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1. Electrical equipment

Before bringing any electrical equipment onto the premises, the Contractor must:

- mark each item of electrical equipment with the name of the contracting business, plus a unique identification number;
- compile an approved Register of all electrical equipment to be brought to site. The Register must include the identification number of each item of equipment, plus a full description of the item; and
- on arrival on site, the Register, as well as the electrical equipment, must be presented to the Electrical Foreman of **Elawini Luxury Residential Estate**. The Electrical Foreman will arrange for the inspection of each item of equipment and, if satisfied with its condition, will complete the Register and apply an **Elawini Luxury Residential Estate** inspection sticker/colour code onto the item of equipment.

The onus is on the Contractor to ensure that his/her equipment is not past the due date of the next inspection and that the correct colour code has been applied.

The Contractor may only bring, or have, electrical equipment on site which is correctly labelled and which bears a valid sticker in the name of **the Contractor**. If electrical equipment is damaged or worked on after the inspection, then the piece of equipment must be returned, with the Register, to the Electrical Foreman to verify that it is safe for further use.

If there is any doubt about the compliance of the Contractor's electrical equipment, the Contractor should contact the electrical Foreman or the electrical engineer prior to coming to site, to verify the requirements.

2. Lifting equipment

Before bringing any lifting or rigging equipment onto the premises, the Contractor must ensure that:

- all lifting equipment, including safety harnesses, slings, shackles, eye bolts, etc., is numbered, colour-coded and registered in an approved Register;
- the safe working load is clearly visible on the item;
- a copy of the Register, based on a recognised format, must be submitted to the workshop/site Foreman, who will arrange for the inspection of all the items brought to site.

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The Site Supervisor must have copies of the valid load test certificates for each piece of lifting equipment. The Rigging Section will tag all items that are deemed safe for use. Items which have not been inspected may not be used on the site.

If an item of lifting equipment has been damaged, it must be returned, with the Register, to the Workshop/site Foreman to verify that it is safe for further use.

Inspections are only valid for a one-month period. The onus is on the Contractor to ensure that all equipment on site is within the valid inspection period.

Any mobile cranes brought on site must be legally compliant and operated by a trained and certificated operator. Lifting load charts must accompany the crane at all times. Cranes that are brought to site but do not comply, will not be allowed to operate within the operational area and **Elawini Luxury Residential Estate** will not be held responsible for their site establishment costs.

On arrival at **Elawini Luxury Residential Estate**, the Rigging Section must inspect all scaffolding brought on site by the Contractor.

Only qualified scaffold erectors will be permitted to erect scaffolding on site. Only trained and authorised Inspectors and Acceptors will be permitted to inspect/accept scaffolds erected on site. Copies of inspection certificates must be presented to the responsible supervisor prior to the commencement of any work.

Any scaffold being erected must have an "unsafe access" sign placed on it until it is safe to use. This also applies when a scaffold is being modified for whatever reason.

Once a scaffold has been completed and inspected, a "safe to work" sign must be fixed to the scaffold. The Inspector must write his/her name on the sign and date it.

All scaffolds must be inspected on a daily basis and after inclement weather, by a competent Inspector. The Inspector must write his/her name on the sign and date it.

3. Cutting and welding equipment

All cutting and welding equipment must be submitted to the Fabrication Foreman for inspection prior to use.

All equipment should be labelled with the company's name and have a unique identification number marked on it.

Gas cutting equipment must be accompanied by an appropriate fire extinguisher at all times. The fire extinguisher must be located close to the working place when work is in progress.

Gas cutting equipment must be registered in an approved Register. Monthly inspections must be carried out and entered into the Register by a competent person. Colour-coding stickers must be applied.

All gas cutting sets must have appropriate flash-back arrestors fitted on both the gas bottle side of the hose, and the torch side.

Correct ignition flints must be used for ignition of flames when using gas torches.

Suitable trolleys must be supplied for the safe transportation and storage of gas bottles.

Hoses must be secured with the appropriate hose clamps.

No gas bottles may be left unsecured on any area of the site. The Contractor is to ensure that any gas bottles under his/her control are appropriately secured. Empty cylinders may not be left on the site.

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4. General equipment and tools

All other equipment and tools must be inspected in respect of its general condition by the Foreman or his/her designate prior to use.

All tools and equipment must be declared at the Security gatehouse on arrival on site.

A list of all tools and equipment being brought onto site must be drawn up prior to coming to site. These lists will be used for the control of the tools and equipment for security access.

A monthly tool-box inspection must be carried out and recorded by the relevant Site Supervisor.

5. Motor vehicles

Only persons meeting the requirements of the driver authorisation procedure will be allowed to operate or drive vehicles in the operational area.

6. Personal protective equipment (PPE)

All Contractors are required to provide their own PPE to all their employees whilst working on site. These items are required to meet the requirements of **Elawini Luxury Residential Estate**

The minimum requirements of a hard hat, overalls, safety boots, hearing protection and gloves will apply within the operational area.

Specific PPE required for a specialised duty or trade will be the responsibility of the Contractor.

The Contractor is to ensure that the PPE required to be worn by his/her employees is in a good condition for the purpose for which it is required.

It is the Contractor's responsibility to ensure that all personnel under his/her supervision adhere to the requirements of wearing the appropriate PPE.

7. Legal appointments

A Site Supervisor (responsible person) must be appointed by the Contractor.

All Contractors required to be on site for a period exceeding three months must appoint a health and safety representative.

Copies of these appointments must be given to the Senior HSE Manager.

8. Complying with standards

The Contract Manager must ensure that all personnel under his/her control and all equipment being used at **Elawini Luxury Residential Estate** comply with all legal requirements and **Elawini Luxury Residential Estate's** stipulated requirements.

Where work is being performed at height, areas below must be demarcated, and where applicable protected and access restricted, in order to avoid hazards to personnel and equipment below the working area.

Certain work being carried out at **Elawini Luxury Residential Estate** requires a permit to work. Unless the Contractor has been duly authorised to accept a permit to work, an authorised responsible person from **Elawini Luxury Residential Estate** must accept this on the Contractor's behalf. All Contractor personnel working within the specific area must sign and complete the permit to work when required. Once the work has been completed, all personnel must sign off before the permit can be cleared.

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9. Equipment inventory

All equipment and tools that the Contractor brings to **Elawini Luxury Residential Estate** and which the Contractor will be taking off site again must be declared at the Security gatehouse on arrival. The Contractor will be required to complete a full inventory of all such equipment and tools. Ideally, this inventory should be completed prior to arrival at **Elawini Luxury Residential Estate**. Two copies of the inventory list are required; one will be retained at Security while the Contractor retains the other one.

10. Reporting of incidents

All incidents must be reported to the responsible supervisor of **Elawini Luxury Residential Estate** and to the Security gatehouse as soon as possible after the incident.

All injured personnel must be taken to the **Nearest Medical** clinic for medical treatment or (where applicable) to the nearest first aider.

Incident investigation forms must be completed by the Site Supervisor and be submitted to the responsible person of **Elawini Luxury Residential Estate** within **24 hours after the accident or incident**.

All Contractor personnel are required to report unsafe acts or conditions to their Supervisor. The Supervisor is required to report these to the Senior HSE Manager of **Elawini Luxury Residential Estate** at the earliest opportunity.

11. Statistical returns

The Contracts Manager must complete statistical returns as required by the Senior HSE Manager on a monthly basis or part thereof.

12. Notification of arrival on site

The Contracts Manager must notify his/her **Elawini Luxury Residential Estate** contact, prior to his/her arrival on site, of all the equipment and tools being brought to site, in order that the **Elawini Luxury Residential Estate**'s official can make the necessary arrangements with the relevant departments for the inspection of the tools and equipment.

The responsible official of **Elawini Luxury Residential Estate** must be notified timeously about the expected arrival date and time of the Contractor's personnel on site, so that the necessary induction arrangements can be made.

13. General

Contractors and their employees are required to comply with the rules and regulations of **Elawini Luxury Residential Estate**, with specific reference to, but not limited to, the Health and Safety Policy and Value Statement and the Estate Aesthetic Guidelines.

No alcohol or drugs are permitted on site. No persons are permitted to be under the influence of alcohol or drugs on site. All Contractors will be managed according to the policy and procedure of **Elawini Luxury Residential Estate** on this issue. Any person found to be contravening the policy and procedure in this regard may be permanently removed from site.

Speed limits must be adhered to in the operational area. The general speed limit within the operational area is 20 km/hour.

Safety belts must be worn at all times when a vehicle is in motion.

All traffic signs must be obeyed.

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Only vehicles with a valid permit issued by the Senior HSE Manager or his/her delegate may enter the operational area.

It is the Contractor's responsibility to ensure the safe storage and keeping of all his/her tools and equipment. No cell phones may be used within any demarcated cell phone restricted area.

14. Timesheets

Timesheets must be compiled and submitted to the relevant Supervisor **on site** for authorization and filing into the Contractors safety file on a daily basis, for all personnel working for or under the control of the Contractor.

15. Site clearance

It is the Contractor's responsibility to ensure that all rubble and scrap emanating from the Contractor's work is removed from the working area on a daily basis to the designated scrap areas or bins provided.

The Senior HSE Manager or the Estate Community Manager of **Elawini Luxury Residential Estate** must have signed a document that states that the working area has been left in a clean and safe condition prior to the Contractor's departure. Failure to comply with this requirement could result in a penalty being deducted from the building deposit.

Signed at _____ on the day ____ of _____ 20__

For and on behalf of the Association

As witnesses:

1. _____

Signed at _____ on the day ____ of _____ 20__

For and on behalf of the Contractor

As witnesses:

1. _____

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