

Dear Owner/Contractor;

Due to legal implications, liability and accountability that has come to the attention of the Elawini Luxury Residential Estate Management, we have decided to obtain the consultation of an Occupational Health & Safety Agent.

The crux of the matter is this:

**“As Elawini is not yet 100% managed and directed by the HOA, but still functions under the governing authority of Atterbury, it does make the Chief Executive Officer of Atterbury jointly accountable for any injuries and or deaths on the Estate, as it is the responsibility of the “CEO” of the Estate to ensure that all Projects/Construction on the property is carried out in a safe and responsible manner.”**

The decision to implement a Health & Safety Management System as required by Law, was made to ensure that all residents, visitors, mandatory's as well as all staff (including the mandatory's staff on the Estate), are protected by a safer environment.

Elawini Luxury Residential Estate Management will be implementing minimum requirements for all Contractors working on the Estate.

As this is an existing requirement of the Occupational Health and Safety Act, and now to be enforced by the HOA, an appropriate amount of time will be afforded to Contractors in order to attain full compliance.

These requirements will, however, be mandatory for all new contractors before any excavation is executed.

**Owner Requirements:**

1. Land surveyor's certificate
2. Building line relaxation confirmation (if applicable)
3. Proof of sidewalk deposit
4. Proof of water meter installation
5. Paid to date levy statement

**Principal Contractor (PC) Requirements:**

**Construction Regulations, 2014 – Definitions**

**“excavation work” means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;**

1. A minimum standard safety file index as per “ANNEXURE 1” is mandatory.
2. The PC's CEO (16(1)) is required by appointment (made 14 days in advance) to submit the safety file to the Estate Manager on which the CEO (16(1)) will sign off on the safety file to confirm responsibility and accountability before any excavation work is done. The safety file must be handed in for scrutiny at least 5 working days before the scheduled meeting.
3. On said appointment, the PC must submit the following to complete a full induction:
  - (a) Approved Contractor application
  - (b) Mandatory contract

- (c) Aesthetic Design Manual
- (d) Builders Code of Conduct x 2
- (e) NHBRC Enrolment Certificate

Please note that the 16(1) or 16(2) of all appointed sub-contractors for essential services (electrical, plumbing and gas) by the PC, have to attend the induction meeting. Should these installations be done by the PC itself, the competent Supervisor/person for each service should be in attendance.

### **“ANNEXURE 1”**

To achieve compliance, the safety file includes the following sub-headings (sections):-

#### **Section 1 – Administration**

(a flip file with a copy of all documents in this section must be submitted to Elawini Luxury Residential Estate Manager at the Induction meeting)

1. Elawini Luxury Residential Estate Documentation
  - (a) Accreditation letter
  - (b) Approved Contractor application
  - (c) Signed Mandatary contract
  - (d) Signed builders code of conduct
  - (e) NHBRC Enrolment Certificate
  - (f) A4 Building plan
  - (g) A4 Municipal Services plan (electrical, sewerage, water)
2. Safety File Index
3. Company Structure/Site Organogram
4. Emergency telephone list
5. Sub-Contractors/contractor appointment CR37(2)
6. Letter of Good Standing
7. Company Registration document
8. Proof of insurance

#### **Section 2 – Appointments of responsible/competent person, with competency and certification (where applicable)**

- CEO appointment OSHA (1)
- CEO appointee OSHA 16(2)
- Contractor appointment CR7(1)(c)(i)
- Construction Manager CR8(1)
- Assistant construction manager CR8(2)
- Safety Officer CR8(5)
- Health & Safety Representative
- Construction Supervisor CR8(7)
- Assistant construction supervisor
- Risk Assessor CR9(1)
- Fall protection planner CR10(1)
- Safety Harness Inspector CR10(2)(d)
- Operations supervisor of temporary works CR12(2)
- Excavations Supervisor CR13(1)(a)
- Explosives supervisor CR13(2)(k)
- Demolitions supervisor CR14(1)
- Scaffold supervisor (CR16(1)
- Scaffold erector CR16(1)
- Scaffold team leader CR16(1)

Scaffold inspector (16(1))  
Suspended platforms inspector CR17(1)  
Suspended platforms test officer CR17(2)  
Rope access works supervisor CR18(1)(a)  
Material hoist inspector CR19(8)(a)  
Bulk mixing plant supervisor CR20(1)  
Suspended platforms inspector CR17(1)  
Crane supervisor CR22  
Construction vehicle and mobile plant supervisor CR23(1)(a.b.c)  
Fire Fighter CR29(1)  
Portable electrical tools inspector EMP10  
Operator – vehicle or plant CR23(1)(d)(1)  
Temporary electrical connections inspector CR24(c)  
Stacking and storing inspector CR28(a)  
Fire equipment inspector CR29(h)  
Environmental officer  
Housekeeping supervisor  
Hand tool inspector  
Portable electrical equipment inspector  
Earth leakage inspector  
Hygiene inspector  
Ladder inspector CR13(a)  
PPE inspector  
First aider GSR3(4)  
Incident investigator GAR9(2)  
Hazchem, MSDS, DSTI supervisor HCSR5  
Supervisor of machinery GMR2(1)  
Supervisor of machinery assistant GMR2(7)(a)  
Lifting machine operator GMR(2)(7)(a)  
Lifting tackle inspector  
Transportable gas container inspector  
Concrete mixer operator and inspector  
Welding and cutting technician  
Person responsible for traffic management  
Fall protection supervisor CR10(b)  
Angle grinder operator  
Painter

### **Section 3 – Personnel**

List of all employees on site  
Staff personnel info (ID, next of kin, training documents, populated WCA1 form)  
Medical certificates  
Disciplinary documentation

### **Section 4 – Plans, policies and procedures**

Health and safety policy OHS7  
Health and safety plan CR7(1)  
Site evacuation plan  
Fall protection plan CR10(1)  
*All plans below can be incorporated into a consolidated plan*

- Traffic management plan
- Environmental policy
- Environmental plan
- Waste management plan
- Risk monitoring plan CR9(1)(d)
- Emergency preparedness and response
- Near-miss policy

First aid list  
Snake emergency plan  
Safety signs

Health and safety representative duties

### **Section 5 – Risk**

Method statement  
Task specific risk assessments  
Safe work procedures  
Daily planned task observations

### **Section 6 – Incidents**

Incident and accident reporting  
Employers report of an accident  
Incident report summary

### **Section 7 – Acts and Legislation**

Occupational Health and Safety Act  
Construction Regulation  
General Safety Regulations  
• **Any other regulation with regards to specific services e.g. electrical**

### **Section 8 – MSDS and Hazchem**

Hazardous chemicals and substances register  
MSDS sheets (chemical materials, pesticides and flammables)

### **Section 9 – Personnel on site**

Staff attendance register  
Visitors on site

### **Section 10 – Toolbox Talks (all employees must sign attendance for each toolbox talk received)**

- **Administrative**  
Designation of health and safety representative / functions  
Weekly general safety meeting minutes  
Daily safe work procedure discussion
- **Personal**  
Personal hygiene
- **PPE**  
Head and foot protection  
Eye and face protection  
Respiratory and hearing protection  
Hand and fall protection
- **Tools**  
Hand tools  
Compressed gas  
Abrasive wheels
- **Scaffold and Ladder**  
Working at heights  
Safe use of stepladders  
Ladder inspections  
Scaffold do's and don'ts  
Edges and openings
- **Electricity**  
General electrical safety  
Distribution boards and earth leakage  
Voltage drop
- **Working on site**  
Waste removal system

- Excavations
- Public safety – notices and signs
- Fire prevention
- Hazardous chemicals on site
- Snake emergency
- **Housekeeping – a place for everything and everything in its place**
  - Good housekeeping
  - Stacking and storage
  - Nails, tools, materials, stairways and passages
  - Facilities

### **Section 11 – Registers**

- PPE issued
- Portable electrical tools
- Training
- Scaffold deviations
- Barricades
- Plant and equipment
- Ladder register GSR13(a)
- First aid treatment
- Incident register
- Firefighting equipment CR29(g)
- Fire extinguisher training
- Safety harness training

### **Section 12 – Checklists**

- Daily hand tool inspection
- Daily portable power tools inspection
- Daily vehicle Inspection
- Daily/weekly PPE inspection
- Daily scaffold inspection
- Daily crane inspection
- Motorized plant and equipment inspection
- Monthly ladder inspection
- Daily/weekly stacking and storage inspection
- Daily housekeeping inspection
- Daily environmental equipment inspection
- Daily SHE inspection

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