail

Mobile 0 - - -

Office Telephone 0 - - -

I / we agree ☐ disagree ☐ with the Enterprise Development Co-ordinator's asessment of compliance with the Enterprise Development support provided

I / we appeal the assessment by the Enterprise Development Co-ordinator Y N

I, the undersigned warrant that:

- I am duly authorised to submit this notice behalf of the Qualifying Developing Enterprise
- The contents of this notice are within my personal knowledge, and are to the best of my belief both true and correct .

Signature

Date completed Y Y Y Y - M M - D D

Section I: Declaration; Employer's Representative

Name of Representative Title Initials Surname

Designation

ID / Passport

e-mail

Mobile 0 - - -

Office Telephone 0 - - -

I / we agree ☐ disagree ☐ with the Enterprise Development Co-ordinator's asessment of compliance with the Enterprise Development support provided

I / we appeal the assessment by the Enterprise Development Co-ordinator Y N

I, the undersigned warrant that:

- I am duly authorised to submit this notice behalf of the Employer
- The contents of this notice are within my personal knowledge, and are to the best of my belief both true and correct.

Signature

Date completed Y Y Y Y - M M - D D

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Kaapstad-tak: Tel: (021) 465-7531

C3.9.2 CIDB Standard for Developing Skills Through Infrastructure Contracts (April 2023)



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GENERAL NOTICE 1779 OF 2023

Construction Industry Development Board

Standard for Developing Skills through Infrastructure Contracts

31 MARCH 2023

In terms of sections 5(2) of the Construction Industry Development Board Act, 2000 (Act no. 38 of 2000) (the Act), the Construction Industry Development Board is empowered to promote best practice Standards. This best practice Standard for developing skills through infrastructure contracts, establishes the minimum contract skills development goals to be achieved in the performance of such contracts relating to the provision of workplace opportunities, linked to or leading to:

a) a part- or full occupational qualification registered on the National Qualification Framework;

b) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);

c) a national diploma registered on the National Qualification Framework; and

d) registration in a professional category by one of the professional bodies listed in the standard.

Mr Khulile Nzo
Chairperson: Construction Industry Development Board

Construction Industry Development Board

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Standard for developing skills through infrastructure contracts

(31 MARCH 2023)

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Introduction

Procurement may be defined as the process which creates, manages and fulfils contracts. Procurement accordingly commences once a need for goods, services or works has been identified and it ends when the goods are received, or the services or construction works are completed. Public procurement can have a significant impact on social and economic development, if it is used to leverage social and development objectives.

The South African government requires that its considerable expenditure on the delivery , maintenance and operation of infrastructure (fixed assets that are constructed or result from construction operations) contribute to an increase in the number of people who have part or full occupational qualifications registered on the NQF or professional designations awarded by professional bodies or statutory councils. This standard has been prepared to leverage contributions towards the increase of the pool of qualified skilled people, and where required professionally registered, through training on professional services, design and build or engineering and construction works contracts associated with such expenditure. This Standard for developing skills through infrastructure contracts, establishes the minimum contract skills development goals to be achieved in the performance of such contracts relating to the provision of workplace opportunities, linked to or leading to:

a) a part- or full occupational qualification registered on the National Qualification Framework.

b) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);

c) a national diploma registered on the National Qualification Framework; and

d) registration in a professional category by one of the professional bodies listed in Table 1 of this standard.

Contractors are responsible for achieving the contract skills development goals and are provided with a number of methods for measuring their achievements. They may, if need be, devolve their obligations onto subcontractors.

This standard should be applied to;

A contract or an order issued in terms of a framework agreement that has a duration of 12 months or more, and:

a) a contract of R5 million or more, in the case of a professional service or service contract or an order issued in terms of such a contract; or

b) a cidb grading designation of grade 7 or higher, in case of an engineering and construction works, or design and build contract or an order issued in terms of such a contract.

This Standard will be subject to review every five years, or sooner if required.

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Standard for developing skills through infrastructure contracts

1 Scope

This standard establishes a key performance indicator;

a) in the form of a contract skills development goal (CSDG) relating to the structured workplace learning of occupational or professional learning, which enables learners to make measurable progress towards the attainment of:

   (i) a part- or full occupational qualification registered on the National Qualification Framework; or

   (ii) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012); or

   (iii) a national diploma registered on the National Qualification Framework; or

   (iv) registration in a professional category by a statutory council listed in Table 1.

b) in the delivery, maintenance and operation of infrastructure through the performance of professional service, engineering and construction works, or design and build contracts or an order associated with such a contract and

c) sets out the methods by which the key performance indicator is established, measured, quantified and verified in the performance of the contract or the execution of an order.

NOTE 1: Guidance on the manner in which this standard should be incorporated into procurement documents is provided in Annex A.

NOTE 2: This standard can be applied to contracts or to orders (call-offs) issued in terms of framework agreements. Framework agreements are well suited to situations in which long term relationships are entered into. They offer flexibility in attaining contract skills development goals as requirements can be adjusted from one order to another, thus allowing key performance indicators to be improved upon over time.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply:

allowance
amount provided for in the contract or an order by the employer relating to one or more of the following:

a) the performance by the contractor of work or services that are foreseen but cannot be accurately specified at the time that the contract was entered into or the order issued;

b) work or services to be performed, or goods provided, by a subcontractor who is either nominated by the employer or is selected by the employer in consultation with the contractor after the award of the contract or the issuing of an order;

c) provision for price adjustment for inflation; or

d) other budgetary provisions intended to cover the employer's contractual risks

artisan
a person who has been certified as competent to perform a listed trade in accordance with Section 26B of the Skills Development Act of 1998 (Act No. 97 of 1998)

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black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date

candidate
a person who is registered in a category of registration which ultimately leads to registration in a professional category by one of the statutory councils listed in Table 1

cidb
Construction Industry Development Board, established in terms of the Construction Industry Development Board Act of 2000 (Act 38 of 2000)

class of construction works
the class of construction works referred to in Schedule 3 of the Construction Industry Development Regulations 2004, as amended from time to time

contract amount
financial value of the contract at the time of the award of the contract or an order at the time of issue, including value added tax but excluding all allowances and expenses

contract skills development credits
the number of learners employed by the contractor and placed for continuous training opportunities in a three-month period

contract skills development goal (CSDG)
the number of hours or head count of skills development opportunities that a contractor contracts to provide in relation to work directly related to the contract or order, up to:

a) completion, in the case of a professional service contract;
b) the end of the service period, in the case of a service contract; and
c) practical completion, in the case of an engineering and construction works contract

contractor
person or organization that contracts to provide professional services, goods and related services, or engineering and construction works

design and build contract
engineering and construction works contract where both the design and the construction are the responsibilities of the same contractor

employed learner
a learner who was in the employment of an employer prior to the commencement of the contract or execution of the order. Learners deployed from the public sector, other organisations, or other contractors for the purposes of gaining structured workplace learning shall also be considered to be an employed learner, albeit their employer remaining unchanged.

employer
person or organization entering into a contract with the contractor for the provision of professional services, goods and related services, engineering and construction works (commonly referred to as the client)

employer's representative
person authorized to represent the employer in terms of the contract

engineering and construction works contract
contract for the provision of a combination of goods and services arranged for the manufacture, development, extension, refurbishment, rehabilitation or demolition of a fixed asset, including building and engineering infrastructure

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expenses
costs incurred by the contractor in the performance of the contract or order, which are in terms of the contract recoverable from the employer

framework agreement
agreement between an employer and one or more contractors, the purpose of which is to establish the terms of the governing orders to be awarded during a given period, with regard to price and, where appropriate, the quantity envisaged

mentor
a qualified and experienced person, in the case of professionals, registered person, designated to guide a learner or candidate through a structured work experience learning component of a learning programme required for the acquisition of a part or full qualification or professional designation

occupational qualification
occupational qualification registered on the National Qualifications Framework Act (Act No. 67 of 2008)

order
the instruction to carry out construction works, services or professional services under a framework agreement

part qualification
an assessed unit of learning that is registered on the National Qualifications Framework as part of an occupational qualification

practical completion
the state of completion at the end of construction required in terms of an engineering and construction works contract

NOTE: Practical completion is commonly understood to be a state of readiness for occupation of the whole works although some minor work may be outstanding. Practical completion in an engineering and construction works contract occurs when:

a) FIDIC Short Form of Contract: the date when the Employer considers that the Works have been completed in accordance with the Contract, except for minor outstanding work and defects which will not substantially affect the use of the Works for their intended purpose.
b) FIDIC Red, Silver and Yellow Book: the date when the Engineer determines that the Works have been completed in accordance with the contract except for minor outstanding works and defects which will not substantially affect the use of the works for their intended purpose.
c) GCC 2010: the date when the Engineer certifies that the whole or portion of the Works has reached a state of readiness, fit for the intended purpose, and occupation without danger or undue inconvenience to the Employer, although some work may be outstanding.
d) JBCC 2000 Principal Building Agreement and JBCC Minor Works Agreement: the date when the principal agent decides that the completion of the works has substantially been reached and can be used for the purpose intended.
e) NEC3 Engineering and Construction Contract: the date when the Project Manager decides that the Contractor has reached Completion as defined in the contract.
f) NEC3 Engineering and Construction Short Contract: the date when the Employer decides that the Contractor has completed the works in accordance with the Works Information except for correcting notified Defects which do not prevent the Employer from using the works and others from doing their work.

professional category
a category of registration identified in Table 1 or such other category recognised by the Employer in the application of this standard

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Table 1: Categories of registration

Profession	Category of registration	Act
Architectural	Architect, Senior Architectural Technologist, Architectural Technologist or Architectural Draughtsperson	Architectural Profession Act of 2000 (Act No. 44 of 2000)
Construction Health and Safety	Construction Health and Safety Agent, Construction Health and Safety Manager or Construction Health and Safety Officer	Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000)
Construction Project Management	Construction Project Manager	
Construction Management	Construction Manager	
Engineering	Engineer, Engineering Technologist, Engineering Technician or Certificated Engineer	Engineering Profession Act of 2000 (Act No. 46 of 2000)
Landscape Architectural	Landscape Architect, Landscape Technologist, Landscape Technician or Landscape Assistant	Landscape Architectural Profession Act of 2000 (Act No. 45 of 2000)
Planning	Planner or Technical planner	Planning Profession Act, 2002. (Act No. 36 of 2002)
Quantity Surveying	Quantity Surveyor	Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000)
Scientists	Natural Scientists	Natural Scientific Professions Act (Act No. 27 of 2003)
Surveying	Land Surveyor, Engineering Surveyor or Technician Engineering Surveyor	Professional and Technical Surveyors' Act (Act No. 40 of 1984)
Valuers	Valuer or Associate Valuer	Property Valuers Profession Act (Act No. 47 of 2000)

professional fees
financial value of a professional service contract at the time of the award of the contract or an order at the time of issue, excluding value added tax (VAT), allowances and expenses

professional service contract
contract for the provision of services with the skill and care normally delivered by professionals

Sector Education and Training Authority (SETA)
an institution established under section 9 of the Skills Development Act, Act 97 of 1998 and which has the responsibility under this Act to register learners on learning programmes

service contract
contract for the provision of labour or work, including knowledge-based expertise, carried out by hand or with the assistance of equipment and plant

site
means the land or place made available by the employer, for the purposes of the contract or order, on, under, over, in or through which the works or services are to be executed

skills development agency (SDA)
an agency which performs some or all the functions set out in section 4.1.5.

statutory council
a council established as follows:

a) South African Council for the Architectural Profession, established by the Architectural Profession Act of 2000 (Act No. 44 of 2000);
b) South African Council for the Project and Construction Management Professions, established by the Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000);

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c) Engineering Council of South Africa, established by the Engineering Profession Act of 2000 (Act No. 46 of 2000);
d) South African Council for the Landscape Architectural Profession, established by the Landscape Architectural Profession Act of 2000 (Act No. 45 of 2000);
e) South African Council for the Quantity Surveying Profession, established by the Quantity Surveying Profession Act of 2000 (Act No. 49 of 2000);
f) South African Council for Professional and Technical Surveyors, established by the Professional and Technical Surveyors' of 2000 (Act No. 40 of 1984);
g) South African Council for Planners, established by the Planning Professions Act of 2002 (Act No. 32 of 2002);
h) South African Council for Natural Scientific Professions, established by the Natural Scientific Professions Act (Act No. 27 of 2003); or
i) South African Council for the Property Valuers Profession, established by the Property Valuers Profession Act (Act No. 47 of 2000)

structured mentorship
mentorship provided by a person who is registered in a suitable category of professional registration by a professional body or statutory council who leads and directs a candidate towards professional registration

structured workplace learning
component of learning in an occupational qualification or work placement for a trade or professional designation whereby a learner is mentored by a suitably qualified, and where required, registered mentor in the application and integration of the knowledge and practical skills learnt, under supervision, in the actual context of a workplace in accordance with the prescripts set by the relevant qualifying authority, professional body or statutory council

Sub-total
financial value of the all the items in the Bills of Quantities or Schedule of Rates or Pricing Schedule, excluding value added tax, allowances and expenses

supervisor
a supervisor is a person in the particular workplace charged with the responsibility of allocating workplace tasks to a learner that are aligned to the prescriptions of their learning programme and of overseeing and reporting on that learning using a formally agreed record keeping system

Tender sum
the overall pricing figure proposed by a tendering contractor in accordance with the tender pricing document

unemployed learner
a learner who was not in the full-time employment of the contractor prior to the commencement of the contract or execution of the order and is appointed by the contractor or SDA on a limited duration employment contract linked to the prescriptions of a structured workplace learning programme. Their conditions of employment shall not be less favourable than those set out for such learners on learnerships set out in section 18 (3) of the Skills Development Act (Act 97 of 1998)

work integrated learning
the workplace learning component required by learners completing a national diploma or bachelor degree at a University of Technology or Comprehensive University

3 Requirements

3.1 Contract skills development goal (CSDG)

3.1.1 The contractor shall attain or exceed the contract skills development goal in the performance of the contract or the execution of an order.

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3.1.2 The contract skills development goal shall be expressed as in 3.1.2.1 for engineering and construction works, design and build and services contracts, and as in 3.1.2.2 for professional services contracts.

3.1.2.1 In the case of engineering and construction works contracts , design and build contracts and services contracts the contract skills participation goals, expressed in Rand, shall be no less than the sub-total multiplied by a percentage (%) factor given in Table 2 for the applicable class of construction works used in the application of the Construction Industry Development Regulations, issued in terms of the Construction Industry Development Board Act of 2000.

Table 2: Contract skills development goals for different classes of engineering and construction works contracts

Class of construction works as identified in terms of Regulation 25(3) of the Construction Industry Regulations 2004		**Construction skills development goal (CSDG) (%)**
Designation	**Description**	
CE	Civil engineering	0.25
CE or GB	Civil engineering or General Building	0.375
EE	Electrical Engineering works (buildings)	0.25
EP	Electrical Engineering works (Infrastructure)	0.25
GB	General Building	0.50
ME	Mechanical Engineering works	0.25
SB	Specialist	0.25

Example 1: The sub-total of the tender sum for an engineering and construction works contract in the GB class of construction works is R65,7m. The contract skills development goal in Rands is R65,7m x 0.5% = R328 500.

3.1.2.2 In the case of professional services contracts the contract skills development goals, expressed in hours, shall be not less than the professional fees in millions of Rand multiplied by 150.

Example 2: The contract amount for a professional services contract is R5.6 m. The contract skills development goal in hours is R5.6m x 150 = 840 hours.

3.1.2.3 The number of hours for the contract skills development goal shall be revised as the need arises and be published in a Gazette notice.

3.1.3 Where required in terms of the contract or order, a specified proportion of the learners and candidates shall be selected from persons in the employ of the state who meet the relevant eligibility criteria for the relevant programme.

3.2 Achieving the contract skills development goal (CSDG)

3.2.1 The contractor shall achieve the measurable contract skills development goal by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the following in relation to work directly related to the contract or order:

Method 1: structured workplace learning opportunities for learners towards the attainment of a part or a full occupational qualification;

Method 2: structured workplace learning opportunities for apprentices or other artisan learners towards the attainment of a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012) subject to at least 60% of the artisan learners being holders of public TVET college qualifications;

Method 3: work integrated learning opportunities for University of Technology or Comprehensive University students completing their national diplomas;

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Method 4: structured workplace learning opportunities for candidates towards registration in a professional category by a statutory council listed in Table 1 above.

3.2.2 Employed learners may not account for more than 33 percent of the contract skills development goal.

3.2.3 Not more than one method may be applied to any individual concurrently in the calculation of the contract skills development goal.

NOTE: The principle is that an individual can only be counted once towards the CSDG.

3.3 Contract skills development goal credits

3.3.1 Contract skills development credits will not be awarded for learners enrolled as beneficiaries of other funded or subsidised programmes.

3.3.2 In the case of engineering and construction works, design and build and services contracts:

a) The contract skills development goals shall be granted by multiplying the number of people employed by the contractors and placed for continuous training opportunities in a three-month period by the notional values contained in Table 3, or as revised in a Gazette notice.
b) The contractor may source beneficiaries of the contract skills development goal from the cidb Skills Development Agency (SDA).
c) All beneficiaries of the Standard must be registered with the cidb SDA.

NOTE: The role and function of a cidb SDA is outlined in Annex B

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Table 3: The notional cost of providing training opportunities per quarter

Type of Training Opportunity	Provision for stipends (Unemployed learners only)	Provisions for mentorship	Provisions for additional costs*	Total costs	
				Unemployed learners	Employed learners
Method 1					
Occupational qualification	R7 000	R0	R9 000	R16 000	R9 000
Method 2					
TVET College graduates	R14 000	R0	R9 000	R23 000	N/A
Apprenticeship	R14 000	R0	R12 000	R26 000	R12 000
Method 3					
P1 and P2 learners, or a 240 credits qualification	R24 000	R20 000	R4 500	R48 500	N/A
Method 4					
Candidates with a 360 credits qualification	R37 000	R20 000	R4 500	R61 500	R20 000
Candidates with 480 or more credits qualification	R47 000	R20 000	R4 500	R71 500	R20 000

*Additional provisions include provisions for personal protective equipment, insurance, medical assessments, course fees and trade tools (where applicable) assessment, moderation and monitoring of learners.

NOTE:
i) Where an unemployed learner is employed directly by the contractor, the contractor shall pay the stipend directly to the learner
ii) Where an unemployed learner is sourced through an SDA, training provider or skills development facilitator, the contractor may pay the stipend to the SDA, training provider or skills development facilitator who in turn will pay the learner
iii) The notional cost of providing training opportunities will be reviewed as and when required. The new, revised costs will be published as revised in a Gazette notice.

Example 3: Training Target Calculation for a R65,7m GB contract

Sub-total	R65 700 000
Contract duration	12 Months
CSDG	0,50%
Minimum CSDG target	0,5% x R65 700 000
	R328 500

Skills Types	Number of learners	Notional Cost / Learner / Quarter	Notional cost/learner/year	Total Notional Cost over 12 months Contract
Method 2: Workplace learning opportunities, with unemployed TVET graduates	1	R23 000	R92 000	R92 000
Method 4: Candidacy for an unemployed learner with a 3-year qualification	1	R61 500	R246 00	R246 00
Total	2			R338 000

3.3.3 Credits towards the contract skills development goal for professional services contracts shall be granted by summating the hours of structured workplace learning opportunities provided to P1 and P2 learners as well as professional candidates in accordance with this standard.

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3.3.3.1 No more than 45 hours may be claimed per week for any individual.

3.3.3.2 Contract skills development goal credits shall be reduced to the extent that they fail to comply with the requirements of this standard.

3.4 Denial of credits

Credits towards the contract skills development goal shall be denied, should:

a) the opportunities not be provided on site or the opportunities cannot be directly linked to the contract or order;

b) there be a failure to register all beneficiaries of the Standard with the cidb SDA;

c) there be a failure to submit a copy of the final contract compliance training report, within 30 days of practical completion;

d) the following not be provided:

1) the required contract compliance baseline plan, an interim contract compliance report or a final contract compliance report;

2) the required mentorship plan for a candidate;

3) the required training plan for learners;

4) the training reports covering a period;

5) the required records, specified documents and signatures;

6) the structured mentorship in accordance with the requirements of the applicable professional body, statutory council or qualifying authority;

7) the structured workplace learning, in accordance with the curriculum requirements of the part qualification or occupational qualification or prescription for professional registration for which the learner is registered;

e) conditions of employment and rates of allowances for learners not be in accordance with legislative provisions; and

f) the contractor not maintain the required training records, or an audit reveals that there is insufficient information to substantiate claims for credits .

g) the contractor claims credits for learners enrolled as beneficiaries on programme that is funded or subsidised from another source.

h) the contractor fails to provide sufficient evidence of disciplinary actions taken against a learner who fails to present their interim reports or credentials for assessment , when they have had sufficient structured work experience or structured mentorship to do so.

4 Compliance with requirements

4.1 General

4.1.1 The contractor shall:

a) within 30 days of the contract coming into effect or the issuing of an order, submit to the employer's representative a contract compliance baseline training plan, taking into account the skills mix and type of workers that are to be engaged;

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b) at intervals not exceeding three (3) months, submit to the employer's representative interim contract compliance training reports; and

c) shall within 30 days of reaching completion, end of the service, the delivery date for all work required or practical completion in the case of professional service, design and construct contracts, and engineering and construction works contracts, respectively, submit to the employer's representative a final contract compliance training report

4.1.2 The information contained in the final contract compliance training report shall include the contract skills development goal achieved (in Rands or in hours) in the performance of the contract and a breakdown of the goal achieved in respect of the following:

a) the name and contact details of the SDA, (where applicable)

b) the skills mix and skills types achieved on the contract; and

c) the names, Identity numbers and period of employment of each beneficiary.

4.1.3 The contractor shall keep records of the hours worked and registration particulars in compliance with this standard. The contractor shall allow the employer's representative to inspect or audit such training records at any time.

4.1.4 The employer's representative shall undertake suitable random audits on records to confirm compliance with requirements.

4.1.5 The learners shall be directly employed by the contractor or SDA and the contractor may enter into a contract agreement with the cidb SDAs, training provider or skills development facilitator of their choice, participating in the implementation of this standard, enabling such contractor to:

a) prepare training plans for registered learners, including details of the scope of experiential work to be covered and expected outcomes;

b) register learners with the appropriate Sector Education and Training Authority, established in terms of the Skills Development Act of 2008 (Act 37 of 2008);

c) manage learner registration with appropriate trade testing authorities as well as preparation for the trade test;

d) liaise with the supervisor to monitor onsite training progress of learners;

e) liaise with the supervisor to arrange for summative assessments at appropriate stages of the training; and

f) liaise with the supervisor to prepare reports for the employer or employer's representative.

4.2 Structured workplace learning opportunities for learners

4.2.1 Structured workplace learning opportunities shall be aligned to the curriculum requirements set for the part or full occupational qualification or professional designation for which the learner is registered.

4.2.2 A responsible supervisor will be appointed to allocate learning tasks, under the guidance of a competent person, to learners in line with their training plans.

4.2.3 Supervision associated with structured workplace learning for artisan learners shall be undertaken by an artisan in the applicable trade with a minimum of 3 years of trade specific experience.

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The number of artisan learners supervised by a single supervisor shall, unless otherwise permitted by the National Artisan Moderation Body, not exceed 4 at any one time.

4.2.4 Mentoring associated with structured workplace learning for learners leading to a part or full occupational qualification other than artisan learners shall be undertaken by a person qualified in the applicable discipline and having a minimum of 3 years of post-qualification experience.

4.2.5 The contractor shall, within one month of commencing work directly related to the contract or order and in respect of each learner, submit to the employer's representative,

a) a workplace training plan together with name of the learner's mentor and/or supervisor.

b) proof of registration as a learner with the relevant SETA where applicable;

c) a copy of the mentorship agreement entered into with the learner, or the company mentorship agreement entered into with the relevant qualified agency for method 3 and method 4; and

d) shall, within two weeks of updating and revising the workplace training plan, and at the end of the structured mentorship period, submit to the employer's representative;

(i) a quarterly progress report,

(ii) a final report (including a log of exposure and interactions with the mentor), signed off by the mentor, the supervisor and the learner, demonstrating compliance with requirements,

4.2.6 Learners shall, whenever a substantial activity or training period has been completed, be required by the supervisor to complete training reports required by the relevant qualifying authority.

4.2.7 The mentor and supervisor shall sign off all reports and logbooks to allow the learner to move to other projects or employment and continue the path towards qualification.

4.3 Structured workplace learning for candidates

4.3.1 Mentoring associated with structured workplace learning for candidates shall be in accordance with the prescripts of the relevant professional body or statutory council.

4.3.2 The contractor shall:

a) appoint a supervisor who is actively engaged in work directly associated with the contract to issue tasks, oversee their implementation and provide input to the candidate on an on-going basis;

b) identify a suitable mentor for the candidate. If the contractor does not have an in-house mentor, the contractor shall enter into a mentoring agreement with the candidate and with an external company as required by the professional body or statutory council; and

c) issue each candidate with a portfolio of evidence file which is to be kept up to date with all the documentation issued or prepared including the workplace training plan and all revisions thereof as well as copies of the logbook entries and training experience reports.

4.3.3 The mentor shall from time to time provide an updated workplace training plan for a candidate outlining the activities in which the candidate will be involved, including activities required by the relevant professional body or statutory council. The mentor shall require candidates to maintain a logbook issued by the relevant professional body or statutory council. The mentor shall sign off such logbook at quarterly presentations and progress review meetings.

NOTE: The mentor shall, where the duration of the contract or order exceeds the minimum time to register in a professional category of registration that candidates are exposed to the full range of activities and work towards

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assuming the full level of responsibility recommended by the relevant professional body or statutory council. This may require rotations and secondments.

4.3.4 The contractor shall, in respect of each candidate and within one month of commencing work directly related to the contract or order, submit to the employer's representative,:

a) a workplace training plan, together with name of the candidates' mentor and supervisor;

b) proof of registration, as a candidate, with the relevant professional body or statutory council;

c) a register of all beneficiaries of the Standard, enrolled with the cidb SDA;

d) a copy of the mentorship agreement entered into with the candidate, or the company mentorship agreement entered into with a professional body or statutory council and

e) shall, within two weeks of updating a workplace training plan and at the end of the structured mentorship period, submit to the employer's representative;

(i) quarterly progress reports,
(ii) a final report (including a log of exposure and interactions with the mentor), signed off by the mentor, the supervisor and the learner, demonstrating compliance with requirements,

4.3.5 Candidates shall be required by the mentor to complete training reports required by the relevant professional body or statutory council whenever a substantial activity or training period has been completed.

4.3.6 The mentor and supervisor shall, in the event of the contract ending, sign off all reports and logbooks to allow the candidate to move to other projects or employment.

5 Records

5.1 The contractor shall, in a timely manner and where a prescribed format is available, submit all the documentation required in terms of clause 4.

5.2 The employer's representative shall certify the value of the credits counted towards the contract skills development goal, if any, whenever a claim for payment is issued to the employer, and shall notify the contractor of this amount.

5.3 To satisfy the contract skills development goal, the contractor shall upon termination of the opportunities provided, certify the quantum and nature of the opportunity and shall submit the certificate, counter-certified, issued by the relevant individual to the employer's representative, for record-keeping purposes.

6 Sanctions

In the event that the contractor fails to provide a reasonable explanation to the employer for any failure to achieve the contract skills development goal, the sanctions as provided in the contract or order shall apply.

NOTE: The contract establishes the sanctions that apply. These are set out in a tender evaluation schedule, the scope of work or contract data. Sanctions where tender evaluation points are granted with respect to a tendered CSDG or where a minimum CSDG is specified are usually applied in the form of:

a) financial penalties (low performance damages), typically formulated on the difference between the contracted CSDG and the CSDG achieved in the performance of the contract; and

b) the issuing of completion certificates only after the certificates described in clause 5 are received.

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Annex A: Incorporating this standard in a procurement document

(Informative)

A1 General

A1.1 The following clause should be added to the scope of work of a contract or order to establish requirements:

Skills development requirements

The contractor shall achieve in the performance of the contract the contract skills development goal established in this Standard for developing skills through infrastructure contracts

NOTE: Depending on the context and the form of contract adopted , the term contractor may be changed to "consultant" or "prof essional service provider" or "supplier" and the term "perf ormance of the contract" may, where the scope of work forms part of an order, be replaced with "execution of an order",.

A1.2 Where an employer requires that employees of the state be seconded to the contractor in order to be provided with structured workplace learning opportunities, in accordance with the provisions of this standard, the following clause should be included in the scope of work:

> The specified number of employees of the state is..... The employer must provide a list of persons for selection by the contractor as prescribed in the implementation guidelines. Persons selected by the contractor shall be seconded to the contractor under the terms and conditions prescribed in the implementation guidelines.

A2 Sanctions

In the event that the contractor fails to provide reasonable explanation to the employer for any failure to achieve the contract participation goal , the sanctions as agreed in the contract shall apply.

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Annex B: Role and Function of Skills Development Agency

(Informative)

The Skills Development Agency (SDA) will provide career management and compliance reporting functions for all learners for CSDG compliance in terms of this Standard. Where the contractors provides direct employment to unemployed learners, or enrols their own employees for CSDG compliance, the contractor shall register them with the cidb SDA.

The roles and functions of the Skills Development Agency (SDA) are summarised below.

B1 Career Management and Compliance Reporting

The contractor may enter into a contract agreement with the cidb SDA, training provider or skills development facilitator to manage their learners according to the provisions given below:

a) preparing training plans for registered learners, including details of the scope of experiential work to be covered and expected outcomes;
b) registering learners with the appropriate Sector Educational and Training Authority established in terms of the Skills Development Act of 2008 (Act 37 of 2008);
c) liaising with the supervisor to monitor onsite training progress of learners;
d) liaising with the supervisor to arrange for summative assessments at appropriate stages of the training; and
e) liaising with the supervisor to prepare reports for the employer's representative and cidb at practical completion of the contract.

The relevant training provider or skills development facilitator shall invoice the contractors for the provision of these services as per cost schedule in Table 3.

B2 Employment Intermediary

The cidb SDA may act as an employment intermediary for unemployed learners and may provide contractors with learners qualifying for participation in the CSDG, as well as managing their employment functions such as payment of stipends, workman's compensation, etc.

In such cases, the contractor shall contract directly with an SDA, training provider or skills development facilitator of their choice for the recruitment, placement and management of learners. The contractor shall pay the SDA, training provider or skills development facilitator in accordance with the notional costs provided for in this standard, or as amended by a Gazette.

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PART C4:

SITE INFORMATION

C4.1 SITE INFORMATION

C4.1 Site Information

The Site Locality

The contract name for the project is COMPLETION CONTRACT FOR THE CONVERSION OF MVABA HIGH SCHOOL INTO A FULLY FLEDGED TECHNICAL HIGH SCHOOL IN INANDA NORTH, ETHEKWINI DISTRICT MUNICIPALITY, KWAZULU NATAL

The defined working areas, entrances, site restrictions, etc., will be defined in detail at the Mandatory Briefing Session.

The site of the school is situated at **AMatikwe, Inanda North, Ethekwini District Municipality, in KwaZulu Natal, accessible by M24 via N2. GPS Site Co-ordinates: (-29.67264, 30.93315).**

Geotechnical Report

The Geotechnical Report is available on request.

Existing premises on site

Prospective Tenderers are to take cognizance of the fact that construction activities at Mvaba High School will be conducted at the fully functional school.

Tenderers' attention is drawn to the following specific conditions and requirements:

- Dust Control;
- Noise suppression;
- Hoarding off of work areas; and
- Health and Safety of all Students, Staff, and General Public during construction.