



OVERSTRAND MUNICIPALITY

SAFE WORKING OPERATING PROCEDURES



SAFE WORKING OPERATING PROCEDURES FOR OVERSTRAND MUNICIPALITY.

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WORK IN CONFINED SPACES

1. INTRODUCTION

This procedure has been drafted to ensure that work performed in a confined space is done in a safe manner and in compliance with the legal requirements.

2. RESPONSIBILITIES

Supervisors are responsible to ensure that employees receive the necessary instructions, information, training and they are to ensure that the content of this standard is complied with.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

The following health and safety specifications must be complied with when performing work in a confined space:

1. A confined space may only be entered after the air therein has been tested and evaluated by a person who is competent to pronounce on the safety thereof. The person performing the test must certify in writing that the air inside the confined space is safe and will remain safe while any person performs work inside the confined space;
2. Confined spaces may then only be entered;
 - a. By persons authorised thereto by the supervisor or employer;
 - b. By persons who have received the necessary training and who are knowledgeable in the contents of this procedure; and
 - c. After permission has been granted by the supervisor or employer

3. The following safety measures must be complied with should it be impracticable or impossible to declare the air inside the confined space safe or should the confined space contain a hazardous gas, vapour, dust or fumes, or an oxygen content of less than 20 per cent by volume;
 - a. The confined space must be purged and ventilated to ensure that all hazardous gasses, vapours and fumes are released. This must be done by means of:
 - i. Opening all hatches and openings; and
 - ii. Mechanical extraction systems placed inside the confined space;
 - b. All pipes, ducts and other communicating openings must be isolated as to prevent more hazardous gasses, vapours and fumes from entering the confined space. This can be done by means of:
 - i. Blanking off pipes;
 - ii. Shutting or locking of a valve. If this is not practicable the valve must be locked or securely fastened by means of chains and padlocks;
 - c. The confined space may then only be entered:
 - i. When the employee or person entering is using a breathing apparatus of a type approved by the Department of Labour. An independent air supply respirator should preferably be used;
 - ii. When the employee or person entering is using a safety harness or other similar equipment, to which a rope is securely attached. The rope must reach beyond the access to the confined space, and the free end must be attended to by a person standing outside the confined space;
 - iii. When a person trained in resuscitation is and remains in attendance immediately outside the entrance of the confined space in order to assist and remove any person from the confined space in the event of an emergency; and
 - iv. When apparatus for breathing and resuscitation is available immediately outside the confined space;

4. Confined spaces may not be entered should the confined space contain a hazardous gas, vapour, dust or fumes of an explosive or flammable nature of which:
 - a. The concentration of the gas, vapour, dust or fumes exceeds 25 per cent of the lower explosive limit of the gas, vapour, dust or fumes and where the work performed may create a source of ignition; or
 - b. The concentrations of gas, vapour, dust or fumes do not exceed 10 per cent of the lower explosive limit of the gas, vapour, dust or fume when work is being done which will not create a source of ignition;
5. Electrical equipment used in confined spaces, which may contain a flammable or explosive mixture, must be of a flameproof type and should be intrinsically safe.

LOCK-OUT PROCEDURE

1. INTRODUCTION

The purpose of this Standard is to provide a formal procedure to ensure that:

1. Machines, section of plant, valves, pipelines or other equipment is properly isolated;
2. Once the equipment has been isolated it cannot accidentally or otherwise be started or be made "live" while persons perform work on or in close proximity to moving machine parts; and
3. Staff members are not injured due to the unexpected starting of the machine, plant or equipment.

2. RESPONSIBILITIES

Supervisors are responsible to ensure that employees receive the necessary instructions, information, training and supervision to ensure that the content of this standard is complied with. All staff responsible for performing work on machinery are required to comply with the provisions of this operating procedure.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

The General Machinery Regulation as promulgated under the Occupational Health and Safety Act, 1993 states "An employer or user of machinery shall provide positive means for rendering the controls of machinery driven by an electric motor inoperative while repairs or adjustments are being made, and such means shall not only be the mere tripping of a switch". The following requirements must be complied with as to ensure compliance with the above-mentioned legal requirement:

1. In addition to the isolation and lock out of electrical power the following sources of energy or hazardous substance must be considered:
 - a. Hydraulic pressure;
 - b. Compressed air;
 - c. Automatically operated valves;
 - d. Loose or freely moveable machine parts;

- e. Machine parts which may not have travelled a full cycle and are not in the rest position;
 - f. Energy derived from springs;
 - g. Potential energy from suspended parts;
 - h. Hot water and steam; and
 - i. Gases and other Hazardous Chemical Substances;
2. All Distribution Boards shall be clearly labelled with the function of each switch and the main switch shall be identified as such. Sub boards will be labelled to indicate location of its feeder board;
 3. All switches and valves requiring lock-out shall be labelled with purpose and direction of operation;
 4. On each DB the main switch shall be accessible at all times;
 5. Each staff member responsible for performing work on machinery shall be issued with an individual lock or lock out device to which he shall hold on his person the key. The duplicate key shall be held in a locked safe to which only a designated person has access. Such locks, keys or devices shall be identifiable;

6. Persons switching off power must warn operators of their intention and affix a board / notice to the DB / power supply advising the fact and warning "do not reconnect / switch on". The warning sign alone will however not constitute lockout;
7. After the machine has been locked out and prior to any work being performed the effectiveness of the lockout must be tested by switching the machine on. This may however not be done should the machine already have been locked out by another employee;
8. Maintenance work can be performed after the machine has been declared safe;
9. After lock-out systems have been removed on completion of the task, the machine shall only be started after:
 - a. All locks and tags have been removed;
 - b. A check of the machine has been completed to ensure that all tools and equipment have been removed and to ensure that there are no persons in close proximity to the machine to be started; and
 - c. The person activating or starting the machine is satisfied that the starting of the machine will not cause injury or danger to others.

SAFE OPERATING PROCEDURE FOR THE REPORTING AND INVESTIGATION OF INCIDENTS AS PER THE PROVISIONS OF THE OHSA

1. INTRODUCTION

This procedure has been drafted to ensure that all work related incidents and occupational diseases are recorded and properly investigated as per the requirements set by the Occupational Health and Safety Act, all Regulations and Incorporated Codes of Good Practices.

2. RESPONSIBILITIES

The appointed incident investigators as per the attached appointment letter (**Annexure A**) as well as appointed Health and Safety Representatives are required to comply with the health and safety specifications as per this document. The appointed incident investigators are responsible to ensure that employees receive the necessary instructions, information, training and supervision to ensure that the content of this standard is complied with.

3. DEFINITION

3.1 INJURY ON DUTY

Refers to any injury that occurs whilst an employee is on duty.

3.2 INCIDENT

An incident is defined as a definite occurrence of which the date, time and place can be determined, which arises out and in the course of the employee's employment resulting in a personal injury.

3.3 OCCUPATIONAL DISEASE

An occupational disease is defined as a personal illness arising out of and contracted in the course of an employee's employment and which is listed in Schedule 3 to the COIDA.

3.4 REPORTABLE INJURY / INCIDENT

The following types of incidents are regarded as reportable by the OHSA and the incorporated Regulations:

1. The employee died or is likely to die or suffers a permanent physical defect; or
2. The employee became unconscious; or

3. Suffered the loss of a limb or part thereof; or
4. Could not perform his normal duties for 14 days or more;
5. A major incident occurred;
6. The health and safety of persons were endangered as a result of:
 - a. A dangerous substance being spilled;
 - b. An uncontrolled release of a substance under pressure;
 - c. A machine that ran out of control; or
 - d. A fracture of a machine, which resulted in a flying or falling object;
7. Occupational diseases; and
8. An incident in which persons other than the employees were injured as a result of the activities of the company

4. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

4.1 INVESTIGATION AND RECORDING OF INCIDENTS

The following health and safety specifications must be complied with after an Incident or Occupational Disease was reported:

1. Departmental Managers /Supervisors are to ensure that all incidents occurring on duty are reported prior to the end of the shift during which the injury was sustained;
2. The designated Incident Investigator and a member of the Health and Safety Representative shall be responsible for investigating all work related Incidents of Occupational Disease reported;
3. Details of all Incidents and Occupational Diseases must be recorded in a register kept for this purpose. The register must contain all information as per the prescribed Annexure 1 form (Annexure 1 and **Annexure B** to this policy);
4. All incidents must be investigated within 7 days after the occurrence of such an incident;
5. Sections A and B of the incident register / Annexure 1 register must be completed in full by the designated Incident Investigator and a member of the Health and Safety Representative responsible for investigating the incident. Both the designated Incident Investigator and a member of the Health and Safety Representative responsible for investigating the incident must sign section B of the register;

6. Section C of the incident register / Annexure 1 register must be completed and be signed by the CEO or a senior member of staff appointed by the CEO for this purpose; and
7. Section D of the incident register / Annexure 1 register must be completed and be signed by the chairpersons of the Health and Safety Committee after the details of the incident was discussed at the Health and Safety Committee Meeting.

4.2 REPORTING OF INCIDENTS

The following health and safety specifications must be complied with after reportable Incidents or Occupational Diseases were reported:

1. All incidents must be reported to the Provincial Executive Manager of the Department of Labour in the form of W.CL.1, W.CL.2. These reports should reach the office of the Provincial Executive Manager within 7 days after an incident was reported;
2. Incidents where the employee was injured to such an extent that he died or is likely to die, suffered the loss of a limb or part thereof, or where he became unconscious must be reported to the local Department of Labour's office immediately by means of telephone, fax or similar means;
3. The scene of the accident as mentioned in above paragraph may not be disturbed unless permission has been obtained from a Department of Labour Inspector. The scene may however be disturbed to prevent any further incidents or to remove the injured person for medical treatment.
4. All occupational diseases must be reported to the Provincial Executive Manager of the Department of Labour in the form of WCL 22 within 14 days after the diagnoses of the occupational disease;
5. Incidents where persons other than employees were injured must be reported forthwith to the nearest office of the Department of Labour;

6. The following information (**Annexure C**) should be submitted to the Department of Labour after a member of the public sustained an injury on the premises of the employer:
 - a. Name of injured person;
 - b. Address of the injured person;
 - c. Name of the user, employer or self employed person;
 - d. Address of the user, employer or self employed person;
 - e. Telephone number of the user, employer or self employed person;
 - f. Name of contact person;
 - g. The following detail about the incident:
 - (i) What happened;
 - (ii) Where it happened;
 - (iii) When it happened (date and time);
 - (iv) How it happened;
 - (v) Why it happened; and
 - (vi) Names of witnesses.

5. **GENERAL PROHIBITIONS**

The scene of the incidents where the employee was injured to such an extent that he / she:

- a. Died or is likely to die;
- b. Suffered the loss of a limb or part thereof;
- c. Became unconscious may not be disturbed unless permission has been obtained from a Department of Labour Inspector.

Annexure A

APPOINTMENT: INCIDENT INVESTIGATOR IN TERMS OF GENERAL ADMINISTRATIVE REGULATION 8 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993 AS AMENDED.

Name of the company:.....

I,, in terms of the above-mentioned Act,
designate you as Incident Investigator /
Incident coordinator

Your responsibilities are as follows:

- To investigate all incidents reported in terms of Occupational Health and Safety Act Sections 24 and 25 and General Administrative Regulations 8 and 9.
- To ensure that the Health and Safety Representative (s) of the area is (are) involved in the investigation.
- To record the findings of the investigation on the Annexure I report form and such additional reports as may be necessary.
- To ensure that the necessary corrective action as may be recommended from the investigation is followed up.
- To ensure that the Annexure I incident reports are submitted to the Health and Safety Committee and endorsed by the designated persons.
- Ensure that the necessary external reporting regarding the incident is done. (Department of Labour Inspectorate, Compensation Commissioner, Insurance, Department of Health, SAPS as may be applicable.)

SIGNATURE:.....DESIGNATION:.....DATE:
(Employer or assignee)

ACCEPTANCE

I accept this designation.

I have studied the relevant sections of the Act and regulations and understand the duties and responsibilities of this designation.

SIGNED:..... DATE:.....

Annexure B
ANNEXURE 1
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
(ACT NO 85 OF 1993)
REGULATION 9 OF THE GENERAL ADMINISTRATIVE REGULATIONS
RECORDING AND INVESTIGATION OF INCIDENTS

A. RECORDING OF INCIDENT

1. Name of employer:

2. Name of affected person:

3. Identity number of affected person:

--	--	--	--	--	--	--	--	--	--	--	--

4. Date of incident: Time of incident:

5. Part of body affected

Head or neck	Eye	Trunk	Finger	Hand
Arm	Foot	Leg	Internal	Multiple

6. Effect on person

Sprains or strains	Contusion or wounds	Fractures	Burns	Amputation
Electric shock	Asphyxiation	Unconsciousness	Poisoning	Occupational Disease

7. Expected period of disablement

0 – 13 days	2 – 4 weeks	> 4 – 16 weeks	> 16 – 52 weeks	> 52 weeks or permanent disablement	Killed
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8. Description of occupational disease:

.....

9. Machine/process involved/type of work performed/exposure**

.....

.....

.....

10. Was the incident reported to the Compensation Commissioner and Provincial Director?

Yes	No
-----	----

11. Was the incident reported to the police?*

Yes	No
-----	----

12. SAPS office and reference*

.....

* To be completed in case of a fatal incident.

** In case of a hazardous chemical substance, indicate substance exposed to.

B. INVESTIGATION OF THE ABOVE INCIDENT BY A PERSON DESIGNATED THERETO

- 1. Name of investigator:
- 2. Date of investigation:
- 3. Designation of investigator:
- 4. Short description of incident:
.....
.....
- 5. Suspected cause of incident:
.....
.....
- 6. Recommended steps to prevent a recurrence:
.....
.....
.....

.....
Signature of Investigator **Date**

C. ACTION TAKEN BY EMPLOYER TO PREVENT THE RECURRENCE OF A SIMILAR INCIDENT

.....

.....
Signature of employer **Date**

D. REMARKS BY HEALTH AND SAFETY COMMITTEE

Remarks

.....
Signature of Chairperson of Health and Safety Committee **Date**

Annexure C**NOTIFICATION OF INJURY TO A MEMBER OF THE PUBLIC, TO THE DEPARTMENT OF LABOUR IN TERMS OF REGULATION 8(3) OF THE GENERAL ADMINISTRATIVE REGULATIONS, 2003**

a) NAME OF INJURED PERSON.....
b) ADDRESS OF THE INJURED PERSON.....
c) NAME OF THE USER, EMPLOYER OR SELF-EMPLOYED PERSON.....
d) ADDRESS OF THE USER, EMPLOYER OR SELF-EMPLOYED PERSON.....
e) TELEPHONE NUMBER OF THE USER, EMPLOYER OR SELF EMPLOYED PERSON(OFFICE).....
f) NAME OF THE CONTACT PERSON.....
g) DETAILS OF INCIDENT
i. WHAT HAPPENED.....
ii. WHERE IT HAPPENED (PLACE).....
iii. WHEN IT HAPPENED (DATE AND TIME).....
iv. HOW IT HAPPENED.....
v. WHY IT HAPPENED
vi. NAMES OF WITNESSES.....

DATES.....SIGNATURE.....

Removal of asbestos containing roof sheets

1. INTRODUCTION

This procedure has been drafted to ensure that the removal or replacement of asbestos containing roof sheets is done in a safe manner, which will meet the requirements set by the Occupational Health and Safety Act and the Asbestos Regulations as incorporated under the OHSA.

2. RESPONSIBILITIES

The person appointed as Construction Supervisor as well as all staff responsible for removing and / or replacing asbestos containing roof sheets are required to comply with the health and safety specifications as per this document. All staff involved in this activity is to ensure that the requirements as listed below are complied with. The person appointed as Construction Supervisor is responsible to ensure that employees receive the necessary instructions, information, training and supervision to ensure that the content of this standard is complied with.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

The following health and safety specifications must be complied with when asbestos containing roof sheets are being removed or replaced:

- a. The Written Safe Operating Procedures titled “ Use of ladders and scaffolding and Working in elevated positions” must be complied with;
- b. Suitable roof ladders, duckboards or similar safety devices must be used at all times;
- c. All efforts must be made to reduce the possibility of asbestos dust being generated and to reduce employee’s exposure to asbestos dust. This can be done by:
 - i. Providing employees with respirators approved by the Department of Labour for this purpose;

- ii. Using only hand tools when loosening and removing roof sheets;
- d. All staff members must be trained and be made aware of the:
 - i. Dangers posed by asbestos and asbestos containing products;
 - ii. Correct and safety procedure to be used when removing asbestos containing products;
 - iii. Necessity of implementing the precautionary measures taken;
- e. Cutting and drilling or any other procedure that will result in the release of excessive amounts of asbestos fibres may not be used during the removal process;
- f. All asbestos containing products removed must be disposed of on a disposal site approved for this purpose in terms of the Environmental Conservation and National Environmental Management Acts;
- g. All asbestos containing products must be removed from the premises on a daily basis. The client must be provided with copies of all waste disposal certificates received from the waste disposal company;
- h. Smaller items of asbestos containing products must be placed in a clear plastic bag. 150-micron thick impermeable plastic bags. The first bag must be sealed and placed upside down into a second bag. These bags must then be disposed of as asbestos waste;
- i. The area where the asbestos containing product which were removed is being stored must be:
 - i. Demarcated as to ensure that the area is properly separated from other work areas;
 - ii. Cleaned on a regular basis as to ensure that all asbestos or asbestos containing products are disposed of on a regular basis. This can be done by vacuuming the area on a regular basis;
- j. The following procedure must be followed to reduce contamination of areas directly adjacent or underneath the area where the asbestos containing products are being removed:
 - i. Where possible the product or equipment stored and used directly underneath the area where work is being performed should be moved as to prevent unnecessary contamination;
 - ii. Where it is not possible to move all items or equipment the items or products must be covered with drop sheets. These drop sheets must be cleaned before being removed and should be disposed of as asbestos containing waste after completion of the contract;
 - iii. The area where the asbestos-containing product has been removed must be cleaned during and after completion of the contract. The area should be vacuumed where after all

equipment and product should be wet wiped as to remove excess dust. All cloths used to wet wipe items must be disposed of as asbestos waste;

- k. All asbestos and non-asbestos containing products must be stored in a safe area and in a manner that will not result in injuries to persons;
- l. Where possible a lifting machine must be used to lift and lower roof sheets. Products could be lifted manually should it be impossible or impracticable to use a lifting machine. Persons standing in elevated positions when lifting items must be provided with and be required to wear fall arrest equipment; and
- m. Staff members are required to wear all personal safety equipment provided. (hard hats, respirators, overalls, and fall arrest equipment)

4. GENERAL PROHIBITIONS

The general prohibitions will apply:

- a. No grinding or processing of asbestos containing products will be allowed;
- b. Employees may not be allowed to eat or drink while performing work related to the removal of asbestos containing products. Staff must be required to wash prior to eating or drinking.

WORKING ON ROOFS

1. INTRODUCTION

This procedure has been drafted to ensure that all work performed on roofs will meet the requirements set by the Occupational Health and Safety Act, 1993 and all Regulations incorporated under the OHSA.

2. RESPONSIBILITIES

The supervisors as well as all staff responsible for performing work on roofs are required to comply with the health and safety specifications as per this document and are to ensure that the requirements as listed below are complied with.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

3.1 ROOF WORK

The following health and safety specifications must be complied with when roof work is being performed:

- a. Roof work may only be done under the supervision of a senior member of staff and after permission has been granted by management;
- b. Only employees who were evaluated and declared physical and psychological fit by an Occupational Medicine Practitioner may be allowed to perform work in elevated positions;
- c. All employees involved in roof work must be trained on the contents of this and other relevant Written Safe Operating Procedures;
- d. Staff may only be allowed to work on roofs after:
 - i. The area has been inspected and all weak areas through which persons can fall have been determined;

- ii. Warning signs have been placed at all areas where the roof material is of insufficient strength to withstand a load;
 - iii. The areas as mentioned above have been barricaded as to prevent persons from gaining access to these areas;
- e. Employees may not be allowed to perform work on roofs during inclement weather or if the weather conditions poses a risk to employees health and safety;
- f. Staff members that perform work on roofs must use suitable roof ladders, duckboards or other similar safety devices. These safety devices must be inspected prior to use and must be of sufficient strength. The point of access must always be placed as close as possible to the point where the work is to be performed. The required safety devices must also be available in all areas where the employees will be required to work or walk;
- g. Fall arrest equipment must be used in cases where the use of roof ladders, duckboards or other similar safety devices is impracticable. The fall arrest equipment used must be of sufficient strength and must be securely attached to the structure before use;
- h. Staff are required to wear the safety devices (Fall arrest equipment) provided at all times.

SAFE OPERATING PROCEDURE FOR THE USE OF LADDERS AND SCAFFOLDING

1. INTRODUCTION

This procedure has been drafted to ensure that all ladders and scaffolding used are in compliance with the requirements set by the Occupational Health and Safety Act, all Regulations and Incorporated Codes of Good Practices as incorporated under the OHSA.

2. RESPONSIBILITIES

The appointed scaffold erected as per the attached appointment letter as well as all staff responsible for the use of ladders and scaffolding are required to comply with the health and safety specifications as per this document. Staff members are to ensure that the requirements as listed below are complied with. The appointed scaffold erector and fall Protection Coordinator is responsible to ensure that employees receive the necessary instructions, information, training and supervision to ensure that the content of this standard is complied with.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

3.1. USE OF LADDERS

The following health and safety specifications must be complied with when using ladders:

1. All ladders used must comply with the following legal requirements:
 - a. Only ladders which is constructed of sound material and which is suitable for the purpose for which it is used may be used on site;
 - b. All free standing ladders used must be fitted with non-skid devices at the bottom ends;
 - c. Employees are not allowed to manufacture their own ladder and no ladder, which has rungs fastened to the stiles by means of nails, screws and likely manner may be used;
 - d. No ladder which is required to be leaned against the object for support which is longer than 9 meters may be used unless prior permission has been obtained from the Department of Labour and the Employer;
 - e. Where possible wooden ladders should not be used.
2. All employees responsible for the use of ladders are required to comply with the following duties prior to using ladders:
 - a. Employees are required to inspect all ladders prior to use to ensure that the ladder used is safe and in compliance with the requirements stated above. Any unsafe ladders may not be used and the employer should be informed of the presence of these ladders without delay;

- b. The structure against which the ladder is to be leaned must be inspected and be declared safe prior to the task being undertaken. Ladders should not be leaned against rotten wooden poles or other unsafe structures;
- c. Ladders with damaged stiles or missing rungs may not be used;
- d. Ladders must be tied to the structure or an employee should hold the ladder in position. Where possible the ladder should be tied to the structure;
- e. Employees should take care when climbing or descending from ladders as to ensure their own safety. Both hands must be used when climbing or descending ladders;
- f. Employees are not allowed to tie ladders together or add extensions to ladders with the aim of extending the reach of the ladder;
- g. Scaffolding should be used in cases where the work can be done safer from the scaffold platform;
- h. Staff members are required to wear the personal protective equipment (Fall arrest systems and hard hats) at all times;
- i. Whenever metal or aluminium ladders are used, precautions must be taken to avoid accidental contact with electrical wires or connections;
- j. Precautions must be taken to prevent incidents when ladders need to be placed against windows or doors that can be opened;
- k. Ladders may not be used in a horizontal position as a platform or scaffold, or for any other purpose than for which they are intended;
- l. Wooden ladders used must have stiles and rungs of straight grain wood which is free of defects;
- m. Wooden ladders which are painted with any paint other than a clear varnish should not be used;
- n. Ladders may not be leaned against an object at an angle greater than 75° to the horizontal;
- o. Only one persons my use a ladder at any given time;
- p. Ladders may not be used as a scaffold or work platform; and
- q. Precautionary measures must be taken when working from a ladder as to prevent items from falling. Suitable sheaths or receptacles in which hand tools are to be kept when not used should be worn when working from a ladder.

3.2 USE OF SCAFFOLDING

The following health and safety specifications must be complied with when using scaffolding:

1. All scaffolding used must comply with the following legal requirements:
 - a. All scaffolds must be erected under the supervision of a persons appointed in writing as a scaffold erector (See Annexure A to this document);

- b. The scaffold erector is required to inspect the scaffold after erection and before use, after bad weather, after damage to the structure and at intervals not exceeding once a week after erection. A record must be kept in which the findings of the inspection is recorded. Annexure B to this document could be used for this purpose. This record must be kept of the premises where the scaffold is being used;
 - c. All scaffolding used must be in compliance with the requirements set by the SANS Code of Good Practice 10085 as incorporated under the Occupational Health and Safety Act.
2. All employees responsible for the use of ladders are required to comply with the following duties prior to using scaffolding:
- a. Unless it has a firm foundation and is level;
 - b. All defective scaffold material such as pipes, interlocking devices and scaffold boards must be reported to the employer and must be replaced before use;
 - c. Each scaffold platform must be fitted with:
 - i. A sufficient number of scaffold boards that must be secured to the structure as to prevent displacement;
 - ii. Handrails of at least 900 - 1000mm in height;
 - iii. Toe boards as to prevent smaller items from falling from the scaffold platform;
 - d. All scaffolding in excess of 2 meters in height should be braced or be secured as to prevent the scaffold from moving while in use;
 - e. Precautions must be taken as to ensure that scaffolds, which are fitted with wheels, cannot move while employees work on the platform. This should be done by using the brakes fitted to the wheels on the scaffold;
 - f. No employees may stand or sit on the scaffold platform while the scaffold is being moved;
 - g. All scaffolds must be fitted with a safe means of access that must be used at all times;
 - h. Staff using the scaffold must use the scaffold in such a manner as to prevent injuries to others not involved in this activity.

3.3 GENERAL PROHIBITIONS

Employees may not be lifted by means of a lifting machine such as a forklift or crane unless written permission has been obtained from the Department of Labour. Lifting may then also only be done in the cage approved by the Department of Labour and after being given permission thereto by the employer.

3.4 RELATED DOCUMENTS TO BE COMPLIED WITH

This document must be read in conjunction with the:

1. Risk assessment document;
2. Medical certificates of fitness issued by an Occupational Medicine Practitioner;
3. Training records; and
4. Safe operating procedure "Working in elevated positions – Fall Protection Plan.

Annexure A

APPOINTMENT OF A PERSON RESPONSIBLE FOR THE ERECTION, INSPECTION AND SAFE USE OF ALL SCAFFOLDING AS PER THE REQUIREMENTS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993 AND CONSTRUCTION REGULATION 14

I,(Princ. Contractor) in terms of the above-mentioned Act and Regulation, designate you as the person responsible for the erection, inspection and safe use of all scaffolding used on the premises of The appointment will be valid for the duration of the contract.

In terms of this appointment you are required to perform the following duties:

1. To build or supervise the building of all scaffolding used on above-mentioned premises;
2. To inspect all scaffolding and scaffolding materials after erection, before use, after bad weather and at intervals not exceeding once a week during use;
3. To note the details of all the inspections in a register;
4. To report any defects of scaffolding materials immediately to the employer; and
5. To ensure that scaffolding materials are stored properly to avoid possible damage.

Signature of employer: Designation:
Date:

Acceptance of appointment

I, accept this designation and acknowledge that I have studied and understand the relevant legal requirements of the Occupational Health and Safety Act and incorporated Regulations.

Signature: Date:

USE OF PORTABLE ELECTRICAL EQUIPMENT AND HAND TOOLS USED ON CONSTRUCTION SITES

1. INTRODUCTION

This procedure has been drafted to ensure that all portable electrical equipment and hand tools are properly maintained and safe to use.

2. RESPONSIBILITIES

The person responsible for issuing the equipment as well as all staff authorised to use portable electrical equipment and hand tools are required to comply with the health and safety specifications as per this document. Supervisors are responsible to ensure that employees receive the necessary instructions, information, training and supervision to ensure that the content of this standard is complied with.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

The following health and safety specifications must be complied with when portable electrical equipment and hand tools are used:

1. Only persons authorized by the employer are allowed to operate and use portable electrical equipment and tools;
2. Portable electrical equipment with an operating voltage of more than 50 volts may only be used if it is:
 - a. Connected to an electrical reticulation system that has been provided with an earth leakage system or other safety devices; or
 - b. Double insulated. The equipment must be clearly marked with a double insulation sign;
3. The user must inspect all portable electrical equipment prior to use to ensure that the equipment is safe and in compliance with the legal requirements. The following must be inspected when using portable electrical equipment:
 - a. The plug must be in a good condition. A plug held together by insulation tape should not be regarded as safe;
 - b. The plug point used must not be overloaded due to many equipment being plugged into one source of electricity;

- c. All cables must be securely fixed into the plug;
 - d. The insulation on all electrical cables must be in a good condition and free from damage or repairs made by means of insulation tape;
 - e. The equipment must be fitted with a on / off switch which should be checked as to ensure that it is in a working order;
 - f. All safety guards must be inspected to ensure that the guards are suitable for the purpose and safe to use. While in use the equipment must at all times be fitted with the necessary safety guards as supplied by the manufacturer;
 - g. Only flame proof / dust proof / intrinsically safe equipment may be used in workplaces where an explosion may occur due to the presence of excessive dust or high concentrations of flammable vapors;
 - h. The personal protective equipment needed must be in a good state of repair and suitable for use;
4. The user must inspect all hand tools prior to use to ensure that the equipment is safe and in compliance with the legal requirements. The following must be inspected when using hand tools:
- a. The handle of all hand tools must be properly secured into the tool as to prevent injuries due to flying or falling parts;
 - b. Chisels with mushroom heads should not be used. All metal parts should be grinded of prior to use;
 - c. Sheaths or receptacles in which all hand tools could be kept should be provided and be available to staff who are required to work at heights;
5. The correct safety equipment must be used when operating portable electrical equipment or hand tools;
6. All portable electrical tools used on a construction site must be inspected daily as to ensure that the equipment is kept in a good condition and safe for use. See Annexure A to this policy for a copy of an inspection checklist that can be used; and

7. All temporary electrical installations used on a construction site must be inspected daily as to ensure that the equipment is kept in a good condition and safe for use. See Annexure B to this policy for a copy of an inspection checklist that can be used.

Annexure B

TEMPORARY ELECTRICAL EQUIPMENT – WEEKLY INSPECTION CHECKLIST FOR CONSTRUCTION SITES										
Name of construction site:										
EQUIP NO.	DESCRIPTION	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	To be inspected: 1. All switches marked; 2. Live electrical wires placed outside of reach; 3. Electric cords in good condition and free from damage; 4. No sign of physical damage; and 5. Switches and plugs in working order; NB – Suitability for use to be indicated under each day of the week as OK or X. Damaged tools to be repaired before used.
DATE INSPECTED										
INSPECTED BY										

WORKING IN ELEVATED POSITIONS – FALL PROTECTION PLAN

1. INTRODUCTION

This procedure has been drafted to ensure that all work performed on roofs or other elevated positions are done in a safe manner, which will meet the requirements set by the Occupational Health and Safety Act and all Regulations incorporated under the OHSA.

2. RESPONSIBILITIES

The person appointed as Fall Protection Coordinator as per the attached appointment letter (See Annexure A to this report) as well as all staff responsible for working in elevated positions are required to comply with the health and safety specifications as per this document and are to ensure that the requirements as listed below are complied with. The person appointed as Fall Protection Coordinator is responsible to ensure that employees receive the necessary instructions, information, training and supervision to ensure that the content of this standard is complied with.

3. PROCEDURE / HEALTH AND SAFETY SPECIFICATIONS TO BE COMPLIED WITH

3.1 USE OF LADDERS

The safe operating procedure titled “Use of ladders and scaffolding must be complied with at all times.

3.2 USE OF SCAFFOLDING

The safe operating procedure titled “Use of ladders and scaffolding must be complied with at all times.

3.3 ROOF WORK

The following health and safety specifications must be complied with when roof work is being performed:

- a. Roof work may only be done under the direct supervision of a person appointed as the Fall Protection Coordinator (See Annexure A to this document);
- b. A risk assessment must be carried out by the Fall Protection Coordinator prior to employees being allowed to climb onto the roof;

- c. Only employees who were evaluated and declared physical and psychological fit by an Occupational Medicine Practitioner may be allowed to perform work in elevated positions;
- d. All employees involved in roof work must be trained on the contents of this and other relevant Written Safe Operating Procedures. A record must be kept of all training offered. This can be done by requesting staff to sign a copy of the relevant Written Safe Operating Procedure after being trained in the contents thereof;
- e. Staff may only be allowed to work on roofs after:
 - i. The area has been inspected and all weak areas through which persons can fall have been determined;
 - ii. Warning signs have been placed at all areas where the roof material is of insufficient strength to withstand a load;
 - iii. The areas as mentioned above have been barricaded as to prevent persons from gaining access to these areas;
- f. Employees may not be allowed to perform work on roofs during inclement weather or if the weather conditions poses a risk to employees health and safety;
- g. Staff members that perform work on roofs must use suitable roof ladders, duckboards or other similar safety devices. These safety devices must be inspected prior to use and must be of sufficient strength. The point of access must always be placed as close as possible to the point where the work is to be performed. The required safety devices must also be available in all areas where the employees will be required to work or walk;
- h. Fall arrest equipment must be used in cases where the use of roof ladders, duckboards or other similar safety devices is impracticable. The fall arrest equipment used must be of sufficient strength and must be securely attached to the structure before use;
- i. Staff are required to wear the safety devices (Fall arrest equipment and hard hats) provided at all times
- j. Staff members are not allowed to drop items from a height unless a chute is used. The chute used must be in compliance with the requirements set by the Construction Regulations;

The Fall Protection Coordinator must ensure that:

- a. All staff members are trained in the contents of the relevant Written Safe Operating Procedures;

- b. Inspect and test all fall arrest and fall prevention equipment on a regular basis;
- c. Safety devices are used and securely fastened to the structure;
- d. The Written Safe Operating Procedures are evaluated on a regular basis and changes are made where necessary.

This document must be read in conjunction with the:

1. Risk assessment document;
2. Medical certificates of fitness issued by an Occupational Medicine Practitioner; and
3. Training records.

Annexure A

APPOINTMENT OF A PERSON RESPONSIBLE FOR THE IMPLEMENTATION AND MAINTENANCE OF A FALL PROTECTION PLAN AS PER THE REQUIREMENTS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993 AND CONSTRUCTION REGULATION 8 (1)(A)

I,(Princ. Contractor) in terms of the above-mentioned Act and Regulation, designate you as the person responsible for drafting and maintaining a Fall Protection Plan for all construction work to be performed on the premises of The appointment will be valid for the duration of the contract.

In terms of this appointment you are required to perform the following duties:

- 1. Develop and maintain a Fall Protection Plan;
- 2. Ensure that all staff is trained in the contents of the Fall Protection Plan and all related Written Safe Operating Procedures;
- 3. Ensure that the Fall Protection Plan is evaluated on a regular basis and changes made when needed;
- 4. Enforce discipline and ensure that all staff perform work in accordance with the Fall Protection Plan and Written Safe Operating Procedures; and
- 5. Ensure compliance with the requirements of the Occupational Health and Safety Act and all incorporated Regulations

Signature of employer: Designation:

Date:

Acceptance of appointment

I, accept this designation and acknowledge that I have studied and understand the relevant legal requirements of the Occupational Health and Safety Act and incorporated Regulations.

Signature:.....Date:.....