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Sabita Safety File

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1. Preface

This document has been compiled to assist Sabita members in the compilation of a statutory Contract Safety File as stipulated in the Occupational Health and Safety Act (Act No. 85 of 1993) and regulations promulgated in terms thereof.

These guidelines form part of Sabita's ongoing efforts to encourage its members to secure the health, safety and wellbeing of their employees in the execution of their duties, and to protect our environment and other natural resources. Guidance provided covers the development of an occupational health and safety policy in terms of statutory requirements, the principles governing company commitment to the health and safety of its employees, general duties of staff at work and the appointment and functions of those staff members with responsibility for implementing the company's health and safety plan.

By the very nature of the broad range of conditions and/or operations associated with the execution of various contracts, this document cannot, at this stage, be fully comprehensive. Rather it is designed to serve as a guide to members to ensure that all safety requirements applicable to typical bituminous materials contracts can be met. Site-specific hazards are not covered and should be assessed individually.

In addition, this document addresses recommended risk assessment procedures that pertain specifically to operating plant and equipment directly related to the application of bituminous products. For safety procedures related to general vehicle and plant operations, users are referred to Construction Regulations 21 (Construction Vehicles and Mobile Plant), and to relevant Sabita publications – in particular Sabita's Manual 8: *Bitumen Safety Handbook*, and the BitSafe publication: *Course on the Safe Handling of Bitumen* for the training of safety officers and operatives.

Members should also note that the Sabita Safety File is considered a dynamic "work in progress" document, which is subject to continuous and ongoing review. Changes to the document will be made based on experience, new developments and input from Sabita members, who are encouraged to contribute to its development. Such updates as are suggested will be posted on the Sabita website for evaluation, and members are urged to consult the website periodically.

The valuable contribution of Corrie van der Westhuizen and Barry James to the development of this guideline is gratefully acknowledged.

2. Policy

Set out below is a policy statement covering the following:

- Company undertaking in respect of Health, Safety and Environmental Conservation;
- Policy objectives;
- Interpretations and definitions;
- Principles;
- General duties of employees at work;
- Election, eligibility and appointment of health and safety representatives and alternatives;
- Health and Safety Committee;
- Personal Protective Equipment (PPE);
- Sub-contractors.

2.1 Health, Safety and Environmental Policy

Management views its employees as valuable assets, and undertakes as far as is reasonably practicable to:

- Protect the health, safety and well being of all employees during the execution of their duties; and
- Conserve the environment and associated assets.

With the abovementioned in mind, management undertakes to:

- Be compliant with the *Occupational Health and Safety Act (Act 85 of 1993)*;
- Adhere to the *Construction Regulations of 2003* and *Specifications of the Client* and *ISO 14001 Regulations*;
- Limit damage to company property and attempt to minimise the total contract costs incurred by the company;
- Identify all safety and health hazards by compiling practical and relevant Risk Assessment procedures;
- Establish procedures to eliminate, mitigate, reduce or eliminate identified risks to personnel, equipment, materials, environment and the community;
- Establish and maintain a functional Health and Safety Programme;
- Create a culture of health and safety among all employees and inform them of their rights and duties within the company's Health and Safety Programme;
- Inform all employees of their scope of authority;
- Ensure that all employees are issued with adequate Personal Protective Equipment (PPE);
- Provide training, information and instruction in the conscientious application of the company's Health and Safety Programme;
- Implement a biological monitoring and medical surveillance programme for all employees at risk of exposure to hazardous substances;
- As far as reasonably practical, eliminate all occupational hazards that could lead to illness, injury, personal discomfort or lost time.

2.2 Objectives of this policy

The management and all employees agree that the objectives of this policy on Occupational Health and Safety are:

- To improve health and safety in the company; and
- To provide for the participation of employees on health and safety matters in the workplace by means of representation on safety committees.

2.3 Interpretation and definitions

2.3.1 Unless the context clearly indicates the contrary intention, any expression which denotes:

- Any gender shall include the other gender; and
- The singular shall include the plural and *vice versa*.

2.3.2 Definitions:

- The **Company** shall be as stated in the contract documents;
- **Constituency** shall mean the total construction site area, and that where there are more than 20 employees operating in or at a working place, or forming a group, that team/group shall be represented by a Health and Safety Representative;
- **Danger** means anything that may cause injury or illness to persons or damage to property;
- **Employee** means any person who is employed by or works for the Company and receives remuneration or who works under the direction or supervision of the Employer or any other person appointed by the Employer (including sub-contractors and casual labour hired from any local community);
- **Employee Representative Body** means a body consisting of Employees elected as Representatives by other Employees;
- **Hazard** means a source of or exposure to danger;
- **Health and Safety** means Occupational Health and Safety in the workplace;
- **Health and Safety Representative** means an Employee Representative duly appointed as such in terms of this Policy and in terms of Section 17 of the *Occupational Health and Safety Act (Act 85 of 1993)*;
- **Health and Safety Committee** means the Health and Safety committee instituted in accordance with this Policy and Section 19 of the *Occupational Health and Safety Act (Act 85 of 1993)*;
- **Reasonably Practicable** means practicable having regard to:
 - the severity and scope of the hazard or risk concerned;
 - the state of knowledge reasonably attainable concerning that hazard or risk, and of any means of removing or mitigating that hazard or risk;
 - the availability and suitability of means to remove or mitigate that hazard or risk; and
 - the cost of removing or mitigating that hazard or risk in relation to the benefits derived therefrom.

- **Senior Management Representative** means any manager duly appointed by the Company as the 16.2 appointee;
- **Serious Bodily Harm** means any injury which is likely to be fatal or which results in permanent disability or impairment.

2.4 Principles

- 2.4.1 The Company acknowledges its commitment to the Occupational Health and Safety of its employees and will conduct a continuous programme to eliminate health and safety hazards in the workplace;
- 2.4.2 The Company is committed to the development, maintenance and advancement of high standards of occupational health and safety of all employees in the workplace. The Company accepts the relevant Occupational Health and Safety legislation as the minimum acceptable standards;
- 2.4.3 The Company has a statutory responsibility and accountability to all its employees under the Occupational Health and Safety Act. Although employees should carry out certain functions, duties and legal responsibilities, this in itself does not relieve the Company of its responsibility and accountability in this area;
- 2.4.4 The Company acknowledges that an employee has the right, with reasonable grounds, to refuse to carry out a task which poses an unacceptable danger to himself or his fellow employees.

2.5 General duties of employees at work

All employees on contract shall:

- 2.5.1 Take reasonable care for the health and safety of himself, of other employees, and of the public road users who may be affected by his actions;
- 2.5.2 With regard to any duty or requirement imposed by the Company, cooperate with the Company or person appointed by the Company, to enable that duty or requirement to be performed or complied with without endangering himself or his co-workers;
- 2.5.3 Carry out any lawful order given to him and obey the health and safety rules and procedures laid down by the Company or anyone authorised thereto by the Company in the interest of health and safety, provided that the lawful instruction does not impinge on the safety of workers;
- 2.5.4 If any situation which is unsafe or unhealthy comes to his attention, he shall as soon as is practicable report such a situation to the Company, his foreman or the Health and Safety Representative for his workplace or section thereof;
- 2.5.5 If he is involved in any incident which may affect his health, that of fellow employees, or of the public, or which has caused any injury, he shall report such an incident to the Company or to anyone authorised thereto by the Company, or to his foreman or Health and Safety Representative as soon as is reasonably practicable, but not later than the end of the particular day on which the incident occurred; and
- 2.5.6 Use and take proper care of protective clothing and other health and safety facilities provided for the protection, health and safety of himself and other employees.

2.6 Duty not to interfere with or misuse any equipment or facility provided in the interests of health and safety

No person shall interfere with, damage or misuse anything that is provided in the interests of health and safety, according to Section 15 of the *Occupational Health and Safety Act (Act 85 of 1993)*.

2.7 Election, Eligibility and Appointment of Health and Safety Representatives and Alternatives

2.7.1 Health and Safety Representatives shall be elected, trained and appointed;

2.7.2 The Company shall call for nominations for the Health and Safety Representatives via the various operational team members. A nomination shall be supported by at least two employees who work in the same team in respect of which the Health and Safety Representative is to be elected;

2.7.3 Only full-time contract employees who can read and write will be eligible for nomination as a Health and Safety Representative;

This policy *does not relieve* the Health and Safety Representative from performing his normal duties and *does not* in any way allow him special privileges. The Health and Safety Representative shall perform the functions assigned to him in this policy, during working hours and the time spent by him carrying out his duties as an employee.

2.7.4 Health and Safety Representatives shall not act outside the identified constituency. In addition to the above functions, the Health and Safety Representative shall, within his area of responsibility:

- Report any incident to the Company as soon as is practicable, but before leaving his workplace;
- Investigate incidents;
- Participate in any incident inquiry; and
- Accompany any inspector on investigations.

2.8 Health and Safety Committee

2.8.1 The Joint Venture will establish a Health and Safety Committee, with appointed committee members under the chairmanship of the Regional Engineer, which will convene monthly. This meeting will be attended by the Employer Representative, the Contract Safety Officer, the Contract Traffic Accommodation Officer and the appointed Health and Safety Representatives;

2.8.2 Minutes will be taken during all meetings and signed by the chairman, Employer Representative and Employee Representative;

2.8.3 At each committee meeting, measures will be considered to initiate, develop, promote, maintain and review the health and safety of employees at work.

2.9 Personal Protective Equipment (PPE)

2.9.1 It is the responsibility of the Company to supply PPE to all employees. PPE such as hard hats, goggles, dust masks, earmuffs, gloves and aprons will be issued according to the employee's specific job description. If an employee, after receiving his PPE from the company, arrives on site without the applicable PPE, he will be refused entry on site and will be deemed not to be

at the workplace until such time as he is properly dressed. Work time lost due to improper dress may be subject to disciplinary action. Foremen are to be strict on this issue and ensure all employees are informed accordingly;

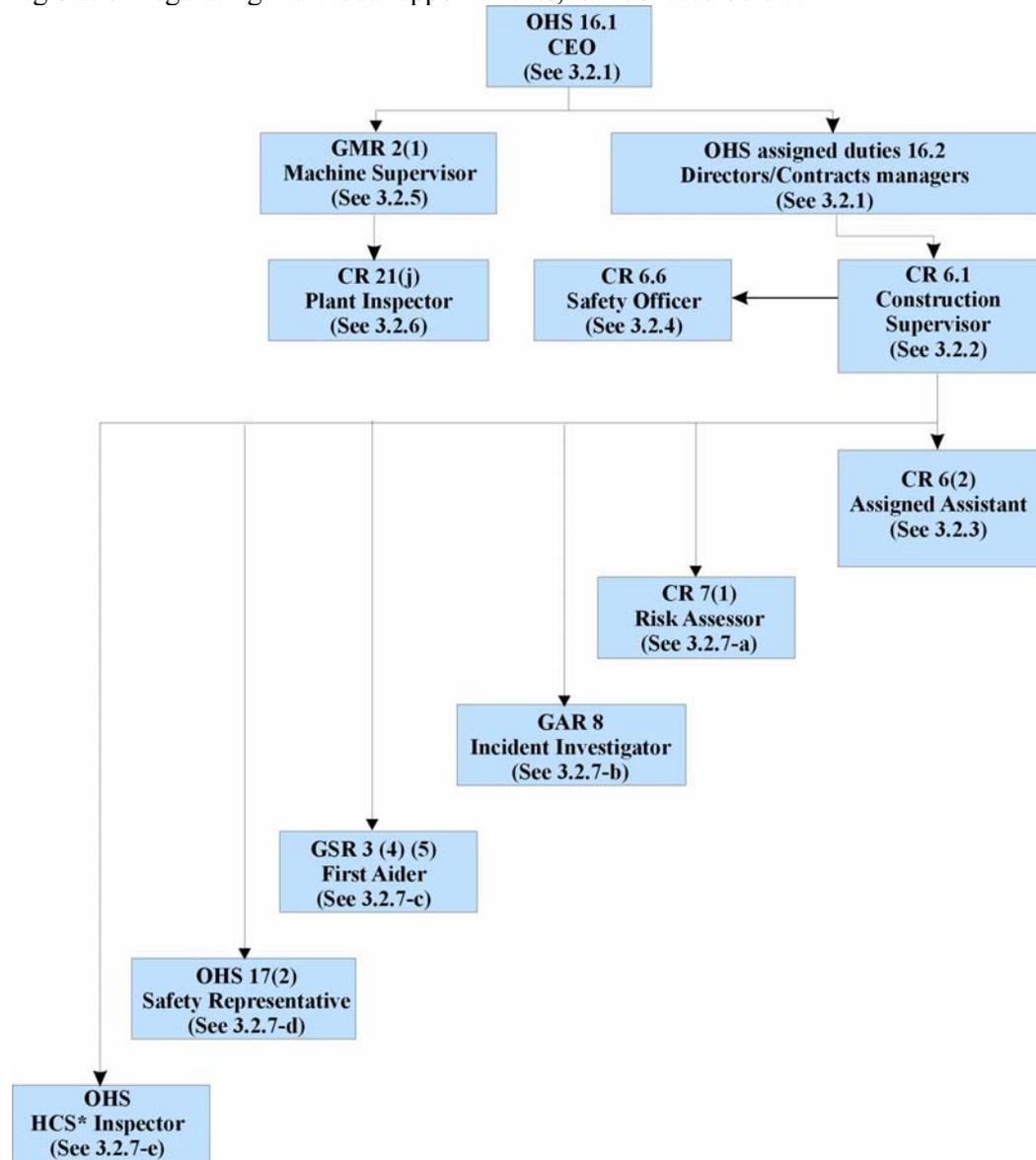
2.10 Sub-contracting companies

- 2.10.1 It is the responsibility of all sub-contractors to supply the Principal Contractor with Risk Assessment and Safe Work Procedures for all planned operations, and to ensure that all their plant and vehicle operators and drivers are in possession of valid certificates of competence, and that all vehicles, machines and equipment are fitted with reverse hooters, yellow rotating lights, fire extinguishers, construction vehicle signs and pre-shift inspection lists.

3. Statutory requirements for compliance with OHS Act 85

3.1 Initiation of construction works

The Act specifies the contractual and safety management responsibilities of all companies engaged in construction operations, as well as the specific functions and duties of assigned personnel within that safety management structure. A typical safety management structure, detailing the relevant legislation regulating individual appointments, is illustrated below.



Note: Various levels of subsidiary supervisors and inspectors, not illustrated above but provided for in the Statutory Requirements, are controlled by the Supervisor appointed under Construction Regulation 6(2).

* HCS – Hazardous Chemical Substances

Appointments are made in terms of the *Occupational Health and Safety Act* (Act No. 85 of 1993) and regulations promulgated in terms of this legislation. These include:

GMR : General Machine Regulations
CR : Construction Regulations
GAR : General Administrative Regulations
GSR : General Safety Regulations

The ratio of appointed health and safety representatives to total staff complement, in various categories, is also specified in the legislation, and contractors should refer to the relevant sections to ensure their compliance. It must be noted that should it be required by Construction Regulation 3, the contractor is required to submit a Notice of Construction Works to the Department of Labour before any construction is initiated. A pro-forma example of the documentation required for such a submission is attached as **Annexure A1**.

In addition, a written agreement between the principal contractor and any appointed sub-contractors, specifying compliance with OHS Act 85 of 1993 and the Construction Regulations of 2003, must be entered into in terms of Section 37(1 and 37(2). A pro-forma example of such a memorandum of agreement is attached as **Annexure A2**.

A contractor shall also, on consideration of the size of the project, the degree of danger anticipated or the accumulation of hazards or risks on the site, appoint in writing a full-time or part-time Construction Safety Officer to assist in the control of all safety related aspects on the site. The Safety Officer may give input at the early design stage into the Health and Safety Plan relating to construction works undertaken.

3.2 Appointments

3.2.1 Chief Executive Officer {OHS Act 16.1}: Assigned Assistant {OHS Act 16.2}

In terms of Section 16.1 of OHS Act 85 (1993), the chief executive officer of every company shall take full responsibility for compliance with the Act. However, Section 16.2 makes provision for these responsibilities to be delegated to an assigned company executive whose duties, for all construction works under his/her supervision, will include:

- Being fully familiar with the requirements of the Act and applicable regulations;
- Ensuring compliance with these requirements at each workplace under his/her control;
- Ensuring that managers, supervisors and health/safety representatives are appointed and that their duties and responsibilities in terms of the Act and Regulations are clearly defined;
- Ensuring that all personnel are adequately qualified and trained to perform their work in a safe and healthy manner;

- Ensuring that all incidents are properly investigated by trained persons who have been designated to this task;
- Representing the employer at every meeting of the company's Health and Safety Committee established for each workplace under his/her control;
- Performing quarterly health and safety audits at each workplace to ensure compliance with the Act and Regulations;
- Reporting back to the chief executive officer any inability to comply with the above duties or any other requirements of the Act and Regulations.

See **Annexure B**.

3.2.2 **Construction Supervisor {CR 6.1} who shall**

In terms of Construction Regulation 6.1, the executive appointed in terms of Section 16.2 shall appoint a full time competent and qualified employee, designated in writing, as the Construction Supervisor whose duties, in addition to supervising the performance of all construction work, will be to:

- Establish the hazards to the health and/or safety of all employees associated with any work performed, and implement the necessary precautionary measures;
- Provide all health and safety information, instructions, supervision and training for work undertaken by employees under his/her control;
- Not permit any personnel to do any work unless the required precautionary measures have been taken;
- Ensure that all personnel under his/her control comply with the requirements of OHS Act 85 of 1993, as amended from time to time, and with the Construction Regulations of 2003;
- Enforce all measures necessary in the interests of health and safety;
- Ensure that all personnel are informed about the scope of their authority;
- Ensure that any and all deviations from the set standards are rectified immediately;
- Follow up all recommendations given and ensure that these are implemented;
- Ensure that all personnel have been made aware of the Health and Safety Policy, the Safety Management Plan, and applicable Safe Working Procedures for the contract;
- Supply and maintain all occupational health and safety systems;
- Eliminate or mitigate any and all hazards or potential threats;
- Ensure the safety and absence of risk(s) to the health of all personnel;
- Ensure that all incidents are reported and investigated in terms of the laid down **Incident Reporting and Investigating Procedure**;
- Ensure proper compliance with Section 24 incidents and that all the required documentation is completed as per the **Incident Reporting and Investigating Procedure**;
- Ensure that the Loss Control Manager is immediately informed of ALL incidents as soon as practicable after they occur;

- The Construction Supervisor’s attention is drawn to the provisions of Sections 7, 8, 9, 10, 12, 13, 24, 37 and 38 of the OHS Act 85 of 1993 as amended;
- Ensure that all personnel wear their PPE at all times;
- Ensure effective traffic control at all times;
- Ensure that plant safety representatives complete all applicable registers and execute weekly safety inspections.

See Annexure C1.

3.2.3 Assigned Assistant to Construction Supervisor {CR 6(2)}

Contractors should note, however, that in terms of sub-regulation 6(2) a contractor may, in writing, appoint one or more competent employees to assist the appointed Construction Supervisor in the execution of his duties. Such 6(2) appointees shall have the same duties and responsibilities as the Construction Supervisor detailed above, but shall not relieve the Construction Supervisor of personal accountability should any failure arise in the execution of these duties as detailed by this regulation.

See Annexure C2.

3.2.4 Construction Safety Officer {CR 6.6} who shall

- Provide induction training where required;
- Conduct health and safety audits and daily inspections including audits of contractors;
- Maintain the Principal Contractor’s Health and Safety File and audit the Contractor’s health and safety plans and files;
- Investigate near misses/incidents/injuries;
- Coordinate the weekly toolbox training programme;
- Ensure that competent persons carry out inspections and that records are kept in registers;
- Coordinate reviews of risk assessment documentation;
- Assist with method statements and check whether responsible persons follow them on site.
- See Annexure C3

3.2.5 Appointment of a competent person* as Machine Supervisor {GMR 2(1)} who shall

- Ensure that the provision of the OHS Act and its regulations in relation to machinery are complied with in respect of every premises on or in which machinery is or will be used;
- Conduct a monthly inspection of all machinery, whether installed or portable, and report all findings to the Health and Safety Committee;
- Act as an advisory member of the Health and Safety Committee and attend any meetings held.
-
- * As per definition of “competent person”.
- See Annexure C4

3.2.6 Appointment of a Plant Inspector {CR21(j)} who shall

- Ensure that he/she is conversant with the requirements of regulation CR21, and that he/she is competent to carry out the duties and responsibilities specified in that regulation;
- Inspect all construction vehicles and mobile plant on a daily basis, prior to use;
- Record the findings of all and any inspections in a register.
- See Annexure C5

3.2.7 Where required by the legislation, the contractor shall also appoint the following

(a) Construction Site Risk Assessment Coordinator {CR 7(1)} who shall

- Carry out risk assessments prior to the commencement of construction work;
- Carry out any other risk assessment procedures that may be required for the duration of the construction work;
- Ensure that all risks are identified and assessed;
- Ensure that safe working procedures are drafted and implemented to reduce, mitigate or control any hazards identified.
- See Annexure D1

(b) Incident Investigator {GAR 8} who shall

- Familiarise him/herself with the requirements of the Occupational Health and Safety Act (Section 24) and General Administrative Regulations 8 and 9;
- Investigate all incidents occurring in his/her section of the workplace;
- Identify the root causes of such incidents;
- Recommend procedures for preventing any recurrence of such incidents;
- Complete the internal incident investigation report form in the case of all incidents, and the Annexure 1 form whenever the injured employee requires medical treatment other than first aid;
- Report to an inspector whenever an incident fits the description of OHS Act Section 24.
- See Annexure D2
-

(c) First Aider (GSR 3 (4) (5)) who shall

- Familiarise him/herself with the requirements of the OHS Act 85, General Safety Regulation 4;
- Ensure that these requirements are complied with in his/her section of the workplace;
- Ensure that there is always a qualified first aid worker available as a relief when unable to administer first aid in his/her section of the workplace;
- Ensure that the first aid box is always stocked with suitable up to date equipment able to deal with any injury likely to occur. The minimum contents of such a first aid box are specified by the OHS Act;
- Ensure that the name of the first aid worker on duty always appears on or near the first aid box;

- Ensure that details of every incident treated from the first aid box is entered into a dressings register;
- Rectify any shortcomings concerning first aid in the workplace, and where unable to do so, advise management of such shortcomings.

See Annexure D3

(d) A Safety Representative {OHS 17(2)} who shall

- Review all health and safety matters in the workplace;
- Identify potential hazards and potential major incidents at the workplace;
- In collaboration with his employer, examine causes of incidents at the workplace;
- Investigate employee complaints about health and safety;
- Make representations to his employer or a health and safety committee on any matters arising from the above, or where such representations are unsuccessful, to an inspector;
- Carry out health and safety inspections, at such intervals as agreed with the employer, examining any article, substance, plant, machinery or health and safety equipment with a view to the health and safety of employees. Reasonable notice of such inspections shall be given to the employer, who may be present during the inspection;
- Attend Health and Safety Committee meetings;
- Participate in any internal health and safety audits, and in consultations with visiting Occupational Health and Safety (Department of Labour) inspectors.

See Annexure D4

(e) A Hazardous Chemical Substances (HCS) inspector (HSC Regulation of OHS Act 85/1993) who shall

- Assess the environment of the workplace and ensure that all reasonable precautions are taken to prevent exposure to hazardous chemical substances;
- If this is not possible, ensure that exposure is minimised to below acceptable levels;
- Ensure that Material Safety Data Sheets (MSDSs) for all hazardous chemical substances used are available on site;
- Ensure that all employees are made aware of the dangers of HCSs, and of which precautions must be taken to minimise exposure;
- Keep an inventory of all HCSs;
- Keep these substances separate from other materials;
- Ensure that MSDSs are available in case of emergencies;
- Report any incident/accident/exposure to the responsible person/authority.
- See Annexure D5

4. Legislation, hazards, company obligations and responsible personnel

The following table lists the legislative requirements to be met by construction companies under the OHS Act 85 (1993), the potential hazards associated with non-compliance, company obligations and the company personnel responsible

for ensuring legal compliance and the implementation of safe working practices.

SAFETY MEASURES	POTENTIAL HAZARD/RISK	COMPANY OBLIGATIONS	RESPONSIBLE PERSONNEL
<p>Reference: OSH Act No 85 of 1993 o Construction Safety regulations, 2003</p> <p>Applicable Health & Safety documentation are: a. Health & Safety Policy b. Health & Safety Management Plan c. Safety appointments d. Risk assessment and Safe Work Procedures e. Checklists and Inspections</p>	<p>Not adhering to safety measures and procedures lead to the following: a. Unsafe working environment b. Incidents and injuries c. Company not being in legal compliance with the law d. Company having legal claims against it e. Company having destroyed/damaged plant and equipment f. Unmotivated reckless workforce g. Company incurring penalties due to lost time</p> <p>COMPANY NOT PROFITABLE</p>	<p>Company has the obligation to: a. Compile safety policy for each contract b. Compile a safety management plan for each contract c. Compile risk assessment and safe work procedures d. Do required safety training and appointments e. Establish safety committees and have meetings f. Supply employees with PPE g. Supply safety equipment on site (fire extinguishers, first aid kits)</p>	<p>Management Safety Officers Safety Representatives All employees</p>

4.1 General

4.1.1 Risk assessment recording sheet and safe work procedures for Traffic Accommodation

Task	Potential Hazard/Risk What can hurt me or others	Current control measures/procedures Safe work procedures	Risk Rating	Recommendations Can we improve
1. Personnel doing preparation for traffic control operations.	1.1 The use of unskilled/inexperienced persons during preparation for traffic control operations can lead to accidents and/or injury.	1.1 a. People must be trained according to their job descriptions 1.1 b. Adequate job standards must be in place; 1.1 c. The preparation of equipment for the traffic control operation must be according to RE contractual plans 1.1 d. All people involved must know exactly what is expected of them 1.1 e. Safety plan must be drafted for the operation indicating all hazards attached to the specific job and safe work procedures 1.1 f. Ensure all applicable safety appointments according the OSH Act 85 of 1993 are in place(safety representatives, first aid, fire fighting) 1.1 g. Ensure that suitable 9 kg DCP fire extinguishers are in place, and that trained fire fighters are always on site 1.1 h. Ensure that each site on the operation has a level 3 first aid kit, with trained first aid coordinators on site at all times 1.1 i. Ensure that all employees involved with traffic control undergo safety induction training 1.1 j. Ensure all employees involved with the operation are issued with Personal Protective Equipment (PPE) which include overall, safety shoes, safety vest and gloves if applicable 1.1 k. Ensure that a safety file is kept on site with the following: <ul style="list-style-type: none"> • Copy of workman's compensation registration certificate • Copy of all safety appointments 	2	Training Toolbox talks Disciplinary action

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
	1.2. Personnel can be injured while loading/offloading signs, cones, delineators etc.	<ul style="list-style-type: none"> • Safety policy and safety management plan • Copy of basic Conditions of Employment Act and the Occupational Health and Safety Act, Act 85 of 1993 • Copies of safety committee minutes. 	2	
	1.3. Accidents and/or injury can occur whilst preparing vehicles.	1.3 a Drivers must be trained and in possession of valid competency certificates 1.3 b Drivers must be trained to do daily pre-shift inspections which include: <ul style="list-style-type: none"> • Checking the licence and PDP • Checking lights and indicators • Checking brakes • Checking tyres, rims and wheel nuts • Checking hooter and reverse hooter • Checking cab instrument panel • Checking fuel, oil and lubricants • Checking yellow rotating light, constructing vehicle sign and 9kg DCP fire extinguisher • Checking that all equipment is packed neatly and properly fastened. 		

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	<p style="text-align: center;">What can hurt me or others</p> <p>1.4. Accidents and/or injuries can occur while transporting personnel to the site.</p>	<p style="text-align: center;">Safe work procedures</p> <p>1.4 a. Driver training and valid competency certification and pre-shift checks 1.4 b. Company to ensure that the vehicle transporting employees to and from site is equipped with proper canopy and seats 1.4 c. Driver to ensure that persons being transported on the vehicle adhere to safety regulations 1.4 d. Driver to ensure all equipment is packed neatly and properly fastened 1.4 e. Driver to ensure he abides by the applicable speed limits 1.4 f. NO persons to stand on the back or sit on the sides of the vehicle 1.4 g. Safety representative must ensure that drivers are fit to drive (alcohol/drugs).</p>	3	Can we improve
<p>Establishment and maintenance of traffic control areas</p> <p>2. Establishing/maintaining the following areas:</p> <ul style="list-style-type: none"> i. Advance warning area ii. Transition area iii. Stabilising area iv. Buffer zone v. Work area vi. Termination area. 	<p>2.1 Whilst establishing the various areas, which is the most dangerous time of the operation, the following can happen:</p> <ul style="list-style-type: none"> a. Persons can injure themselves whilst erecting the signs b. Persons can be run over by traffic c. Vehicles can have accidents if the traffic is not stopped/deviated properly when erecting the closure d. Construction persons can be run over by traffic on working site if the working area is not barricaded properly e. Traffic control persons can be run over by vehicles or plant if they don't wear applicable PPE, or if the control procedures are not executed properly f. Road users can make accidents if the stop/go signs or robots are not operated correctly 	<p>2.1 To avoid any of the potential hazards occurring on site the following procedures must take place:</p> <ul style="list-style-type: none"> a. Traffic control foreman must confirm the closure with the regional engineer in detail and ensure he understands clearly what needs to be done b. Slowing down, stopping or deviating of the traffic must be done well before attempting to establish the transition and working area c. Foreman must ensure flagmen are put out to warn the traffic of the planned works ahead d. Foreman must use his "bakkie" with the rotating light, head lights and flickers on to warn oncoming traffic while the various warning signs are set up from the sign truck e. Foreman to ensure his people are clearly visible to traffic (safety vests must be worn at all times) f. Safety representative and foreman to supervise the process closely 	4	

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	<p>What can hurt me or others</p> <p>g. Flagmen can be run over or cause accidents if they don't operate correctly</p> <p>h. Traffic control persons can become tired if day and night shifts are operated, and this could lead to accidents or incidents.</p>	<p>Safe work procedures</p> <p>g. When radios are to be used at stop/go positions, safety representative must ensure that batteries are charged, frequencies are tuned and that the operator is 100% familiar with his duties</p> <p>h. Safety representative must also ensure that flagmen are 100% familiar with all applicable flag signs</p> <p>i. Foreman must ensure that the distances between signs in the warning area is 100% correct by using his "bakkie" odometer</p> <p>j. Safety representative must ensure that all signboards, cones, and delineators are clean, visible, correct size and that they are stabilised with sandbags to ensure that wind will not flatten or move them</p> <p>k. Foreman to ensure that a proper shift relief system is in place when executing 24 hour traffic control</p> <p>l. Foreman and safety officer to ensure effective supervision throughout the operation</p> <p>m. Daily Traffic Safety Report must be compiled by safety officer and submitted to the Resident Engineer of the contract</p> <p>n. Foreman to ensure proper ablution facilities for traffic control persons when they are on duty.</p>		<p>Can we improve</p>

ACCEPTANCE

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Contract Manager:	_____	Date:	_____
Safety Manager:	_____	Date:	_____
Site Agent/Foreman:	_____	Date:	_____

4.1.2 Risk assessment recording sheet and safe work procedures for Gang Truck

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Boarding/unboarding the gang truck.	1.1 As per tipper truck.	1.1 As per tipper truck.	1	As per tipper truck.
2. Pre-shift inspections.	2.1 Gang truck drivers failing to do pre-shift inspections can lead to <ul style="list-style-type: none"> o mechanical failure o equipment falling off truck o injuries on the back of the truck which can all lead to accidents.	2.1 Driver trained to do pre-shift inspections which include the following: <ul style="list-style-type: none"> a. Check the licence of the truck b. Check the lights and indicators c. Check brakes d. Check tyres e. Check hooter and reverse hooter f. Check yellow rotating light and construction vehicle sign g. Check PDP h. Check fuel, oil and lubricants i. Check cab instrumentation panel j. Check 9kg DCP fire extinguisher k. Check canopy and seats on the back l. Check if all gas bottles are closed, upright and fastened m. Check that all equipment is packed, neat and fastened 	4	Driver training Team training Planned Task Observation (PTO) Spot checks on truck Foreman involvement Harsh disciplinary action taken against driver and team
3. Physical operation and driving of truck.	3.1 Poor driving and operation of gang truck can lead to the following: <ul style="list-style-type: none"> a. The gears being engaged when starting leading to the uncontrolled movement of the truck, which could cause an accident or injury b. Gang truck colliding with other plant or vehicles c. Gang truck running over pedestrians d. Gang truck not well packed and when involved in an accident, the equipment on 	3.1 Driver and team training and induction <ul style="list-style-type: none"> a. Driver competency testing b. Complete pre-shift inspections c. All team members travelling on the back must at all times sit on seats under the canopy d. Team members to wear PPE at all times e. Safety representative and foreman to be strict on the pre-shift inspections of gang truck f. Safety representative to do daily checks on the packing and fastening of equipment on the back of the truck g. Strict disciplinary action taken against driver if he does not abide by the regulations h. Safety representative always to ensure driver is fit to drive (alcohol and drug abuse) 	5	Training PTO Inspections Foreman/Safety representative actively involved Strict disciplinary action

	<p>the back can injure the team members</p> <p>e. Unserviceable canopy and seats can lead to people on the back being injured or killed during an accident.</p>	<p>i. Ensure gang truck is not used for unauthorised trips</p> <p>j. Driver and safety representative to ensure no civilians travel in or on the back of the gang truck</p> <p>k. Driver to ensure the gang truck is not overloaded.</p>		
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ACCEPTANCE

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Contract Manager: _____	Date: _____
Safety Manager: _____	Date: _____
Site Agent/Foreman: _____	Date: _____

4.2. Repairs and Maintenance

4.2.1 Risk assessment recording sheet and safe work procedures for Pneumatic Hammer

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Pre-shift inspections.	1.1 Operator not doing pre-shift inspections can lead to mechanical failure, incidents and accidents.	1.1 a. Operator selection (physical strength is important) b. Operator training essential c. Valid competency testing/certification d. Complete DAILY pre-shift inspection check lists e. Ensure operator trained on lock-in and lock-out procedures f. Ensure operator and other team members wear applicable PPE g. Ensure trained first aid operator on site h. Ensure first aid list is always available and stocked according to regulations.	3	Operator training Planned Task Observation (PTO) Toolbox talks Inspections on pre-shift check lists

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Contract Manager: _____	Date: _____
Safety Manager: _____	Date: _____
Site Agent/Foreman: _____	Date: _____

4.2.2 Risk assessment recording sheet and safe work procedures for Crack Sealing Machine

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Pre-shift inspections on machine.	1.1 Sealing machine operator's failure to do pre-shift inspections can lead to mechanical failure which can lead to incidents/accidents.	1.1 Operator must be trained to do pre-shift inspections which include the following: a. Check the tyres, rims and wheel nuts b. Check the gas burners c. Check the gas bottles and brackets d. Check the hand brake e. Check the tow bar where it hooks onto the gang truck and electrical socket. f. Check all pressure pumps g. Check yellow rotating light h. Check construction vehicle sign I. Check all lights and indicators j. Check the 9kg DCP fire extinguisher k. Check all hoses, fittings and gauges l. Check all machine guards in place.	4	Operator training Planned Task Observation (PTO) Toolbox talks Spot checks on pre-shift inspection lists Disciplinary action
2. Physical operation of the crack sealing machine.	2.1 Poor physical operation of the crack sealing machine can lead to the following: a. Mechanical failure b. People getting burned by the bitumen c. Other plant or vehicles colliding with the machine d. Machine hooking of the gang truck whilst it is being towed can lead to serious accidents e. Fire and explosion hazards due to the gas used to heat the bitumen and the physical flammability of the gas and bitumen.	2.1. a. Operator trained and safety induction b. Confirm valid competency certification c. Complete pre-shift inspections d. Follow lock-in and lock-out procedures e. Operator to wear applicable PPE (gloves, respirator, safety boots, overall and leather apron) f. All other workers on site to wear PPE (safety vest, safety books, gloves etc) g. All construction plant to be fitted with yellow rotating light and construction vehicle sign h. Operators to utilise conductors at all times to ensure route is clear i. Safety representatives to ensure operators abide by the rules and regulations and at all times ensure operators are fit for work (check for alcohol and drug abuse) j. First aid operator, fire fighter must at all times be on site and first aid kits and fire extinguishers must at all times be ready for use and inspected daily.	5	Training PTO Inspections Foreman/Safety representatives active involvement Strict disciplinary action against driver

ACCEPTANCE

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Contract Manager:	_____	Date:	_____
Contract Safety Officer:	_____	Date:	_____
Contract Site Agent/Foreman:	_____	Date:	_____

4.2.3 Risk assessment recording sheet and safe work procedures for Compressor

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Pre-shift inspections on compressor.	1.1 Operator not doing pre-shift inspections can lead to mechanical failure, incidents and accidents.	1.1 Operator must be trained on pre-shift inspections which includes: a. Check tyres, rims and wheel nuts b. Check diesel, oil and lubricants c. Check tow bar, lights and indicators d. Check hoses, pipes, seals and fittings e. Execute lock-in and lock-out procedures f. Check all machine guards h. Check hand brake and tow bar.	1	Operator training Planned Task Observation (PTO) Toolbox talks Inspections/checks
2. Physical operation of compressor.	2.1 Poor operation of compressor could lead to: a. Other plant/vehicles on site colliding with compressor b. Pipes bursting, injuring people c. Fire hazard because of diesel/oils d. Mechanical failure of compressor.	2.1. a. Operator training essential b. Valid competency testing/certification c. Complete DAILY pre-shift inspections d. Operator always to ensure compressor is parked safely on site with brake on e. Operator to ensure compressor is at all times visible and never left alone whilst running f. Ensure operator trained on lock-in and lock-out procedures g. Ensure operator wears applicable PPE.	2	Operator training PTO Toolbox talks Inspections on pre-shift checklists

ACCEPTANCE

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Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.2.4 Risk assessment recording sheet and safe work procedures for Hand-operated Roller and Trailer

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Pre-shift inspections of hand-operated Trailer.	1.1 Operator not doing pre-shift inspections can lead to mechanical failure, incidents and accidents.	1.1 Operator must be trained on pre-shift inspections which includes: a. Check trailer tyres, rims, wheel nuts b. Check trailer tow bar, lights, indicators, number plate and licence c. Check diesel, oils and lubricants d. Check hydraulic oil e. Check fan belts f. Check bearings, seals, gears g. Ensure operator trained on lock-in and lockout procedures h. Check rollers i. Operator must wear applicable PPE	2	Operator training Planned Task Observation (PTO) Toolbox talks Inspections on pre-shift checklists
2. Physical operation of roller.	2.1 Poor operation of roller could lead to: a. Roller colliding with other plant/vehicles on site b. Roller running over pedestrians on site c. Mechanical failure.	2.1. a. Operator training essential b. Valid competency testing./certification c. Complete DAILY pre-shift inspections d. Ensure operator trained on lock-in and lock-out procedures e. Ensure operator wears applicable PPE.	2	Operator training PTO Toolbox talks Inspection on pre-shift check lists

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Contract Manager:	_____	Date:	_____
Contract Safety Officer:	_____	Date:	_____
Contract Site Agent/Foreman:	_____	Date:	_____

4.3. Base Preparation

4.3.1 Risk assessment recording sheet and safe work procedures for Motor Grader

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Operator boarding and/or unboarding the grader.	1.1 Improper boarding and/or unboarding procedures can lead to accidents.	1.1 a. Only steps must be used b. Ensure hand rails are used c. Steps must be kept clean at all times d. Steps must be of non-slip surface e. Always maintain 3 point contact: 2 feet – 1 hand; 2 hands – 1 foot f. Never get on or off a moving grader g. Never jump off a moving grader h. Always face the grader when mounting/dismounting i. Wear gloves and safety shoes in wet conditions.	1	Training Planned Task Observation (PTO) Toolbox talks
2. Pre-shift inspections on grader.	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accidents.	2.1 Grader Operator must be trained on pre-shift inspections which include the following: a. Check cab windows and mirrors b. Check tyres, rims and wheel nuts c. Check the blade and all the hydraulics d. Check the brakes e. Check lights and indicators f. Check the licence disk g. Check yellow rotating light, construction vehicle sign h. Check 9kg DCP fire extinguisher i. Check hooter and reverse hooter j. Check ripper and tow bar k. Check all operational controls in cab l. Check oils, fuel and lubricants m. Check all guard rails, stops and machine guards 2.2 Operator to complete daily checklist 2.3 Foreman to acknowledge any problems by signing checklist weekly.	2	Training Toolbox talks PTO
3. Physical operation of the grader.	3.1 Poor operation of the grader could lead to: a. Gears of the grader	3.1. a. Operator training and induction b. Confirming valid competency testing c. Complete pre-shift inspections	3	Management involvement Disciplinary action Training

	being engaged when starting leading to the uncontrolled movement of the grader b. Grader colliding with other plant/vehicles on site c. Grader could run over pedestrians on site d. Mechanical failure of the grader.	d. Effective traffic control measures and procedures e. All people on site to wear required PPE f. All construction vehicles fitted with yellow rotating light and construction vehicle sign g. Operators trained on lock in/lock out procedures h. Operator to always use conductor when he cannot see clearly i. Safety representatives to ensure operators abide by safety regulations of the company and that they are at all times fit to operate (drug/alcohol abuse).		PTO Spot checks and inspections
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Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.3.2 Risk assessment recording sheet and safe work procedures for Water Truck

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Boarding and/or unboarding cab.	1.1 Improper boarding and/or unboarding procedures can lead to accidents.	1.1 a. Only steps must be used b. Driver trained and licensed c. Driver in possession of valid PDP d. Pre-shift inspections e. Facing truck when mounting/dismounting f. Never get on or off moving truck g. Maintain 3 point contact: 1 hand – 2 feet; 1 foot – 2 hands	2	Training Planned Task Observation (PTO) Toolbox talks Disciplinary action
2. Pre-shift inspections on Tipper/Water bunker.	2.1 Not doing pre-shift inspections can lead to: a. mechanical failure and b. accidents.	2.1 Driver must be trained on pre-shift inspections which must include the following: a. Check brakes and hand brake b. Check lights and indicators c. Check hooter and reverse hooter d. Check fuel, oils and lubricants e. Check 9kg DCP fire extinguisher f. Check tyres, rims, wheel nuts, spare, jack ext g. Check licensing of truck and PDP h. Confirm instrument panel working i. Check mirrors and windscreen j. Check yellow rotating light and construction vehicle sign k. Check tow bar and tow socket l. Check water level and sprayer control 2.2 Daily spot checks by foreman/safety representative 2.3 Regular servicing of trucks 2.4 Field inspections by workshops 2.5 Site inspections by management 2.6 Driver disciplined when not adhering to pre-shift inspection check.	3	Training Inspections Spot checks PTO Disciplinary action
3. Driving/operating the Tipper/Water bunker.	3.1 Poor operation/driving of the truck can lead to: a. Gears being engaged when starting the truck which can result in uncontrolled movement of the truck and	3.1. a. Confirm valid competency testing b. Driver training and safety induction c. Confirm valid PDP d. Complete pre-shift inspections e. NO people on the back of a tipper f. Truck driver always use conductor on site when visibility is bad	2	Training PTO Spot checks Inspections Disciplinary action

	accidents or injuries b. Truck colliding with other plant/vehicles on site c. Truck running over pedestrians on site d. Truck colliding with other road users e. Truck being responsible for other vehicles causing accidents on site f. If employees are transported on the back of the tipper they can fall off and be injured.	g. Truck must always drive with rotating light switched on h. Drivers at all times to abide by designated speed limit i. Lock in/lock out procedures to be adhered to j. Safety representatives to ensure truck driver fit for work (alcohol/drug abuse) k. Truck driver ensure road is clear when entering or exiting from site.		
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Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.3.3 Risk assessment recording sheet and safe work procedures for Milling Machine with Foaming Capability

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Operator boarding and/or unboarding the Milling Machine.	1.1 Improper boarding and/or unboarding procedures can lead to accidents.	1.1 a. Operator trained and in possession of a valid competency certificate b. Steps must be kept clean and of non-slippery surface at all times c. Climb rails must be in good working order d. Pre-shift inspections and check list e. Always maintain 3 point contact: 2 feet – 1 hand; 2 hands – 1 foot f. Never get on or off a moving milling machine g. Never jump off the milling machine h. Always wear gloves when boarding or unboarding the milling machine.	1	Continuous training Planned Task Observation (PTO) Toolbox talks Inspections by Foreman/Safety Representative
2. Pre-shift inspections on milling machine.	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accident occurring.	2.1 Operator must be trained on pre-shift inspections which include the following a. Check the lights and brakes b. Check the bitumen feeding pipes c. Check fitting clamps of bitumen feeding pipe and all other fittings of the hoses d. Check all machine guards, tow bars e. Check all valves and fittings on bitumen feeder pump f. Check all tyres, rims and wheel nuts g. Check reverse hooter and normal hooter h. Check yellow rotating light i. Check construction vehicle sign j. Check 9kg DCP fire extinguisher.	1	Operator training PTO Toolbox talks Regular inspections by safety representatives/foreman Strict disciplinary action must be taken
	2.2 Operator may not have or understand the pre-shift inspection lists.	2.2 a. Operator must be trained and his/her competency level assessed b. Operator to inform foreman in advance if the list is full or missing c. Safety representatives and foreman to do weekly inspection on all pre-shift check lists.	2	Regular spot checks Disciplinary action Involvement from operators and foreman
3. Starting the milling machine.	3.1 Gears could be engaged before starting/clutch not activated and the machine	3.1 a. Operators must be trained on lock-in and lock-out procedures as well as pre-shift inspections b. No other persons to be near the milling machine when	2	Training PTO Disciplinary action

	could move in an uncontrolled manner, leading to accidents, injury or damage.	it is being prepared for operation (use spotter at all times)		Continuous retraining.
4. Physical operation / driving of milling machine.	4.1 Poor operating procedures could lead to: a. Milling machine colliding with other plant/vehicles b. Milling machine could run over pedestrians on site c. Mechanical failure of machine d. Bitumen spillage when pipes are not properly connected from bitumen tanker to milling machine e. Body burns when bitumen spills occur f. Nose and eye irritation from volatile fumes released from bitumen.	4.1 a. Operator training and safety induction b. Confirm valid competency testing c. Complete pre-shift inspections d. Effective traffic control and road closure e. Employee who connects the bitumen to machine must be well trained and wear PPE like leather gloves, respirator, full two-piece overall, safety shoes, leather apron and goggles f. All construction vehicles on site to be fitted with yellow rotating light, reverse hooter, construction vehicle sign g. Operators to abide by lock-in and lock-out procedures h. Safety representatives to ensure operators abide by safety rules, regulations and policies, and ensure operators are fit for duty (alcohol/drug abuse) i. First aider, fire fighter must always be on site with operational first aid level 3 kit and 9kg DCP fire extinguishers j. Foreman on site must always have the emergency numbers of the area with him and always ensure that his cell phone is working order.	3	Contract managers, safety officers, foreman and safety representatives to be actively involved on site Disciplinary action.

ACCEPTANCE

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Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.4. Asphalt Works

4.4.1 Risk assessment recording sheet and safe work procedures for Milling Machine

Task	Potential Hazard/Risk What can hurt me or others	Current control measures/procedures Safe work procedures	Risk Rating	Recommendations Can we improve
1. Operator boarding/unboarding milling machine.	1.1 Improper boarding/unboarding procedures can lead to accidents.	1.1 a. Operator trained and in possession of valid competency certificate b. Steps must be kept clean and of non-slippery surface c. Climb rails must be in good working order d. Pre-shift inspections and check list e. Always maintain 3 point contact: 2 hands – 1 foot; 2 feet – 1 hand f. Never get on or off a moving milling machine g. Never jump off the milling machine h. Always wear gloves when boarding or unboarding the milling machine.	1	Training Planned Task Observation (PTO) Toolbox talks
2. Pre-shift inspections on milling machine.	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accidents.	2.1 Operator trained on pre-shift inspections which includes the following: a. Check conveyer belt for blockage, only when machine is off b. Check the reverse hooter c. Check the yellow rotating light d. Check the construction vehicle sign e. Check the brakes and stop blocks f. Check all machine guarding g. Check lights on machine h. Check the mirrors i. Check the 9kg DCP fire extinguisher j. Foreman to acknowledge deficiencies by signing the check list.	1	Training PTO Toolbox talks Safety representative/Foreman to do spot checks
3. Physical operation of milling machine.	3.1 Poor operation can lead to: a. Gears being engaged when starting the milling machine which can lead to uncontrolled movement and accidents b. Milling machine	3.1 a. Operating training and safety induction b. Confirm valid competency testing c. Complete pre-shift inspections d. Follow lock-in and lock-out procedures e. All people on site to wear applicable PPE f. All construction plant fitted with yellow rotating light, reverse hooter and sign reading "Construction Vehicle"	2	Training Contract manager, safety representatives and foreman to be actively involved on site to ensure control and discipline PTO Toolbox talks

	colliding with other plant/vehicles c. Milling machine running over pedestrians d. Mechanical failure of milling machine.	g. Operator to utilise conductor when he needs to move machine on site h. Effective traffic control signs and traffic control measures i. First aid kit and fire extinguishers on site.		
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.4.2 Risk assessment recording sheet and safe work procedures for Asphalt Paver

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Operator boarding/unboarding paver.	1.1 Improper boarding/unboarding procedures can lead to accidents.	1.1 a. Operator trained and in possession of a valid competency certificate b. Steps must be kept clean and of non-slippery surface c. Climb rails must be in good working order d. Pre-shift inspection and checks e. Always maintain 3 point contact: 2 feet – 1 hand; 2 hands – 1 foot f. Never get on or off a moving paver g. Never jump off the paver h. Always wear gloves when boarding or unboarding the paver.	1	Continuous training Planned Task Observations (PTO) Toolbox talks
	1.2 Operator can be burned by the hot screed when climbing onto the paver.	1.2 a. Operator trained and in possession of a valid competency certificate b. Steps must be kept clean and of non-slippery surface c. Climb rails must be in good working order.	2	Training PTO Toolbox talks
2. Pre-shift inspections on paver.	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accidents occurring.	2.1 Operator trained on pre-shift inspections which includes the following: a. Check hydraulics on hopper b. Check feeder chain on hopper c. Check driving sprockets on wheels d. Check all machine guards are in place e. Check all gas burners and hoses f. Check reverse hooter g. Check 9kg DCP fire extinguisher h. Confirm all lights and brakes work properly i. Check yellow rotating light m. Check construction vehicle sign.	1	Continuous training PTO Toolbox talks
	2.2 Operator may not have or understand the pre-shift checklist.	2.2 a. Operator must be trained and his competency level assessed b. Operator to inform the foreman in advance if the list is full or missing c. Safety representative and foreman to do weekly inspections on all pre-shift check lists d. Foreman to sign acknowledgement.	1	Regular spot checks by safety officers and contract managers

3. Starting the paver.	3.1 Gears engaged without clutch activated can cause uncontrolled movement of the paver, leading to injury/loss or damage (paver is hydraulically driven).	3.1 a. Operators trained on lock-out procedures and pre-shift inspections b. No other persons near paver when prepared for operation.	1	Training PTO Disciplinary action
4. Physical operation / driving of paver.	4.1 Poor operation could lead to: a. Paver colliding with other plant or vehicles b. Paver running over pedestrians on site c. Mechanical failure of paver.	4.1 a. Operator training and induction b. Confirm valid competency testing c. Complete pre-shift inspections d. Effective traffic control signs and traffic control measures e. All people on site to wear the required PPE (safety vest etc) f. All construction vehicles and plant to be fitted with yellow rotating light and signs reading "Construction Vehicle" g. Operators to abide by lock in and lock out procedures at all times h. Operators to utilise conductor to ensure route is always clear i. Safety officers and safety representatives to always ensure that operators abide by the determined rules and regulations and to ensure at all times that operators are fit for work (check for alcohol and drug abuse) j. First aid operator, fire fighter must be on site at all times and first aid kit and fire extinguishers must always be serviceable and ready for use k. Foreman must always have the emergency numbers of the area of works available and ensure that his cell phone is in working order.	3	Contract Manager, safety officers/representatives and foreman to be actively involved on site to ensure control and discipline

<p>5. Off-loading of hot asphalt into the paver from tipper trucks.</p>	<p>5.1 Poor operation could lead to:</p> <ul style="list-style-type: none"> a. Tipper can reverse into the paver b. Tipper can run over pedestrians or crush people between paver and tipper c. People can seriously get burned by the hot asphalt. 	<p>5.1 a. Tipper operator training essential</p> <ul style="list-style-type: none"> b. Confirm valid competency testing of tipper drivers c. Tipper never to reverse or move forward without proper directions from someone on the ground whom he can see clearly at all times d. Tipper driver never to leave the cab when operating on site e. All paving team employees and other people on site must be made aware of the dangers of the hot asphalt and the foreman/safety representative must ensure that the area is clear before asphalt is tipped into paver f. Operator, safety representative and conductor must ensure area behind tipper is clear before reversing and tipping g. First aid operator must know the medical procedures to treat possible asphalt or bitumen burns h. These procedures must always be available in the first aid kit on site i. Foreman always to ensure he has all emergency numbers available and that his cell phone works j. Tipper truck must have working reverse hooter, rotating light, working lights and brakes at all times. 	<p>3</p>	<p>Contract manager, safety officers, representatives and foreman must be actively involved</p> <p>Continuous training</p> <p>PTO</p> <p>Toolbox talks</p> <p>Pre-shift inspections</p>
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.4.3 Risk assessment recording sheet and safe work procedures for Tipper Truck

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Boarding and/or unboarding cab.	1.1 Improper boarding and/or unboarding procedures can lead to accidents.	1.1 a. Only steps must be used b. Driver to be trained and licensed c. Driver to be in possession of valid PDP d. Pre-shift inspections e. Face truck when mounting/dismounting f. Never get on or off a moving truck g. Maintain 3 point contact: 2 hands – 1 foot; 2 feet – 1 hand.	2	Training Planned Task Observation (PTO) Toolbox talks Disciplinary action
2. Pre-shift inspections.	2.1 Not doing pre-shift inspections can lead to mechanical failure and accidents.	2.1 Driver must be trained on pre-shift inspections which must include the following: a. Check brakes b. Check lights and indicators c. Check hooter and reverse hooter d. Check fuel, oil and lubricants e. Check 9kg DCP fire extinguishers f. Check tyres g. Check licence of truck h. Confirm instrument panel working i. Check mirrors and windscreen j. Check rotating light and construction sign.	1	Training PTO Toolbox talks Disciplinary action
	2.2 Driver may continue to use truck even if there are defects.	2.2 a. Daily spot checks by foreman and safety representatives b. Regular servicing of trucks by plant company i. Field inspections by plant company mechanics ii. Site inspections by management iii. Driver disciplined when not adhering to pre-shift inspections.	4	Training Inspection Spot checks PTO Disciplinary action
3. Driving/operating the tipper.	3.1 Poor operation/driving of the tipper can lead to: a. Gears being engaged when starting the tipper which can result in uncontrolled movement of the tipper and accidents b. Tipper colliding with other plant	3.1 a. Driver training and safety induction b. Confirm valid competency testing c. Confirm valid PDP d. Complete pre-shift inspections e. NO people on the back of a tipper f. Tipper driver always to make use of a conductor when offloading asphalt on site	4	Training PTO Spot checks Disciplinary action

	<p>on site</p> <p>c. Tipper running over pedestrians on site</p> <p>d. Tipper colliding with other road users</p> <p>e. Tipper being responsible for other vehicles causing an accident on site</p> <p>f. If employees are transported on the back of the tipper, they can fall off and be injured</p>	<p>g. Tipper must always drive with rotating light switched on</p> <p>h. Drivers at all times to abide by designated speed limit</p> <p>i. Safety representatives and foreman always to check if the tipper driver is fit to drive (alcohol and drug abuse)</p> <p>j. Tipper driver to always make sure the road is clear when entering and exiting from the site</p>		
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.4.4 Risk assessment recording sheet and safe work procedures for Roller

1. Operator boarding and unboarding the roller.	1.1 Improper boarding and unboarding procedures can lead to accidents.	1.1 a. Operator trained and in possession of valid competency certificate b. Steps must be clean and non-slippery surface c. Climbing rail if applicable in good working order d. Maintain 3 point contact: 2 hands – 1 foot, 2 feet – 1 hand e. Never get on or jump off a moving roller f. Always wear gloves and safety shoes in wet conditions.	1	Training Toolbox talks Planned Task Observation (PTO)
2. Pres-shift inspections on the roller.	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accidents occurring.	2.1 Operators must be trained on pre-shift inspections which include: a. Check stop blocks b. Check hydraulic brakes c. Check mirrors d. Check hooter and reverse hooter e. Check yellow rotating light and construction vehicle sign f. Check all guard rails and steps g. Check operational controls 2.2 Operator to complete daily checklist and sign 2.3 Foreman to acknowledge any problems by checking the checklist weekly.	1	Training Toolbox talks PTO Disciplinary action Regular spot checks by safety representatives and foreman
3. Physical operation of the roller.	3.1 Poor operation could lead to: a. Gears engaged when starting can cause uncontrolled movement of the roller b. Roller colliding with other plant/vehicles c. Roller could run over pedestrians on site d. Mechanical failure of roller	3.1 a. Operator training and induction b. Confirming valid competency testing c. Complete pre-shift inspections d. Effective traffic control measures/procedures e. All people on site to wear required PPE f. All construction vehicles to be fitted with yellow rotating light and construction vehicle sign g. Operators to be trained and abide by lock in/lock out procedures h. Operator to use conductor when visibility is bad i. Safety representatives to ensure operators abide by safety regulations and are fit to operate (drugs/alcohol).	3	Management involvement on site Disciplinary action PTO Training

ACCEPTANCE

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Contract Manager: _____ Date: _____

Contract Safety Officer: _____ Date: _____

Contract Site Agent/Foreman: _____ Date: _____

4.5. Surface Dressing

4.5.1 Risk assessment recording sheet and safe work procedures for Binder Distributor

Task	Potential Hazard/Risk What can hurt me or others	Current control measures/procedures Safe work procedures	Risk Rating	Recommendations Can we improve
1. Boarding/ unboarding the cab.	1.1 Improper boarding and unboarding procedures can lead to accidents. 1.2 Persons can fall out of cab.	1.1 a. Only steps must be used b. Driver to be trained c. Driver in possession of valid PDP d. Pre-shift inspections e. Face truck when mounting/ dismounting f. Never get on or off a moving truck g. Maintain 3 point contact: 2 hands 1foot; 1 hand 2 feet	2	Training Toolbox talks Disciplinary action
2. Pre-shift inspections.	2.1 Not doing pre-shift inspections can lead to mechanical failure and accidents.	2.1 Driver must be trained on pre-shift inspections which must include checking: a. Brakes b. Lights and indicators c. Hooter and reverse hooter d. Oil, fuel and lubricants e. 2 x 9 kg DCP fire extinguishers f. Tyres, rims and wheel nuts g. Licence and PDP of truck h. Confirm instrument panel working i. Mirrors and windscreen j. Yellow rotating light on cab k. Hazchem sign l. Nozzles on the spray bar are same type m. Hand rails of operator station on spray bar n. LPG gas bottles o. Burners on flue pipes p. All fittings on spray bar q. Controls on spray bar	2	Training Toolbox talks Disciplinary action
	2.2 Driver may continue to use truck even if pre-shift inspection indicate defects.	2.2 a. Daily spot checks by foreman and safety representative b. Report any defects on spray sheet c. Regular servicing of truck at plant pool	4.	Training Foreman/safety representative active involvement Disciplinary action

		<p>workshop</p> <p>d. Complete daily trip report and hand to workshop manager for action</p> <p>e. Field inspections by plant pool mechanics</p> <p>g. Driver disciplined when not adhering to pre-shift inspections.</p>		
3. Driving/ operating the distributor.	3.1 Distributor causing accidents on-site with other plant, road users or pedestrians.	<p>3.1 a. Driver training and safety induction</p> <p>b. Hazchem training for driver</p> <p>c. Confirming valid competency testing</p> <p>d. Confirming valid PDP</p> <p>e. Complete pre-shift inspections</p> <p>f. When driver is driving on site he must at all times make use of conductor for directions</p> <p>g. Driver always drive with yellow rotating light switched on</p> <p>h. Driver to always adhere to prescribed speed limit on site</p> <p>i. Operator always to be on back platform when reversing</p> <p>j. Driver/ operator to always follow lock in and lock out procedures</p> <p>k. Safety representative/foreman always to ensure driver is fit to drive (alcohol /drug abuse)</p> <p>l. Driver to satisfy himself that contractor has taken appropriate measures to control traffic and pedestrians.</p>	3	<p>Training</p> <p>Inspections</p> <p>Foreman/safety representative active involvement</p> <p>Disciplinary action</p>
	3.2 Operator burned by hot bitumen when a flexible hose bursts or gasket blows.	<p>3.2 a. Spray operator training and safety induction</p> <p>b. Operator must wear appropriate PPE</p> <p>c. Operator to stand on platform or walk 20 m behind distributor when spraying.</p>	3	<p>Training</p> <p>Inspections</p> <p>Foreman/safety representative active involvement</p>
	3.3 Operator working directly behind distributor being exposed to volatile fumes from heated binders.	<p>3.3 a. Spray operator training and safety induction</p> <p>b. Operator must wear appropriate PPE including respirator</p> <p>c. Operator to walk 20 m behind distributor or stand on platform.</p>	3	<p>Training</p> <p>Foreman/safety representative active involvement</p> <p>Disciplinary action</p>
4. Loading and offloading binder.	4.1 Blockage or leak in transfer hose can cause spillage or burns to persons in close	<p>4.1 a. Inspect hoses and fittings before use for defects or holes</p> <p>b. Inspect inside of tanker to ensure no water or foreign product present</p>	4	<p>Training</p> <p>Inspections</p> <p>Foreman/safety representative active involvement</p>

	proximity.	<ul style="list-style-type: none"> c. Flexible hoses must be used under suction rather than under pressure d. Driver and operator to wear appropriate PPE e. Store hoses vertically so that no binder is left in the hose f. Drain hose into a spill box without hose end becoming submerged. 		Disciplinary action
	4.2 Boil-over and/or spillage can occur, leading to burns.	<ul style="list-style-type: none"> 4.2 a. Ensure that discharge valve is closed and manhole cover is open before loading b. Inspect inside of tank to ensure it has no foreign product other than that which is being loaded c. Leave sufficient ullage in the tank $\pm 10\%$ to allow for expansion of product when heating d. Secure manhole covers after loading before travelling. 	4	<ul style="list-style-type: none"> Training Inspections Foreman/safety representative active involvement Disciplinary action
		<ul style="list-style-type: none"> 4.3 a. Switch burners off when loading/offloading b. No source of ignition, cell phone or smoking allowed within 3m of distributor c. Do not stand on top of tanker when offloading. 	2	<ul style="list-style-type: none"> Training Foreman/safety representative active involvement Disciplinary action
5. Heating the binder.	5.1 Explosion can occur in the vapour space above the heating flues in the tanker, leading to serious injury.	<ul style="list-style-type: none"> 5.1 When heating binder in the distributor ensure: <ul style="list-style-type: none"> a. Distributor is parked on level ground in a safe area away from buildings b. Distributor is parked so that the wind will carry vapours away from burners c. Driver and operator to wear appropriate PPE d. No source of ignition, cell phone or smoking within 3m of distributor e. Manhole covers are loosened before heating f. Binder level must be at least 200mm above flues g. Nobody stands on top of tanker except for quick inspection h. Nobody stands directly behind burners when lighting i. Binder must not be heated above its recommended temperature j. Distributor must not be left unattended k. Thermometers to be checked regularly 	4	<ul style="list-style-type: none"> Training Foreman/safety representative active involvement Disciplinary action

		<ul style="list-style-type: none"> l. When extinguishing flame the valve must first be closed on the LPG cylinder before blowing out flame m. Fasten manhole covers after heating for travelling n. Fire extinguishers are always available on the distributor. 		
6. Testing spray bar.	6.1 Heat burns from spills or splashes of hot binder.	6.1 When testing the spray bar ensure that: <ul style="list-style-type: none"> a. Driver and spray operator wear appropriate PPE b. A drip tray is used c. The binder is sucked back into the tanker d. Nobody to stand within 3 metres of spray bar. 	1	Training Disciplinary action
7. Taking dipstick reading.	7.1 Improper boarding and unboarding procedures can lead to accidents.	7.1 When taking a dipstick reading ensure that: <ul style="list-style-type: none"> a. The tanker is parked on level ground b. Operator wears appropriate PPE c. Only steps must be used for mounting/dismounting tanker d. Face truck when mounting/ dismounting e. Maintain 3 point contact: 2 hands 1 foot; 1 hand 2 feet f. Inspect steps and make sure they are free of bitumen or any slippery substance g. Never get on or off a moving truck. 	1	Training Inspections Disciplinary action
	7.2 Inhaling of fumes/ vapours	7.2 Spray operator to wear appropriate PPE including respirator	2	Training Disciplinary action
8. Taking binder samples.	8.1 Heat burns from spills or splashes of hot binder.	8.1 When taking samples ensure that: <ul style="list-style-type: none"> a. Spray operator wears appropriate PPE b. Binder pump is operating at lowest speed c. Sample is only taken from samples valves fitted on a open circulation system 	3	Training Disciplinary action

ACCEPTANCE

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Contract Manager:	_____	Date:	_____
Contract Safety Officer:	_____	Date:	_____
Contract Site Agent/Foreman:	_____	Date:	_____

4.5.2 Risk assessment recording sheet and safe work procedures for Chip Spreader

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Operator boarding/unboarding chip spreader	1.1 Improper boarding and unboarding procedures can lead to accidents	1.1 a. Operator trained and in possession of valid competency certificate b. Steps must be kept clean and of non-slippery surface c. Climb rails must be in good working order d. Pre-shift inspection and checks e. Always maintain 3 point contact: 2 feet – 1 hand; 2 hands – 1 foot f. Never get on or off a moving chip spreader g. Never jump on or off the chip spreader h. Always wear gloves when boarding or unboarding the chip spreader	1	Continuous training Planned Task Observations (PTO) Toolbox talks
2. Pre-shift inspections on chip spreader	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accident occurring	2.1 Operator to be trained on pre-shift inspections which includes the following: a. Check safety pins of hopper b. Check safety hooks on hopper c. Check all the lock nuts on chip spreaders d. Check all machine guards in place e. Check the air tank of the chip spreader f. Check reverse hooter g. Check 9kg DCP fire extinguisher h. Confirm all lights and brakes work i. Check yellow rotating light j. Check construction vehicle sign	1	Continuous training PTO Toolbox talks
	2.2 Operator may or may not have or understand the pre-shift checklist	2.2 a. Operator must be trained and his competency level assessed b. Operator to inform the foreman in advance if the list is full or missing c. Safety representative and foreman to do weekly inspections on all pre-shift check lists d. Foreman to sign acknowledgement	1	Regular spot checks by safety officers and contract managers
3. Starting the chip spreader	3.1 Gears are engaged before starting/clutch is not activated and chip spreader could move in	3.1 a. Operators trained on lock-out procedures and pre-shift inspections b. No other persons to be near chip spreader when it is	1	Training PTO Disciplinary actions

	an uncontrolled manner, leading to injury/loss or damage (chip spreader is hydraulic drive)	being prepared for operation		
4. Physical operation and driving of chip spreader	4.1 Poor operation could lead to: a. Chip spreader colliding with other plant or vehicles b. Chip spreader running over pedestrians on site c. Mechanical failure of chip spreaders	4.1 a. Operator training and induction b. Confirm valid competency testing c. Complete pre-shift inspections d. Effective traffic control signs and traffic control measures e. All people on site to wear required PPE (safety vest etc) f. All construction vehicles and plant to be fitted with yellow rotating lights and signs reading “construction vehicle” g. Operators to abide by lock in and lock out procedures at all times h. Operators to utilise conductor to ensure route is always clear i. Safety officers and safety representatives to always ensure that operators abide by the determined rules and regulations and to at all times ensure operators are fit for work (check alcohol/drug abuse) j. First aid operator, fire fighter must at all times be on site and first aid kit and fire extinguishers must at all times be serviceable and ready for use k. Foreman must always have the available emergency numbers and always ensure his cell phone is in working order	3.	Contract manager, safety officers/representatives and foreman to be actively involved on site to ensure control and discipline
5. Off-loading of pre-coated stone into chipper from tipper trucks	5.1 Tipper can reverse into the chip spreader when hooking on to chip spreader to tip stone 5.2 Tipper can run over pedestrians or crush people between chip spreader and tipper	5.1.a. Tipper operator training essential b. Confirm valid competency testing of tipper drivers c. Tipper never to reverse or move forward without proper directions from someone on the ground whom he can see clearly at all times d. Tipper driver never to leave the cab when operating on site e. All chip and spray team employees and other people on site must be made aware of the dangers of the hot bitumen and the foreman/safety representative and conductor to ensure area behind tipper is clear before he reverses and hooks on to chipper.	3	Contract managers, safety officers/representatives, and foreman must be actively involved. PTO Continuous training Toolbox talks Pre-shift inspections

		f. First aid operators must know the medical procedures when someone is burned with bitumen g. These procedures must always be available in first aid kit on site h. Foreman always to ensure he has all emergency numbers available and that his cell phone works i. Tipper truck must have working reverse hooter, rotating light, working lights and brakes at all times		
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.5.3 Risk assessment recording sheet and safe work procedures for Tipper Truck
(Same as 4.4.3)

Task	Potential Hazard/Risk	Current control measures/procedures	Risk rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Boarding and/or unboarding cab	1.1 Improper boarding and/or unboarding procedures can lead to accidents	1.1 a. Only steps must be used b. Driver to be trained and licensed c. Driver to be in possession of valid PDP d. Pre-shift inspections e. Always face truck when mounting/dismounting f. Never get on or off a moving truck g. Maintain 3 point contact: 2 hands – 1 foot; 2 feet – 1 hand	2	Training Planned Task Observation (PTO) Toolbox talks Disciplinary action
2. Pre-shift inspections	2.1 Not doing pre-shift inspections can lead to mechanical failure and accidents	2.1 Driver must be trained on pre-shift inspections which must include the following: a. Check brakes b. Check lights and indicators c. Check hooter and reverse hooter d. Check fuel, oil and lubricants e. Check 9kg DCP fire extinguishers f. Check tyres g. Check licence of truck h. Confirm instrument panel working i. Check mirrors and windscreen j. Check rotating light and construction vehicle sign	1	Training PTO Toolbox talks Disciplinary action
	2.2 Driver may continue to use truck even if there are defects	2.2 a. Daily spot checks by foreman and safety representatives b. Regular servicing of trucks by plant company: i. field inspections by plant company mechanics ii. site inspections by management iii. driver disciplined when not adhering to pre-shift inspections	4	Training Inspection Spot checks PTO Disciplinary action
3. Driving/operating the tipper	3.1 Poor operation/driving of the tipper can lead to: a. Gears being engaged when starting the tipper which can result in uncontrolled movement of the tipper and accidents	3.1 a. Driver training and safety induction b. Confirm valid competency testing c. Confirm valid PDP d. Complete pre-shift inspections e. NO people on the back of a tipper f. Tipper driver always to make use of a conductor when	4	Training PTO Spot checks Disciplinary action

	<ul style="list-style-type: none"> b. Tipper colliding with other plant on site c. Tipper running over pedestrians on site d. Tipper colliding with other road users e. Tipper being responsible for other vehicles causing an accident on site f. If employees are transported on the back of the tipper, they can fall off and be injured 	<ul style="list-style-type: none"> offloading asphalt on site g. Tipper must always drive with rotating light switched on h. Drivers at all times to abide by designated speed limit i. Safety representatives and foreman always to check if the tipper driver is fit to drive (alcohol and drug abuse) j. Tipper driver always to make sure the road is clear when entering and exiting from the site 		
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.5.4 Risk assessment recording sheet and safe work procedures for Roller
(Same as 4.4.4)

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Operator boarding and unboarding the roller	1.1 Improper boarding and unboarding procedures can lead to accidents	1.1 a. Operator trained and in possession of valid competency certificate b. Steps must be clean and of a non-slippery surface c. Climbing rail if applicable in good working order d. Maintain 3 point contact: 2 hands – 1 foot, 2 feet – 1 hand e. Never get on or jump off a moving roller f. Always wear gloves and safety shoes in wet conditions	1	Training Toolbox talks Planned Task Observation (PTO)
2. Pre-shift inspections on the roller	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure and accidents occurring	2.1 Operators must be trained on pre-shift inspections which include: a. Check stop blocks b. Check hydraulic brakes c. Check mirrors d. Check hooter and reverse hooter e. Check yellow rotating light and construction vehicle sign f. Check all guard rails and steps g. Check operational controls 2.2 Operator to complete daily checklist and sign 2.3 Foreman to acknowledge any problems by checking the checklist weekly.	1	Training Toolbox talks PTO Disciplinary action Regular spot checks by safety representatives and foreman
3. Physical operation of the roller	3.1 Poor operation could lead to: a. Gears engaged when starting can cause uncontrolled movement of the roller b. Roller colliding with other plant/vehicles c. Roller could run over pedestrians on site d. Mechanical failure of roller	3.1 a. Operator training and induction b. Confirming valid competency testing c. Complete pre-shift inspections d. Effective traffic control measures/procedures e. All people on site to wear required PPE f. All construction vehicles to be fitted with yellow rotating light and construction vehicle sign g. Operators to be trained and to abide by lock in/lock out procedures h. Operator to use conductor when visibility is bad i. Safety representatives to ensure operators abide by safety regulations and are fit to operate (drugs/alcohol)	3	Management involvement on site Disciplinary action PTO Training

ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager:	_____	Date:	_____
Contract Safety Officer:	_____	Date:	_____
Contract Site Agent/Foreman:	_____	Date:	_____

4.5.5 Risk assessment recording sheet and safe work procedures for Front-End Loader

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
1. Operator boarding and/or unboarding tracks dozer/loader with ripper	1.1 Improper boarding/unboarding procedures can lead to accidents	1.1 a. Operator to be trained and in possession of a valid competency certificate b. Steps must at all times be clean and of a non-slippery surface c. Climbing rails must be in good working order d. Pre-shift inspections and checklists e. Always maintain 3 point contact: 2 feet – 1 hand; 2 hands – 1 foot f. Never get on or off a moving dozer g. Never jump off a moving dozer h. Always wear gloves and safety shoes when boarding the dozer	1	Operator training Planned Task Observations (PTO) Toolbox talks Regular inspections by safety representatives and foreman
2. Pre-shift inspections on tracks dozer/loader	2.1 Operator's failure to do pre-shift inspections can lead to mechanical failure/and accidents	2.1 Operator must be trained on pre-shift inspections which include the following: a. Check climbing rails and steps b. Check brakes and hand brake c. Check hydraulics, pipes, and all fittings d. Check night working lights e. Check control panel and levers f. Check fuel, oil and lubricants g. Check sprockets and tracks h. Check dozer blade and ripper bolts and nuts i. Check hooter and reverse hooter j. Check all machine guarding k. Check licence disk l. Check yellow rotating light/construction vehicle sign 2.2 Operator to complete checklist daily 2.3 Foreman to acknowledge any problems by signing checklists weekly	2	Training Toolbox talks PTO Disciplinary action Spot checks – foreman inspection
3. Starting the tracks dozer/loader with ripper	3.1 Gears of the dozer could be engaged/clutch not activated leading to the machine moving uncontrolled and causing	3.1 a. Operators must be trained to lock in/lock out procedures as well as pre-shift inspections b. No other persons must be near the dozer when the machine is being prepared for operation (utilise spotter at all times)	2	Training PTO Disciplinary action Continuous training

	accidents/injuries			
4. Physical operation of the dozer /loader	4.1 Poor operating procedures could lead to: a. Machine colliding with other plant/vehicles b. Machine could run over pedestrians on site c. Mechanical failure of the machine	4.1 a. Operator training and safety induction b. Confirm valid competency testing c. Complete pre-shift inspections d. Effective traffic control measures and procedures e. All construction vehicles on site to be fitted with yellow rotating light and construction vehicle sign f. Operators to abide by lock in/lock out procedures g. Safety representatives to ensure operators abide by safety regulations, rules and policies, and ensure operators are at all times fit for duty (alcohol/drug abuse) h. First aider / fire fighter must always be on site with level 3 first aid kit and 9kg DCO fire extinguisher i. Foreman on site must always have the emergency numbers of the area with him and always ensure his cell phone is in working order	3	Training Management and involvement on site Disciplinary action PTO

ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.5.6 Risk assessment recording sheet and safe work procedures for Bitumen Tanker

Task	Potential Hazard/Risk What can hurt me or others	Current control measures/procedures Safe work procedures	Risk Rating	Recommendations Can we improve
1. Boarding/unboarding cab.	1. a. Improper boarding/unboarding procedures can lead to accidents 1. b. Persons can fall out of the cab.	1.1 a. Only steps must be used b. Driver trained and licensed c. Driver in possession of valid PDP and HAZCHEM PDP d. Pre-shift inspections e. Driver should face the truck when mounting or dismounting f. Never get on or off a moving truck g. Always maintain 3 point contact: 2 hands – 1 foot; 2 feet – 1 hand	1	Training Planned Task Observation (PTO) Toolbox talks Disciplinary action
2. Pre-shift inspections on bitumen hauler/tanker.	2.1 Failure to do pre-shift inspections can lead to mechanical failure and accidents.	2.1 Driver must be trained on pre-shift inspections which must include: a. Check brake and hand brake b. Check all lights and indicators c. Check hooter and reverse hooter d. Check fuel, oil and lubricants e. Check instrument panel and cab interior f. Check tyres, rims and wheel nuts g. Check licence disk and PDP h. Check HAZCHEM sign i. Check 9kg DCP fire extinguisher j. Check rotating light and construction vehicle sign k. Check all bitumen pipes and pipe fittings l. Check valves, pump gauges and fittings m. Check pump operator PPE n. Check heating system, to keep hot (gas burner and gas bottles) o. Check opening and closing controls to release and stop bitumen pumping process p. Check the tow bar where tanker hooks onto milling machine	2	Training PTO Toolbox talks Disciplinary action Safety induction

<p>3. Driving/operating the bitumen hauler/tanker.</p>	<p>3.1 Poor operating/driving of the tanker can lead to:</p> <ul style="list-style-type: none"> a. Gears being engaged when starting the tanker which can lead to uncontrolled movement of the truck, causing accidents b. Tanker truck colliding with other plant/vehicles c. Tanker truck running over pedestrians on site d. Tanker truck being responsible for other vehicles causing an accident on site e. Spillage of hot bitumen when pipe is not connected properly to milling machine f. Operator can be burnt if bitumen spillage or leaks take place g. Operator developing skin, eye and nose irritations from exposure to heated bitumen fumes or evaporating volatiles h. Due to the flammability of bitumen explosions /fire can occur 	<p>3.1</p> <ul style="list-style-type: none"> a. Training and safety induction for driver/operator b. HAZCHEM training for driver/operator c. Fire fighting training for driver/operator d. Confirm valid competency testing e. Confirm valid HAZCHEM PDP f. Complete pre-shift inspections g. Person that connects bitumen pipe to milling machine must wear the correct PPE (respirator, gloves, safety shoes, overall, face shield optional or eye protection, leather apron) h. Driver trained on relevant MSDS's i. Driver must always adhere to site safety regulations j. No open flames, cell phones or smoking within 10m from the bitumen tanker k. Driver must always ensure bitumen pipe is properly connected and disconnected l. Ensure gas burners are operated effectively m. Ensure any spillage is cleaned before leaving site 	<p>3</p>	<p>Training Safety representative/foreman active involvement Strict disciplinary actions Spot checks Safety induction Toolbox talks PTO</p>
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____ Date: _____

Contract Safety Officer: _____ Date: _____

Contract Site Agent/Foreman: _____ Date: _____

4.5.7 Risk assessment recording sheet and safe work procedures for Tractor and Broom

1. Operator boarding/unboarding tractor.	1.1 Improper boarding and unboarding procedures can lead to accidents.	1.1 a. Operator to be trained and in possession of a valid competency certificate b. Steps must be kept clean and of a non-slippery surface c. Climbing rails must be in good working order d. Pre-shift inspections and check list e. Always use 3 point contact: 2 hands – 1 foot; 2 feet – 1 hand f. Never get on or off a moving tractor towing a broom g. Never jump off the tractor. h. Always wear gloves when boarding or unboarding the tractor.	1	Training Planned Task Observation (PTO) Toolbox talks
2. Pre-shift inspections on milling machine.	2.1 Operator’s failure to do pre-shift inspections can lead to mechanical failure and accidents occurring.	2.1 Operator to be trained on pre-shift inspections which includes the following: a. Check the mud guards and the tow bar of the tractor b. Check for reverse hooter c. Check the yellow rotating light d. Check the construction vehicle sign e. Check the brakes and stop blocks f. Check all chains on the broom g. Check lights on tractor h. Check the mirrors i. Check gear box/brussel shaft of broom j. Foreman to acknowledge deficiencies by signing the check list	1	Training PTO Toolbox talks Safety representative/foreman to do spot checks
3. Physical operation of tractor.	3.1 Poor operation can lead to: a. Gears being engaged when starting the tractor and broom which can lead to uncontrolled movement of the tractor and accidents b. Tractor colliding with other plant vehicles c. Tractor running over pedestrians d. Mechanical failure of tractor.	3.1 a. Operator training and safety induction b. Confirm valid competency testing c. Complete pre-shift inspections d. Follow lock in/lock out procedures e. All people on site to wear applicable PPE f. All construction plant fitted with yellow rotating light, reverse hooter and sign reading “construction vehicle” g. Operator to utilise conductor when he needs to move tractor on site h. Effective traffic control signs and traffic control measures i. First aid kit and fire extinguishers on site.	2	Training Contract manager/safety representatives and foreman to be actively involved on site to ensure control and discipline PTO Toolbox talks

ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager:	_____	Date:	_____
Contract Safety Officer:	_____	Date:	_____
Contract Site Agent/Foreman:	_____	Date:	_____

4.5.8 Risk assessment recording sheet and safe work procedures for Transit Mixer

Task	Potential Hazard/Risk What can hurt me or others	Current control measures/procedures Safe work procedures	Risk Rating	Recommendations Can we improve
1. Boarding/unboarding cab.	1.a. Improper boarding and unboarding procedures can lead to accidents b. Persons can fall out of cab.	1.1 a. Only steps must be used b. Driver must be trained and licensed c. Driver must be in possession of valid PDP d. Pre-shift inspections e. Facing truck when mounting/dismounting f. Never get on or off a moving truck g. Maintain 3 point contact: 2 hands – 1 foot; 1 hand – 2 feet	1	Training Planned Task Observations (PTO) Toolbox talks Disciplinary action
2. Pre-shift inspections.	2.1 Not doing pre-shift inspections can lead to mechanical failure and accidents.	2.1 Driver must be trained on pre-shift inspections which must include the following a. Check licence and PDP b. Check lights and indicators c. Check hooter and reverse hooter d. Check tyres, rims and wheel nuts e. Check fuel, oils and lubricants f. Check mirrors and windscreen g. Check instrument panel and cab interior h. Check spare wheel, jack, wheel spanner and red triangle indicators i. Check hydraulic crane (drag) j. Check all bearings and fittings on crane k. Truck can only be started in neutral l. Check 9kg DCP fire extinguisher m. Check yellow rotating light and construction vehicle sign n. Check mixer box on the back of truck	3	Training PTO Toolbox talks Disciplinary action
	2.2 Driver may continue to use truck even if there are defects.	2.2 a. Daily spot checks by foreman and safety representative b. Regular servicing of trucks by plant company and routine serviceability checks c. Site inspections by management d. Driver disciplined when not adhering to pre-shift inspections	4	Training Inspections Spot checks PTO
3. Driving/Operating the slurry truck.	3.1 Poor operation/driving of the slurry truck can lead to: a. Gears being engaged	3.1 a. Driver/operator training and safety induction b. Confirming valid competency testing c. Confirming valid PDP	3	Training PTO Spot checks

	<p>when starting the slurry truck which can result in uncontrolled movement of the truck and accidents</p> <p>b. Slurry truck colliding with other plant or vehicles on site</p> <p>c. Slurry truck running over pedestrians on site</p> <p>d. Slurry truck being responsible for other vehicles making an accident on site</p> <p>e. Uncontrolled swinging of the crane (grab) can lead to accidents</p> <p>f. Employees travelling on back of the slurry truck can fall off and be injured</p>	<p>d. Complete pre-shift inspections</p> <p>e. NO people on the back of the slurry truck</p> <p>f. Slurry truck driver must always make use of a conductor when moving on site</p> <p>g. Slurry truck must always have yellow rotating light on and construction vehicle sign</p> <p>h. Driver must at all times adhere to designated speed limit and traffic control measures</p> <p>i. Lock-in and lock-out procedures must be followed at all times</p>	Disciplinary action
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ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

4.5.9 Risk assessment recording sheet and safe work procedures for Continuous Mixing Slurry Machine

Task	Potential Hazard/Risk What can hurt me or others	Current control measures/procedures Safe work procedures	Risk Rating	Recommendations Can we improve
1. Driver boarding/ unboarding the cab and operator boarding/ unboarding machine.	1.1 Improper boarding and unboarding procedures can lead to accidents. Persons can fall out of cab or from operators rear platform.	1.1 a. Driver to be trained b. Driver to be in possession of valid PDP c. Pre shift inspections d. Inspect steps and make sure they are free of bitumen or any slippery substance e. Never get on or off a moving truck f. Face truck when mounting/ dismounting g. Maintain 3 point contact: 2 hands 1 foot; 1 hand 2 feet	2	Training Toolbox talks Disciplinary action
2. Pre-shift inspections.	2.1 Not doing pre-shift inspections can lead to mechanical failure and accidents.	2.1 Driver must be trained on pre-shift inspections which must include checking: a. Brakes b. Lights and indicators c. Hooter and reverse hooter d. Oil, fuel and lubricants e. Tyres, rims and wheel nuts f. Spare wheel, jack, wheel spanner and red hazard triangle g. Licence and PDP of truck h. Confirm instrument panel working i. Mirrors and windscreen j. Yellow rotating light on cab k. Hazchem sign l. Fire extinguisher m. Hydraulic crane if fitted n. Is hydraulic crane certificate still valid 2.1.2 Daily spot checks by foreman and safety representative; 2.1.3 Defects must be reported on slurry sheet; 2.1.4 Regular servicing of truck at plant pool workshop. 2.1.5 Complete daily trip report and hand to workshop manager for action; 2.1.6 Field inspections by plant pool mechanics.	2	Training Toolbox talks Disciplinary action

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve
	2.2 Driver may continue to use truck even if pre-shift inspection indicates defects, provided this does not affect safe operation.	2.2 Driver must be disciplined when not adhering to pre-shift inspections.	4	Training Foreman/safety representative active involvement Disciplinary action
3. Driving/ operating the	3.1 Driver causing accidents on-site with other plant, road users or pedestrians.	3.1 Safety representative/foreman always to ensure driver is fit to drive (alcohol /drug abuse) 3.1.1 Driver must have appropriate licenses a. Driver training and safety induction; b. Hazchem training for driver; c. Supervisor to confirm valid competency testing; d. Supervisor to confirm valid PDP; e. Complete pre-shift inspections and hand form to supervisor/fitter; f. When driving on site, driver must at all times refer to conductor for directions; g. Always drive with yellow rotating light switched on; h. Driver must always adhere to prescribed speed limit on site; i. Operator must always be on back platform when reversing; j. Driver/operator must always follow lock in and lock out procedures; k. Driver to satisfy himself that contractor has taken appropriate measures to control traffic and pedestrians.	3	Training Inspections Foreman/safety representative active involvement Disciplinary action
	3.2 Operator can be seriously injured if he interferes with the paddles in the pugmill while mixing the raw materials.	3.2 a. Slurry operator training and safety induction Operator must wear appropriate PPE	3	Training Inspections Foreman/safety representative active involvement
	3.3 Operator/worker can fall off back of machine into spreader box resulting in injury.	3.3 a. The machine must be stationary and the pugmill must not be mixing before placing or removing any object from the pugmill	3	Training Foreman/safety representative active

Task	Potential Hazard/Risk	Current control measures/procedures	Risk Rating	Recommendations
	What can hurt me or others	Safe work procedures		Can we improve involvement
		<ul style="list-style-type: none"> b. Restrict the number of workers on the back of the machine to a minimum with just the operator when mixing and laying c. Operator/worker to be trained and made aware of dangers. 		
	3.4 The crane (grab) can cause accidents if not operated properly	3.4 Only properly trained workers to operate crane grab	2	Training Inspections Discipline

ACCEPTANCE

I confirm and agree that this **Risk Assessment and Safe Work Procedure** was fully explained and shown to me and that I understand the potential hazards and the safe work procedures to mitigate the hazards and agree to perform the job as described herein.

Contract Manager: _____	Date: _____
Contract Safety Officer: _____	Date: _____
Contract Site Agent/Foreman: _____	Date: _____

**OCCUPATIONAL HEALTH & SAFETY ACT 1993
Regulation 3 of the Construction Regulations 2003**

NOTIFICATION OF CONSTRUCTION WORK

1. (a) Name and postal address of principal contractor.

(b) Name and telephone number of principal contractor.

2. Principal contractor's compensation registration number.

3.(a) Name and postal address of client.

(b) Name and telephone number of client's contact person or agent.

4.(a) Name and postal address of designer(s) for the project.

(b) Name and telephone number of designer(s) contact person.

5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 6(1)

6. Name(s) of principal contractor's sub-ordinate supervisor on site in terms of regulation 6(2).

7. Physical address of the construction site or site office.

8. Nature of the construction work.

9. Expected commencement date.

10. Expected completion date.

11. Estimated maximum number of persons on the construction site.

12. Planned number of contractors on the construction site accountable to principal contractor.

13. Name(s) of contractors already chosen.

Principal Contractor

Date

Client

Date

- This Document is to be forwarded to the office of the Department of Labour **PRIOR TO COMMENCEMENT** of work on site.
- **ALL PRINCIPAL CONTRACTORS** that qualify to notify must do so even if another principal contractor on the same site had done so prior the commencement of work

**OCCUPATIONAL HEALTH & SAFETY ACT 85 of 1993
CONSTRUCTION REGULATIONS 2003**

AGREEMENT WITH MANDATORY
In terms of Section 37(1) & (2)

WRITTEN AGREEMENT ENTERED INTO AND BETWEEN

Contractor

AND

Sub-Contractor

***AGREEMENT WITH MANDATORY TO BE COMPLETED IN BLACK INK AND EACH PAGE
AND
ANY CHANGES MADE TO BE INITIALLED***

Occupational Health & Safety Act of 1993 and Construction Regulations 2003 Requirements:

1. Your attention is drawn to “*General Duties of Employers to their Employees*” as required by **Section 8** of the Act.
2. You are required to:
 - 2.1 Sign a written “*Agreement with Mandatary*” as required by **Section 37(1) and (2)** of the Act before commencing any work on site.
 - 2.2 Ensure that all your employees receive the necessary Induction Training and have proof of thereof.

Note: You must ensure that all employees under your control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences.

- 2.3 Ensure the provision of Welfare Facilities for your employees as per **Construction Regulation 28**.
- 2.4 Provide the Client/Principal Contractor with your SHE Plan and Specifications.
- 2.5 Ensure that Method Statements, Risk Assessments and Safe Work Procedures are done and available.
- 2.6 Provide the Client/Principal Contractor with written appointment of the person who is going to supervise the Construction Work per **Construction Regulation 6(1)**.
- 2.7 Provide the Client/Principal Contractor with written designation of your nominated Health and Safety Representative as per **Section 17(1)**.

Note!: Your Health and Safety Representative will be expected to attend the Client/Principal Contractor OHS meetings.

- 2.8 If you employ more that five (5) persons, you are required to provide your own First Aid Box (**GSR 3(2)**) and if you employ more than ten (10) persons, you are required to provide your own qualified First Aider as per **GSR 3(4)**.

Note: If you have difficulty in complying with items 2.7 and 2.8 above, you may arrange/come to an agreement with the Client / Principal Contractor to make use of his first aid facilities in case of injury. You will be expected to communicate such an agreement to your employees.

- 2.9. When working with Hazardous Chemical Substances, comply with **HCS Regulation 3**.

Note: Asbestos and Lead Regulations are separate.

- 2.11 When using a Materials Hoist, comply with the requirements of **Construction Regulation 17.**
- 2.12 When using Lifting Machines and Lifting Tackle, comply with **DMR. 19 and Construction Regulation 20.**
- Note: You may be required to appoint a Banksman to control Lifting / Slinging operations.*
- 2.13 When erecting/using Scaffolding comply with the requirements of **SABS 085 “Access Scaffolding”.**
- 2.14 When erecting / using Suspended Platforms comply with the requirements of **Construction Regulation 15.**
- 2.15 When doing Demolition Work, comply with **Construction Regulation 12.**
- 2.16 When doing Blasting to comply with **Explosives Regulations Chapter 10.**
- 2.17 When doing Excavation Work, comply with **Construction Regulation 11.**
- 2.18 When doing Electrical Installations, comply with the requirements of **Construction Regulation 22.**
- Note: Electrician to provide copy of registration as per **Elect. Install. Regulation 9(3).***
- 2.19 When using Construction Vehicles, comply with **Construction Regulation 21.**
- 2.20 When using / erecting Support / Form Work, comply with **Construction Regulation 10.**
- 2.20 When working over or in close proximity to Water, comply with **Construction Regulation 24.**
- 2.21 Ensure that good Housekeeping, Stacking and Storage principles are applied on this project as per **Construction Regulation 25 and 26.**
- 2.22 Ensure that appropriate measures are taken to avoid the risk of Fire / Explosion and comply with requirements of **Construction Regulation 27** and the applicable **Environmental Regulations.**
- 2.23 If you are going to work at heights a Fall Protection Plan must be submitted (roof work included) as per requirements of **Construction Regulation 8.**
- 2.24 When using Explosive Powered Tools, comply with **GSR 19.**
- 2.25 When Welding, Flame Cutting / Soldering, comply with **GSR 9.**
- 2.26 When working in Confined Spaces, comply with **GSR 5.**

3. You are responsible for providing your own **legal safety documents and registers** to comply with the Act's requirements.

A copy of the OHS Act of 1993 and the Construction Regulations 2003 will be available for perusal in the Principal Contractor's site office.
4. You are required to comply with **General Safety Regulations 2(1) to (7)** and provide your employees with:
Personal Protective Equipment (PPE) which will allow them to carry out their work in a safe manner, e.g. hard hats, safety harnesses, gloves, safe footwear, eye protection, ear protection, waterproof clothing etc.
5. Reporting of Incidents and Occupational Diseases shall be done as per **General Admin. Regulation 6** (Also see **Section 24** of the Act).
6. *Compensation for Occupational Injuries and Diseases Act (No 130 of 1993):*
You are required to provide the Client/Principal Contractor with proof of registration with the Compensation Commissioner/Federated Employer(s) Mutual when signing this agreement. If you are not registered, the Client/Principal Contractor may deduct the necessary amounts from your progress payments and pay it over to the Commissioner to ensure that you are insured. See **Section 80** and **89** of the **COID Act [also refer Annexure A (2)]**

Signature: _____
(Client / **Principal Contractor** / Contractor)

Signature: _____
(Principal Contractor / **Contractor**)

AGREEMENT WITH MANDATORY

In terms of Section 37(1) and (2)

Definition of Mandatory

- Includes an agent, a contractor or sub-contractor for work, but without derogating from his status in his own right as an employer or user.

Section 37(1) Whenever an employee does or omits to do any act which it would be an offence in terms of this Act for the employer of such employee or a user to do or omit to do, then, unless it is proved that –

- (a) in doing or omitting to do that act the employee was acting without the connivance or permission of the employer or any such user;
- (b) it was not under any condition or in any circumstance within the scope of the authority of the employee to do or omit to do an act, whether lawful or unlawful, of the character of the act or omission charged; and
- (c) all reasonable steps were taken by the employer or any such user to prevent any act or omission of the kind in question,

the employer or any such user himself shall be presumed to have done or omitted to do that act, and shall be liable to be convicted and sentenced in respect thereof; and the fact that he issued instructions forbidding any act or omission of the kind in question shall not, in itself, be accepted as sufficient proof that he took all reasonable steps to prevent the act or omission.

Section 37(2) The provisions of subsection (1) shall *mutatis mutandis* apply in the case of a mandatory of any employer or user, **except if the parties have agreed in writing to the arrangements and procedures between them** to ensure compliance by the mandatory with the provisions of this Act.

ACCEPTANCE BY MANDATORY

In terms of the provisions of Section 37(2) of the Occupational Health & Safety Act 1993

I, **(SUB-CONTRACTOR'S 16.2)** acting for and on behalf of
(Company Name /Close Corporation / Enterprise /Owner / User) undertake to ensure
that the requirements and provisions of the Act and Regulations are complied with.

Signature: _____

Print Name: _____
(Principal Contractor/ **Contractor**)

Designation: _____

Date: _____

Mandatory-Workmen's Compensation /

Federated Employers Mutual No.: _____

Signature: _____

Print Name: _____
(Client / **Principal Contractor** / Contractor)

Designation: _____

Date: _____

Company: _____
(Principal Contractor)

Project / Site: _____

**OCCUPATIONAL HEALTH AND SAFETY ACT NO 85 OF 1993
CONSTRUCTION REGULATION 2003**

CONTRACTOR

Construction Regulation 5

5 (3) A principal contractor shall be responsible for the following:

- (a) To provide any contractor who is making a bid or appointed to perform construction work for the principle contractor, with the relevant sections of the health and safety specifications pertaining to the construction work that has to be performed;
- (b) To appoint each contractor contemplated in paragraph (a) in writing for the part of the project on a construction site

APPOINTMENT

Contractor, **(SUB-CONTRACTOR)** (Name)

of:

_____ **(Company)**/Close Corporation/Enterprise /Owner and Labour Only Contractor)

is hereby appointed to perform construction work at:

PROJECT / SITE: _____

COMPANY: _____

(Principal Contractor)

JOB / SAFETY SPECIFICATIONS FOR CONTRACT:

You are reminded that:

1. Your documented Health and Safety Plan based on the relevant applicable sections of the Principal Contractors Health and Safety Specifications, are provided to the Principal Contractor before commencing work on site.
2. The Principal Contractor will discuss / negotiate with you regarding the contents of the Health and Safety Plan to approve it for implementation.

3. A Health and Safety File, which shall include all documentation required in terms of the provisions of the Act and Regulations are kept available on site for inspection (Risk Assessments and Fall Protection Plan included).
4. Should you appoint another Contractor to perform or assist you with Construction Work, the responsibilities as required by the Construction Regulations shall apply to you as if you were the Principal Contractor.
5. You promptly provide the Principal Contractor with any information which might affect the Health and Safety of any person at work carrying out Construction Work or any person who might be affected by the work of such a person at work or which might justify a review of the Health and Safety Plan.
6. As per Regulation 5(c) Audits of your Health and Safety Plan will be undertaken on at least a regular basis.
7. All your Employees have to undergo Safety Induction before starting work

Signature: _____

Print your Name: _____

Designation: _____

Date: _____

(Principal Contractor)

ACCEPTANCE of APPOINTMENT

I, **(SUB-CONTRACTOR'S 16.2)** accept and understand the requirements of this appointment and acknowledge that I have studied the requirements and applicable legislation and understand it.

Signature: _____

Print your Name _____

Designation: _____

Date: _____

ANNEXURE B

**ASSIGNMENT OF DUTIES IN TERMS OF SECTION 16.2 OF THE
OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993 AS
AMENDED**

I, _____
in my capacity as CEO of _____
do hereby assign to _____
in his capacity as Contracts Manager for _____
to ensure that the duties of _____
are properly discharged within the said division.

You must familiarise yourself with these duties (copy attached) which are contained in the following sections of the Occupational Health and Safety Act:

- Section 8: General duties of Employers and their Employees.
- Section 9: General duties of Employers to persons other than their employees.
- Section 10: General duties of Manufacturers and others regarding Articles and Substances for use at work.
- Section 12: General duties of Employers regarding Listed Work.
- Section 13: Duty to inform.

You are authorised to take all reasonable measures to ensure that these duties are properly discharged and to approach me should you require any assistance in this regard.

You may assign in writing other persons under your control to assist you, and such written assignments should also be made in terms of Section 16.2 of the said Act. These “Assigned Persons” must be given all the necessary training, assistance and authority to assist them in carrying out their respective duties. They must also act subject to your control and directions.

Signature

Date

**ACCEPTANCE OF ASSIGNMENT IN TERMS OF SECTION 16.2 OF THE
OCCUPATIONAL HEALTH AND SAFETY ACT.**

I, _____
in my capacity as Contracts Manager of _____

do hereby accept this assignment of duties and acknowledge that I understand its ramifications.

Signature

Date

**APPOINTMENT OF A CONSTRUCTION WORK SUPERVISOR IN TERMS OF
CR 6(1) OF THE OHS ACT 85/1993**

Construction Regulation 6 (1)

The Contractor shall appoint a full-time competent employee in writing as the Construction Supervisor, with the duty of supervising the construction work.

Construction Regulation 6 (2)

The Contractor may, in writing, appoint one or more competent employees to assist the appointed Construction Supervisor contemplated in sub-regulation (1), and every such employee shall, to the extent clearly defined by the Contractor in the letter of appointment, have the same duties as the Construction Supervisor. However, the designation of any such employee shall not relieve the Construction Supervisor contemplated in sub-regulation (1) of any personal accountability for failing in his supervisory duties referred to in terms of this regulation.

Construction Regulation 1

“Construction work” means any work in connection with:

- (a) The erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or similar structure;
- (b) The installation, erection, dismantling or maintenance of fixed plant where such work includes the risk of a person falling;
- (c) The construction, maintenance demolition or dismantling of any bridge, dam, canal, road, railway, sewer or water reticulation system or work on any similar engineering structure; or
- (d) The moving of earth, clearing of land, or making of an excavation, piling or any similar type of work.

I, _____
(Contractor)
do hereby appoint _____

being a full-time employee, with the duty of supervising the performance or such construction work at _____ (site or section).

Date: _____ **Signature:** _____
Designation: _____

ACCEPTANCE

I, _____
hereby accept this appointment and confirm that I have the necessary knowledge, experience, training and qualifications to carry out the responsibilities contemplated in the above appointment, and that I am conversant with my functions according to Construction Regulation 6 of the Construction Regulations, 2003

Date: _____ **Signature:** _____
Designation: _____

**APPOINTMENT OF A SUBORDINATE BUILDING WORK SUPERVISOR IN
TERMS OF CR 6(2) OF THE OHS ACT 85/1993**

Construction Regulation 6 (1)

The Contractor shall appoint a full-time competent employee in writing as the Construction Supervisor, with the duty of supervising the construction work.

Construction Regulation 6 (2)

The Contractor may, in writing, appoint one or more competent employees to assist the appointed Construction Supervisor contemplated in sub-regulation (1), and every such employee shall, to the extent clearly defined by the Contractor in the letter of appointment, have the same duties as the Construction Supervisor. However, the designation of any such employee shall not relieve the Construction Supervisor contemplated in sub-regulation (1) of any personal accountability for failing in his supervisory duties referred to in terms of this regulation.

Construction Regulation 6 (3)

Where a Contractor has not appointed an employee as referred to in sub-regulation (2), or in the opinion of an inspector, not a sufficient number of such employees, that inspector may require the employer to appoint the number of employees indicated by the inspector, and the provisions of sub-regulation (2) shall apply in respect of those employees as if they had instance been appointed under sub-regulation (2).

Construction Regulation 1:

“Construction work” means any work in connection with:

- (e) The erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or similar structure;
- (f) The installation, erection, dismantling or maintenance of fixed plant where such work includes the risk of a person falling;
- (g) The construction, maintenance demolition or dismantling of any bridge, dam, canal, road, railway, sewer or water reticulation system or work on any similar engineering structure; or
- (h) The moving of earth, clearing of land, or making of an excavation, piling or any similar type of work.

I, _____
(Contractor)
do hereby appoint _____

being a full-time employee, with the duty of supervising the performance or such construction work at _____ (site or section).

Date: _____ **Signature:** _____

Designation: _____

ACCEPTANCE

I, _____

hereby accept this appointment and confirm that I have the necessary knowledge, experience, training and qualifications to carry out the responsibilities contemplated in the above appointment, and that I am conversant with my functions according to Construction Regulation 6 of the Construction Regulations, 2003

Date: _____

Signature: _____

Designation: _____

ANNEXURE C3

**APPOINTMENT OF A CONSTRUCTION SAFETY OFFICER
IN TERMS OF CR {6(6)}, OHS ACT 85/1993**

I, _____
hereby appoint _____
as the construction safety officer responsible at _____

(site address)

to carry out the duties as prescribed in my job description.

Duties may include, but not be limited to, the following:

1. Induction training;
2. Health and safety audits and daily inspections including audits of Contractors;
3. Maintain the Principal Contractor's Health and Safety File and audit the Contractor's health and safety plans and files;
4. Investigate near-misses, incidents and injuries;
5. Coordinate the weekly toolbox training programme;
6. Ensure that competent persons carry out inspections and that records are kept in registers;
7. Coordinate reviews of risk assessment documentation;
8. Assist with method statements and check whether the responsible persons follow them on site.

Signature: _____ **Date:** _____

ACCEPTANCE OF APPOINTMENT

I, _____
hereby accept this appointment.

Signature: _____ **Date:** _____

Designation: _____

ANNEXURE C4

**APPOINTMENT OF A COMPETENT PERSON/MACHINE SUPERVISOR IN
TERMS OF GMR 2(1) OF THE OHS ACT 85/1993**

To ensure that the provisions of the OHS Act and these regulations in relation to machinery are complied with, an employer or user of machinery shall, subject to this regulation, designate in writing a person* in full-time capacity in respect of every premises on or in which machinery is being used.

* As per definition of competent person.

I, _____
employer)

hereby appoint _____

as the Subordinate Building Work Supervisor at (site address) _____

Signature: _____ **Date:** _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment and confirm that I have the necessary experience and training required to carry out the responsibilities contemplated in the above appointment and that I am conversant with my functions according to the OHS Act 85/1993.

Signature: _____ **Date:** _____

Designation: _____

Additional Duties:

- Ensure that the provisions of the Act and Regulations in relation to machinery are complied with;
- Conduct a monthly inspection of the machinery, installed or portable, and report your findings to the Health and Safety Committee;
- Act as an advisory member of the Health and Safety Committee and attend any meetings held.

**APPOINTMENT OF A PLANT INSPECTOR IN TERMS OF
CR 21(j) OF THE OHS ACT 85/1993**

CONSTRUCTION REGULATION 21(1)(j)

A contractor shall ensure that all construction vehicles and mobile plants are inspected on a daily basis, prior to use, by a competent person who has been appointed in writing, and that the findings of such inspection/s are recorded in a register.

I, _____
(Employer)

hereby appoint _____

as the designated Plant Inspector at (site address) _____

Signature: _____

Date: _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment and confirm that I have the necessary experience and training required to carry out the responsibilities contemplated in the above appointment and that I am conversant with my functions according to sub-regulation 21 of the Construction Regulations, 2003, with regard to inspection of construction vehicles and mobile plant.

Signature: _____

Date: _____

Designation: _____

ANNEXURE D1

**CONSTRUCTION SITE RISK ASSESSMENT COORDINATOR IN TERMS OF
CR 7(1) OHS ACT 85/1993**

I, _____

hereby appoint _____

as the construction site risk assessor responsible at _____

(site address)

to carry out risk assessments prior to the commencement of construction work and other risk assessments that may be required for the duration of the construction work.

You shall ensure that all risks are identified and assessed, and that safe working procedures are drafted and implemented to reduce, mitigate or control the hazards identified.

Signature: _____ **Date:** _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment.

Signature: _____ **Date:** _____

Designation: _____

ANNEXURE D2

**APPOINTMENT OF INCIDENT INVESTIGATOR IN TERMS OF GENERAL
ADMINISTRATIVE REGULATION GAR 8, OHS ACT 85/1993**

I, _____

hereby appoint _____

as the incident investigator at _____
(site address)

to carry out investigations of all incidents, accidents, injuries and near misses as per my
company's investigation policy.

You shall ensure that investigation reports are compiled, that witness statements are taken,
and that all role players are involved and made aware of the incident and the investigation
results and recommendations.

All incidents must be reported at Health and Safety Committee meetings and at meetings with
the client. Reportable incidents must be reported to the Department of Labour forthwith in
terms of Section 24 of the OHS Act 85/1993.

Incidents statistics must be compiled and reported on at least monthly as per the company's
policy.

Signature: _____ **Date:** _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment.

Signature: _____ **Date:** _____

Designation: _____

ANNEXURE D3

**APPOINTMENT OF SITE FIRST AIDER IN TERMS OF GSR 3 (4) AND (5),
OF THE OHS ACT 85/1993**

General Safety Regulation GSR 3 (4) and (5)

Where more than ten employees are employed at any workplace, the employer of such persons shall take steps to ensure that for every group of up to 50 employees at such workplace, at least one person, who is in possession of a valid certificate of competency in first aid issued or endorsed by any person or organisation approved by the inspector for this purpose, is readily available during all working times: Provided that the qualification required by this sub-regulation shall not apply to any registered nurse or medical practitioner, as the case may be, who is readily available at all working times.

I, _____
(Employer)

do hereby appoint _____

as Site First Aider to ensure that all first aid boxes are maintained, and to ensure that prompt first aid is given when required in accordance with GSR 3

at _____
(Site address)

Signature: _____ **Date:** _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment.

Signature: _____ **Date:** _____

ANNEXURE D4

**APPOINTMENT OF A SAFETY REPRESENTATIVE
IN TERMS OF 17(2) OF THE OHS ACT 85 / 1993**

The Occupational Health and Safety Act 1993 requires:

1. Subject to the provisions of sub-section (2), every employer who has more than 20 employees in his employment at any workplace shall, within four months after the commencement of this Act or after commencing business, or from such time as the number of employees exceeds 20, as the case may be, designate in writing for a specific period a Health and Safety Representative for such workplace, or for different sections thereof.
2. The number of Health and Safety Representatives for a workplace or section thereof in the case of offices shall be at least one for every 100 employees or part thereof, and in the case of other workplaces, at least one for every 50 employees or part thereof.

Sect. 18: Functions of Health and Safety Representatives;

Sect. 19: Health and Safety Committees;

Health and Safety Representatives shall be part of the Health and Safety Committee and shall attend any meetings as set by management.

I, _____
(Employer)

do hereby appoint _____

as Site Health and Safety Representative and Health and Safety Committee Member for the

period from _____ to _____

at _____
(Site address)

Signature: _____ **Date:** _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment and confirm that I have the necessary experience and training required to carry out the responsibilities contemplated in the above appointment and that I am conversant with my functions according to the OHS Act 85/1993.

Signature: _____ **Date:** _____

Designation: _____

ANNEXURE D5

**APPOINTMENT OF A HAZARDOUS CHEMICAL SUBSTANCES INSPECTOR IN
TERMS OF THE HSC REGULATION OF THE OHS ACT 85 / 1993**

The Occupational Health and Safety Act 85/1993 (HAZ Chemical Substances Regulations) requires that:

Every employer must assess the environment in which his employees work, and ensure that all reasonable precautions are taken to prevent exposure to hazardous chemical substances in the workplace or, if this is not possible, to minimise exposure to below acceptable levels. Material Safety Data Sheets (MSDSs) for all hazardous chemical substances used must also be available on site. Employees must be made aware of the dangers, as well as what precautions must be taken.

I, _____
(Employer)

hereby appoint _____

as the designated inspector of all HAZARDOUS CHEMICAL SUBSTANCES in this area and instruct you to:

- keep an inventory of these substances;
- keep these substances separate from other materials;
- keep the MSDS available and accessible in case of emergency;
- report any incident/accident/exposure to your responsible person.

at _____
(Site address)

Signature: _____ **Date:** _____

Designation: _____

ACCEPTANCE OF APPOINTMENT

I, _____

hereby accept this appointment and confirm that I have the necessary experience and training required to carry out the responsibilities contemplated in the above appointment and that I am conversant with my functions according to the OHS Act 85/1993.

Signature: _____ **Date:** _____

Designation: _____

ANNEXURE E

RISK MATRIX/RATING DEFINITION TABLES:

RISK MATRIX:

Likelihood	Consequence Severity				
	Level 1	Level 2	Level 3	Level 4	Level 5
(A) Once a day – more or less / Critical – Almost Certain					
(B) Once a month or less / Major / Likely					
(C) Once a quarter or less / Minor / Unlikely					
(D) Once a year or less / Minor / Unlikely					
(E) Once in 10 years / Low / Rare					

RATING DEFINITION TABLE:

Risk Matrix Result	Risk Rating	Tolerability	Tolerability Definition	Corrective Action Request	
1-5	Low	Tolerability Monitor and Manage Risk	Corrective action where practicable and managed by routine procedures		
6-9	Moderate		Corrective action to be determined and management's responsibility to be specified	Moderate	6-9
10-17			Imperative to eliminate or reduce risk to a lower level by the introduction of control measures. Management planning required at senior level		10-17
18-25			Immediate intervention required from senior management to eliminate or reduce risk		18-25

LIKELIHOOD:

4	Once a year
3	Once a quarter
2	Once a month
1	Once a day

INJURY SEVERITY:

A	Injury
B	Disabling Injury
C	Permanent Disability
D	Fatalities

ENVIRONMENTAL IMPACT:

A	Major procedure transgression
B	Legal transgression; major procedural transgression; some public concern or some concern from authorities
C	Adverse publicity; formal warning from authorities; complaints from public at large
D	Plant closure by authorities; public outcry; negative publicity; headline TV/Press; Billiton directors harassed

HEALTH SEVERITY:

A	Irritant
B	Temporary disability
C	Long term risk of death or permanent disability
D	Short term risk of death or permanent disability

QUALITY:

A	Quality deviation
B	Quality deviation invoking unofficial customer complaint
C	Quality deviation leading to official complaints and sizeable claim for discount
D	Quality deviation leading to loss of customer; major complaint; refusal to accept product; massive discount and/or rework to take place overseas

FINANCE:

A	Small incidents – less than R 10 000
B	Motor fleet and similar magnitude between R10 000 and R 100 000
C	Smaller than excess but between R100 000 and R 3.5-million
D	Losses expected to be greater than R 3.5-million

HSEQ MATRIX:

A					
B					
C					
D					
E					
LIKELIHOOD	CONSEQUENCE SEVERITY				