

TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

Site Specific Health, Safety and Environmental Specification for the maintenance of Dock Levellers at TASEZ

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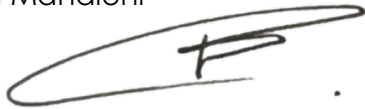
Official Approval

It is hereby certified that:

- The Specification was developed by the Zone Operations Division under the guidance of the Bid Specification Committee.
- The Specification will be reviewed as required and updated as necessary, to ensure continuous improvement.
- The implementation of this Specification will be subjected to both internal and external audit as part of the monitoring process.

Prepared and approve by

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Health, Safety and Environmental Manager:

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Document History

Table 1: Document History

Date	Rev. No.	Originator	Status or Reason for Change
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1. PURPOSE

The purpose of this specifications is to sets out the requirements to be followed by the service provider to ensure the Health and Safety of all employees and

other persons affected by the activities undertaken by the services provider at TASEZ and to ensure that the service provider complies with the reference legal obligations.

2. Scope of the Document

2.1 Applicability

This document is applicable all the activities undertaken by the service provider for the maintenance of dock levellers at TASEZ.

2.2 References

2.2.1 Normative

- 2.2.1.1 Occupational Health and Safety Act, 1993 and regulations promulgated under the Act.
- 2.2.1.2 Compensation for Occupational Injuries and Diseases Act, 1993.
- 2.2.1.3 Driven Machinery Regulations, 2015
- 2.2.1.4 General Machinery Regulations, 1988
- 2.2.1.5 Electrical Machinery Regulations, 2011
- 2.2.1.6 South African Qualifications Authority Act, 1995 National Qualification Framework Act, 2008
- 2.2.1.7 Engineering Profession Act, 2000
- 2.2.1.8 National Building Regulations and Building Standards Act, 1977
- 2.2.1.9 General Administrative Regulations, 2003
- 2.2.1.10 General Safety Regulations, 1986
- 2.2.1.11 National Environmental Management Act, 1998

2.2.2 Informative

- 2.2.2.1 TASEZ SHE Policy
- 2.2.2.2 Constitution of the Republic of South Africa (Act 108 of 1996)

3. Definitions

Below are TASEZ definitions of terms, the Occupational Health and Safety Act, 1993, National Environmental Management Act, 1998, ISO 45001 and ISO 14001 Standards will be used as the basis for the definitions of some terms and other terms will be defined in other organisational documents as applicable.

Table 2: Definitions

Term	Definitions
Client	TASEZ
Chief Executive Officer	In relation to a body corporate or an enterprise conducted by the State, means the person who is responsible for the overall management and control of the business of such body corporate or enterprise.
Competence	Ability to apply knowledge and skills to achieve intended results.
Competent Person	Means a person who: Has the knowledge, training, experience and qualifications specific to the work performed: provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995, those qualifications and that training shall be deemed to be the required qualifications and training.
Consultation	Seeking views before making a decision.
Compliance obligation	Legal requirements and other requirements that an organisation has to comply with and other requirements that an organisation has to or chooses to comply with.
Contractor	External organisation providing services to the organisation in accordance with agreed specifications, terms and conditions.
Danger	Means anything which may cause injury or damage to persons or damage property.
Employee	Means, subject to the provisions of subsection (2) of the Act, any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who

Term	Definitions
	works under the direction or supervision of an employer or any other person.
Environmental Incident	Means an unexpected sudden occurrence including a major emission, Fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment whether immediate or delayed or as defined in section 24 (1) of the Act.
Fall Arrest Equipment	Means equipment used to arrest a person in a fall, including personal equipment such as body harness, lanyards, deceleration devices, lifeline or similar equipment.
Fall Prevention Equipment	Means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment.
Fall Protection Plan	Means a documented plan, which includes and provides for: (a) All risks relating to working from a fall risk position, considering the nature of work undertaken. (b) The procedures and methods to be applied in order to eliminate the risk of falling; and (c) A rescue plan and procedures
Fall Risk	means any potential exposure to falling either from, off or into:
Hazard	A source of or exposure to danger/ source with a potential to cause injury and ill health.
Healthy	Means free from illness or injury attributable to occupational causes.
Health and Safety File	Means a file, or other record containing the information in writing required by this plan.
Health and Safety Plan	Means a site, activity or project specific documented plan in accordance with the client's health and safety specification.

Term	Definitions
Health and Safety Equipment	Means any article or part thereof which is manufactured, provided or installed in the interest of the health and safety of any person.
Health and Safety Specification	Means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to the services rendered by the service provider and specifically refers to this document.
Incident	Means: (a) any undesirable unplanned event which may lead to injury or damage to property. (b) Any incident as defined in section 24 of the Act. (c) Any incident as defined in section 30 of the National Environmental Management Act, 1998
Load path	Means all the parts of the lifting machine under stress during the lifting operation.
Lifting machine	Means a power-driven machine that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension, but does not include an elevator, escalator or hand-powered lifting device.
Lifting machinery Inspector	Means a person who is employed by a Lifting Machinery Entity and who is registered by the Engineering Council of South Africa in terms of the Engineering Profession Act, 2000.
Medical Certificate of Fitness	means a certificate contemplated in regulation 7(1)(8) of the Act
Mobile Plant	Means any machinery, appliance or other similar device that is able to move independently and is used for the purpose of performing construction work on a construction site.
Person Day	Means one normal working shift of carrying out construction work by a person on a construction site.

Term	Definitions
Plant	Includes structures, buildings, fixtures, fittings, implements, equipment, tools and appliances, and also anything which is used for any purpose in connection with such plant.
Reasonably Practicable	Means practicable having regard to- (a) the severity and scope of the hazard or risk concerned; (b) the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk; (c) the availability and suitability of means to remove or mitigate that hazard or risk; and (d) the cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom
Risk	Means the probability that injury or damage will occur.
Process	Set of interrelated or interacting activities which transforms inputs into outputs.
Safe	Means free from any hazard.
Safe working load	Means the mass load applicable to a piece of equipment or system as determined by a competent person taking into account the environment and operating conditions.
The Act	Means the Occupational Health and Safety Act, 1993
The Regulations	Means the Construction Regulations, 2014
Training provider	Means a training provider for lifting machinery operators approved and registered by the chief inspector in terms of section 20 of the Driven Machinery Regulations, 2015

4. ABBREVIATIONS

Table 3: Abbreviations

Abbreviations	Description
LOTO	Lock out tag out
PPE	Personal Protective Equipment
TASEZ	Tshwane Automotive Hub Special Economic Zone (Pty) Ltd

5. HEALTH AND SAFETY SPECIFICATION

5.1 SCOPE OF WORK

The key deliverables of maintenance of dock levellers services are to:

5.1.1 All works shall be performed on a quarterly (3-month) basis for minor maintenance and a yearly (12-month) basis for major maintenance, or on an as-needed basis for unscheduled repair jobs.

5.1.2 All works shall be performed by a competent person.

5.1.3 The service provider shall be registered with the Department of Employment and Labor for the maintenance of lifting machinery.

5.1.4 All works performed by the service provider must comply with the following:

5.1.4.1 National Building Regulations And Building Standards Act, 1977

5.1.4.2 Occupational Health and Safety Act 1993

5.1.4.3 Section 18 of the Driven Machinery Regulation, 2015

5.1.4.4 SANS 10400

5.1.4.5 SANS 1545 Parts 1-5 and 10

5.1.4.6 BS EN 1398: 2009

5.1.5 MAINTENANCE ACTIVITIES

Tenant	No. of units	Operation type	Dimensions (cm x cm x cm)	Motor size (kW) electrical	Freq. of use	State of bumpers
AIH	1	Recessed/Pit hydraulic	220 x 202 x 50	0.75	Daily	Require refurbishment
Feltex	1		280 x 220 x 50		Weekly	Require refurbishment
Ford frame	1		280 x 220 x 50		Weekly	Okay
InSync	4		202 x 200 x 50		Daily	Require refurbishment
Sodecia	9	Recessed Air bag	280 x 220 x 50	0.68	Daily	Require refurbishment

5.1.6 Dock leveller service checklist:

Service type	Frequency per annum
Minor maintenance	3
Major maintenance	1

5.1.7 Dock levellers service checklist for minor maintenance:

- 5.1.7.1 Clean the pit of any dirt or debris
- 5.1.7.2 Inspect the lip out mechanism operation
- 5.1.7.3 Inspect and replace (if applicable) the lip out sub-components
- 5.1.7.4 Lubricate all steel and moving parts (i.e. hinges, springs, pins)
- 5.1.7.5 Inspect dock seals
- 5.1.7.6 Replace any worn/damaged dock seals
- 5.1.7.7 Inspect dock bumpers to ensure 100 mm of absorption during impact
- 5.1.7.8 Re-fit any loose bumpers and/or replace damaged dock bumpers
- 5.1.7.9 Inspect the dock concrete, angles, welds for rust and structural integrity
- 5.1.7.10 Replace/repair damaged and rust-affected welds, angles and concrete structures
- 5.1.7.11 Inspect all cylinders, hoses, fittings and power units for damage and leaks
- 5.1.7.12 Replace any worn/damaged cylinders, hoses, fittings and power units
- 5.1.7.13 Check and refill hydraulic fluid levels

5.1.8 Dock levellers service checklist for major maintenance:

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- 5.1.8.1 Operate the dock levellers through the complete operating cycle
 - 5.1.8.2 Press "emergency" button and check if all functions stop
 - 5.1.8.3 With the leveller in the below dock position, inspect and clean the rear hinge line and lip hinge line.
 - 5.1.8.4 Inspect platform and lip for bowing/damage.
 - 5.1.8.5 Inspect concrete and curb in dock pit.
 - 5.1.8.6 Check deck plates for distortion and welding cracks
 - 5.1.8.7 Check for any noises or abnormalities
 - 5.1.8.8 Check that the deck is free from rubble, water or grease
 - 5.1.8.9 Check that deck is not touching the pit side walls or frame
 - 5.1.8.10 Ensure that handrails are secure
 - 5.1.8.11 Ensure that powerpack is secure
 - 5.1.8.12 Check mounting bolts and check for welding cracks
 - 5.1.8.13 Inspect warning decals and placards and replace if damaged/missing
 - 5.1.8.14 Clean leveller pit
 - 5.1.8.15 Check reservoir fluid level (reference owner's manual), and refill if required
 - 5.1.8.16 Check for oil leaks on valve bank and pump
 - 5.1.8.17 Check the undercarriage in the following manner:
 - 5.1.8.17.1 Open deck to maximum height
 - 5.1.8.17.2 Install safety bar
 - 5.1.8.17.3 Check underside of deck for damage/welding cracks
 - 5.1.8.17.4 Check for debris, water or oil spillage inside pit

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- 5.1.8.17.5 Check hydraulic cylinders for damage/oil leaks
 - 5.1.8.17.6 Check hoses for damage, welding cracks/deformation
 - 5.1.8.17.7 Check lip for damage, welding cracks/deformation
 - 5.1.8.17.8 Check lip hinges for damage
 - 5.1.8.17.9 Check lip actuator for damage
 - 5.1.8.17.10 Check steel cables and clamps for damage
 - 5.1.8.17.11 Check limit switches for damage
 - 5.1.8.17.12 Check safety stands for damage
 - 5.1.8.17.13 Check deck hinges for damage
 - 5.1.8.17.14 Check dock bumpers
 - 5.1.8.17.15 Inspect and repair all welds.
 - 5.1.8.17.16 Inspect cylinder pins and mounting holes.
 - 5.1.8.17.17 Inspect, and repair if applicable, control box, conduit and electrical cabling.
 - 5.1.8.17.18 Inspect, and repair/replace if applicable, bumpers for wear.
 - 5.1.8.17.19 Inspect, and repair if applicable, lip hinge welds and rear hinge welds.
 - 5.1.8.17.20 Inspect, and repair if applicable, hinge pins.
 - 5.1.8.17.21 Inspect, and repair if applicable, junction box for moisture.
 - 5.1.8.17.22 Inspect, and repair if applicable, all electrical connections.
 - 5.1.8.17.23 Inspect toe guards. Verify free movement.

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- 5.1.8.17.24 Inspect, and repair if applicable, side and rear weather seals.
 - 5.1.8.17.25 Inspect, and repair/replace if applicable, hoses, cylinders with damage
 - 5.1.8.17.26 Inspect, and repair/replace if applicable, fittings and powerpacks.
 - 5.1.8.18 Lubricate, with lightweight machine oil, the following items:
 - 5.1.8.18.1 Lip hinge
 - 5.1.8.18.2 Platform hinge
 - 5.1.8.18.3 2 Dual-lanyard lever pivots
 - 5.1.8.18.4 Toe guard hinges
 - 5.1.8.18.5 Rod end, hoist cylinder pin and trunnion
 - 5.1.8.18.6 Blind end, lip cylinder and trunnion
 - 5.1.8.18.7 Rod end lip cylinder and trunnion
 - 5.1.8.19 Lubricate the following items with lithium grease:
 - 5.1.8.19.1 Blind end hoist cylinder pin and trunnion
 - 5.1.8.19.2 Valve leveller pivot and top of logic block spool valve
 - 5.1.8.19.3 Toe guard pivots
 - 5.1.8.20 Test operation of dock leveller
 - 5.1.8.21 Adjust speed of dock leveller operation as per OEM
 - 5.1.9 OPERATIONS
 - 5.1.9.1 Working at heights
 - 5.1.9.2 Use of ladders
 - 5.1.9.3 Manual lifting of tools/equipment and material

5.1.9.4 Use of hand and power-driven tools

5.1.9.5 Working on Moving or Electrically Alive Machinery

5.1.9.6 Maintenance of lifting machinery

5.1.10 PLANTS/EQUIPMENT

Use of vehicles

5.2 HAZARDOUS AND RISKS ADDRESSED FROM SCOPE OF WORK

5.2.1 From the above scope the service provider is required to identify all activities and the controls to eliminating or mitigating these hazards or risks which may be encountered during the **maintenance of dock levellers**.

5.2.2 The scope also addresses legal compliance, hazard identification and risk assessment, risk control and promoting a Health and Safety culture amongst those working on the project. This specification also makes provision for the protection of persons other than employees, thus including visitors and other members of the public.

5.3 LIMITATIONS OF LIABILITY

TASEZ and its agent shall not be responsible for any acts or omissions of the service provider which may directly or indirectly result from the application of this specifications. The service provider must ensure that work, equipment, machinery, plant and work practices are, always, compliant to the legal obligations. Any other potential responsibility shall be dealt with in a Mandatory Agreement, as defined in Section 37(2) of the Act. This agreement shall be prepared by TASEZ and signed service provider and kept in the Health and Safety File.

5.4 DUTIES OF THE SERVICE PROVIDER (SECTION 8 OF THE ACT)

As an employer, the service provider shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. Without derogating from the generality of an employer's duties, the service provider shall be responsible for:

- 5.4.1 The provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health.
- 5.4.2 Taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- 5.4.3 Making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances.
- 5.4.4 Establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures;

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- 5.4.5 Providing such information, instructions training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees; as far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs (5.5.1) and (5.5.4), or any other precautionary measures which may be prescribed, have been taken;
- 5.4.6 Taking all necessary measures to ensure that the requirements of this act are complied with by every person in his employment or on premises under his control where plant or machinery is used; enforcing such measures as may be necessary in the interest of health and safety.
- 5.4.7 Ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented; and, causing all employees to be informed regarding the scope of their authority as contemplated in section 37 (1) (b) of the act.

5.5 SUPERVISION OF MAINTENANCE WORK

The service provider must in writing appoint one full-time competent person as a supervisor with the duty of managing all the dock levellers' maintenance activities on the TASEZ site, including the duty of ensuring occupational health and safety compliance.

5.6 COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES ACT 130 OF 1993

The service provider shall submit a letter of good standing with its compensation insurer to the TASEZ as proof of registration before work commences.

5.7 OCCUPATIONAL HEALTH AND SAFETY POLICY

The service provider shall submit a Health and Safety policy signed by their Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented by the service provider.

5.8 HEALTH AND SAFETY ORGANOGRAM

The service provider shall submit an organogram, outlining the Health and Safety site organisational structure including the relevant appointments/competent persons.

5.9 RISK ASSESSMENT FOR DOCK LEVELLERS' MAINTENANCE

5.9.1 The service provider must, before the commencement of any activities and during the execution of his services, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include:

5.9.1.1 The baseline risk assessment must be included in the health and safety plan.

5.9.1.2 All risk assessments shall be conducted in terms of an acceptable and documented methodology.

5.9.2 Issue based risk assessment, risk monitoring and risk review shall be done during the Daily Safe Task Instructions (DSTI) which require:

5.9.2.1 A daily documented listing of hazardous events.

5.9.2.2 A daily documented listing of controls.

5.9.2.3 Proof of communication of the above to all employees.

5.9.3 The service provider must ensure that that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences.

5.10 HEALTH AND SAFETY TRAINING

5.10.1 Induction

- 5.10.1.1 The service provider must provide site specific, risk-based health and safety induction training on commencement of work on site.
- 5.10.1.2 The service provider in turn may offer induction on the legislative overview as it relates to generic health and safety principles and requirements, which complements the required induction training.
- 5.10.1.3 A record of attendance shall be kept in the Health and Safety file. A suitable venue must be supplied to house this training.

5.10.2 Awareness Training

The service provider shall ensure shall:

- 5.10.2.1 Identify all the training needed by his/her employees and provide this training.
- 5.10.2.2 All training required by the Act and its regulations is provided by an approved training provider.

5.10.3 Competency

The service provider shall ensure that work is performed by competent persons who have the knowledge, experience, training and qualifications specific to the work they have been appointed to supervise, control, and carry out. This must be assessed on a regular basis (e.g. periodic audits by TASEZ, progress meetings, etc).

5.11 GENERAL RECORD KEEPING

- 5.11.1 The service provider shall keep and maintain Health and Safety records to demonstrate compliance with this Specification and compliance obligations.

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- 5.11.2 The service provider shall ensure that all records of incidents / accidents, emergency procedures training, inspections, audits, etc. are kept in a Health and Safety file kept at the site office.
- 5.11.3 These following records are crucial for inclusion in the consolidated health and safety file for handover to TASEZ on completion of services. (A scanned disc is required). Checklists and Registers to be maintained but not limited to:
- 5.11.3.1 Daily Safe Task Instructions (daily)
 - 5.11.3.2 Vehicles and mobile plant (daily)
 - 5.11.3.3 Portable electrical tools (daily)
 - 5.11.3.4 Hand tools (monthly)
 - 5.11.3.5 PPE checklist (monthly)
 - 5.11.3.6 Working at heights checklist (daily)
 - 5.11.3.7 First Aid
 - 5.11.3.8 Fire Fighting Equipment
 - 5.11.3.9 Stacking and Storage
 - 5.11.3.10 Hygiene

5.12 HEALTH AND SAFETY AUDITS, MONITORING AND REPORTING

- 5.12.1 TASEZ shall conduct Health and Safety compliance audits of the work operations including site inspections of physical site activities at intervals agreed with the service provider.
- 5.12.2 The service provider must ensure a copy of all Health and Safety records generated during the course of its services, are handed over to TASEZ upon completion of the project.

5.13 EMERGENCY PROCEDURES

The service provider shall submit a detailed Emergency Procedure for approval by TASEZ prior to commencement on site. The procedure shall detail the response plan including the following key elements, which needs to be reviewed on a monthly basis:

- 5.13.1 List of key competent personnel,
- 5.13.2 Details of emergency services envisaged to be used to be available on file and on display. Liaison with the relevant service providers responsible for emergency procedures essential to ensure the plan is aligned with the overall emergency plan of TASEZ.
- 5.13.3 Actions or steps to be taken in the event of the specific types of emergencies,
- 5.13.4 Information on hazardous material / situations.
- 5.13.5 Information on evacuation routes, periodic drills and assembly points to be displayed and otherwise documented and implemented.
- 5.13.6 Emergency procedure(s) shall include, but shall not be limited to injuries, fire, spills, bomb threats, major incidents.
- 5.13.7 The service provider shall advise TASEZ in writing forthwith, of any emergencies, together with a record of action taken. A list of all services providers (Fire Department, Ambulance, Police, Medical and Hospital, etc) must be maintained.

5.14 FIRST AID BOXES AND FIRST AID EQUIPMENT

As a minimum, the service provider shall:

- 5.14.1 Ensure that all working areas are adequately provided with first aid attendants, appointed in writing, whether there are ten (10) employees or less engaged on the contract.

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- 5.14.2 The First Aid attendants must be trained in accordance with the requirements set out in the section 3 of the General Safety Regulations, 1986 with an accredited training service provider.
 - 5.14.3 Valid first aid certificates are to be kept on the site safety file.
 - 5.14.4 Ensure that first aid boxes are adequately filled as per the annexure listing of section 3 of the General Safety Regulation, 1986 and checked monthly of which record must be kept.
 - 5.14.5 Assess any additional needs be considered in terms of prevailing risk/activities and suitable first-aid equipment to be available at all times and accessible to all employees. TASEZ shall inspect the contents of the first aid box and dressing record from time to time.

5.15 INCIDENT REPORTING, INVESTIGATION AND STATISTICS

The service provider shall:

- 5.15.1 Develop and implement an incident management procedure, the procedure must cover the classification of incidents and the investigation process.
- 5.15.2 Appoint a competent person as an investigator to investigate and all incidents that have occurred in the execution of the maintenance services.
- 5.15.3 Investigate incidents within seven days from the occurrence of the incident.
- 5.15.4 Report any incident as defined in section 24 of the Act to using Annexure 1 of the General Administrative Regulations, 2003 and immediately forward a copy of the completed investigation report to TASEZ, with the original report to be kept on the site Health and Safety file, where it may be accessed by an Inspector of the Department of Employment and Labour or other interested parties.
- 5.15.5 Report any incident as defined in section 30 of the National Environmental Management Act, 1998 in a prescribed manner and forward the copy of the investigation report to TASEZ.

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- 5.15.6 Photographs and witness statements need to be taken, and sketches made to gather as much information possible during such an emergency and the service provider must make these available to TASEZ, who must also be notified immediately of such an event and TASEZ reserves the right to participate in all investigations of incidents.
- 5.15.7 The service provider must keep updated statistics reflecting on their Disabling Incident Frequency Rate *(DIFR) and Disabling Injury Severity Rate (DISR) and number and type of injury.
- 5.15.8 Record of all injuries other than lost time injuries, such as near misses, first aid and medically treated incidents are also to be kept.
- *DIFR (Disabling Injury Frequency Rate) = $DI's \times 1\,000\,000 / \text{Man-hours}$
- *DISR (Disabling Injury Severity Rate) = $\text{Days Lost} \times 1\,000\,000 / \text{Man-hours}$
- 5.15.9 The above man-hours and statistics to be submitted to TASEZ monthly.

5.16 HAZARDS AND POTENTIAL SITUATIONS

- 5.16.1 The service provider shall immediately notify employees of any hazardous or potentially hazardous situations that may arise during the performance of its activities, which include the placement of warning signs.
- 5.16.2 The service provider shall notify TASEZ of such situations.

5.17 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

- 5.17.1 The service provider shall comply with the requirements section 2 of the General Safety Regulation, 1986 by providing PPE and must identify the specific PPE needs per activity and then issue the PPE accordingly.

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- 5.17.2 The service provider must ensure that adequate training in the use of PPE is provided to all employees, and proof of training shall be kept on the Health and Safety file for auditing purposes.
- 5.17.3 The service provider shall clearly outline procedures to be taken when PPE or clothing are:
- 5.17.3.1 Lost or stolen,
 - 5.17.3.2 Worn out or damaged
- 5.17.4 Replacements must be made immediately and in line with the requirements of the Act.

5.18 OCCUPATIONAL HEALTH AND SAFETY SIGNAGE

- 5.18.1 The service provider must provide adequate on-site health and safety signage, as per risk identified, including but not limited to the following signs:
- 5.18.1.1 Barricades/No unauthorized entry
 - 5.18.1.2 Works in progress signage
- 5.18.2 The service provider shall also maintain the signage to always ensure its effectiveness and under all conditions.
- 5.18.3 Damaged or lost/stolen, must be replaced.

5.19 OPERATIONAL REQUIREMENTS

- 5.19.1 Hot work
- The service provider shall ensure that:
- 5.19.1.1 A pre-task risk assessment is conducted and submitted to the SHE Manager for approval before hot work commences.

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- 5.19.1.2 All persons involved in hot work are medically fit and that person/s operating the equipment have been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use.
 - 5.19.1.3 All persons working involved in hot work are trained the site's emergency preparedness plan.
 - 5.19.1.4 All resources required in order for the work to be carried out safely have been provided before the work commences.
 - 5.19.1.5 Together with the Authorised Hot Work Permit Issuer, identify the hazards involved and the precautions that need to be taken.
 - 5.19.1.6 Ensure that the personnel under his/her control understand the hazards and precautions to be taken, as well as any special permit requirements.
 - 5.19.1.7 Ensure that the nature and extent of the work does not differ from that agreed.
 - 5.19.1.8 Apply the conditions of the permit.
 - 5.19.1.9 Report to the Authorised Hot Work Permit Issuer if the work methodology requires changes or if new hazards are identified during the shift or whilst the work is being performed.
 - 5.19.1.10 At the completion of the work, sign to confirm that the permit conditions have been fulfilled and the work is completed.
 - 5.19.1.11 Apply the Safe Operating Procedure where applicable.
 - 5.19.2 Working on Moving or Electrically Alive Machinery

The service provider shall:

- 5.19.2.1 Not permit or require a person other than a competent person to who has been trained to the satisfaction of an inspector to do any work on or near moving or electrically alive machinery if such work may endanger him.
- 5.19.2.2 In respect of work performed on or near machinery which is in motion or is electrically alive including the operation/testing of such machinery, take all reasonable precautionary measures in order to ensure that persons who perform such work are not injured.
- 5.19.2.3 Not permit any person working in close proximity to moving machinery to wear any loosely fitting outer clothing, any jewellery or ornament; any watch or keychain, any long loose hanging hair or anything which may be caught up in the moving parts of such machinery.

5.19.3 Lock out and tag out (LOTO)

The service provider shall:

- 5.19.3.1 Where he/she has identified hazardous energy that might be accidentally realised during servicing and maintenance of equipment and machinery request for a LOTO Permit from the Authorise LOTO Permit Issuer.
- 5.19.3.2 Ensure that the LOTO Permit has been issued before commencing with the servicing and maintenance of equipment or machinery.
- 5.19.3.3 Together with the Authorised LOTO Permit Issuer, identify the hazards involved and the precautions that need to be taken.

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- 5.19.3.4 Ensure that the personnel under his/her control understand the hazards and precautions to be taken, as well as any special permit requirements.
 - 5.19.3.5 Ensure that the nature and extent of the work does not differ from that agreed.
 - 5.19.3.6 Apply the conditions of the permit throughout the maintenance activities.
 - 5.19.3.7 Report to the Authorised Permit Issuer if the work methodology requires changes or if new hazards are identified during the shift or whilst the work is being performed.
 - 5.19.3.8 At the completion of the work, sign to confirm that the permit conditions have been fulfilled and the work is completed.

5.19.4 Safe Work Procedures

The Service Prover shall submit safe work procedures for the following activities:

- 5.19.4.1 Maintenance of dock levellers
- 5.19.4.2 Manual lifting of tools/equipment and material
- 5.19.4.3 Use of hand and power-driven tools
- 5.19.4.4 Use of vehicles
- 5.19.4.5 Working during inclement weather
- 5.19.4.6 Noise
- 5.19.4.7 Nise, temperatures, illumination, windspeed, vibration and ergonomic hazards.
- 5.19.4.8 Fatigue Management

5.19.5 Alcohol And Other Drugs

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- 5.19.5.1 The service provider must not permit any person who is under the influence of an intoxicating liquor or drugs, to enter or remain on site.
 - 5.19.5.2 The service provider must ensure that no person on site partakes or offer another person the same or is in possession of such intoxicating liquor or drugs.
 - 5.19.5.3 Any person suspected of being under the influence of alcohol or other drugs must be refused entry and the prescribed disciplinary procedure.