



Occupational Health and Safety Plan

A) Introduction

XTREME SCAFFOLDING shall comply with the Occupational Health and Safety Act and Regulations as well as the Occupational Health and Safety Specification (OHSS) for a project.

XTREME SCAFFOLDING undertakes to audit this programme on a regular basis to ensure that a healthy and safe environment is maintained and that employees are informed, instructed and trained with respect to the envisaged potential hazards and risks and precautionary measures to be taken.

B) Purpose and Scope

This document describes the policies, procedures, safe work procedures and forms applicable to a construction project. XTREME SCAFFOLDING will comply with the requirements set out in this plan. This H&S Plan complies with the requirements set out in the OHSS and describes XTREME SCAFFOLDING management's methods to achieve this goal. The aim of this document is to present the occupational health and safety aspects that will be controlled and managed on a project.

C) Reference Documents

- Occupational Health & Safety Act and Regulations (Act 85 of 1993)
- Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993)
- Client's – Occupational Health and Safety Specification [OHSS]

D) Definitions & Abbreviations

- **OHS Act:** The Occupational Health & Safety Act and Regulations (Act 85 of 1993);
- **Risk Assessment:** A documented plan which identifies hazards, assesses the risks and details the control measures and safe work procedures, which are to be used to mitigate and control the occurrence of hazards and risks during construction and the review of these hazards, risks and control measures;
- **Hazard:** A source of or exposure to danger that may cause injury or damage to persons, or property or may cause harm to a person's health;
- **Risk:** The probability or likelihood that a hazard can result in injury, damage or illness,

- **Hazardous Chemical Substances (HCS):** Any toxic, harmful, corrosive, irritant or asphyxiate substance, or a mixture of substances, which creates a hazard to the health and safety of a person or the environment;
- **Contractor:** Means sub-contractor;
- **Contractor's Responsible Person/s:** Any person appointed in writing by the Contractor to supervise construction work. The appointment shall be as required by the OHS Act which shall stipulate H&S responsibilities, area of responsibility and the proposed duration of the project;
- **Health and Safety Plan (H&S Plan):** This document, as well as its supporting documents, which will be made available on site for inspection by a Department of Labour Inspector, Agent, Contractor, Employee, H&S Representative or a member of the H&S committee (if applicable); and
- **Health and Safety File (H&S File):** The file holding all records on Health and Safety for the project, kept at the site office and which is available for evaluation by a Department of Labour Inspector, Agent, Contractor, Employee, H&S Representative or a member of the H&S committee. A copy of the file will be forwarded to the Client upon completion of the project as envisaged in terms of the provisions of CR 5(8).

E) H&S Plan – Policies & Procedures / Implementation & Maintenance

1. SCOPE OF THE WORKS

The scope of the works is comprehensively detailed within the document, but is summarised as including, but not necessarily limited to, the following:

- Storage
- Transport
- Erection
- Inspection, and
- Dismantling of Scaffolding

2. NOTIFICATION TO COMMENCE CONSTRUCTION WORK – CR 3

The Provincial Director of the Department of Labour will be notified by XTREME SCAFFOLDING of project commencement in accordance with the statutory requirements. A copy of the notification letter and transmittal notice will be included under Section 3 of the H&S File.

3. ASSIGNMENT OF CONTRACTOR'S RESPONSIBLE PERSONS TO SUPERVISE H&S ON SITE

The Contracts Manager and the Construction Work Supervisor shall ensure that copies of all the appointment letters of the responsible persons appointed on site will be made available to the client and that all legal appointments shall be made in accordance with the requirements set out in the OHS Act and OHSS. The aforementioned shall also be imposed on all Contractors.

4. LEGAL APPOINTMENTS

All appointments will be made in writing and proof of competency will be provided where required – refer Section 6 of the H&S File. Some of the written appointments deemed to be required, but not necessarily limited to, are:

- OHS Act S16(1) CEO (owner)
- OHS Act S16(2) Responsible Person
- CR 6(1) Construction Supervisor
- CR 7(1) Risk Assessor
- CR 6(6) Health and Safety Officer
- CR 7(4) H&S Training Facilitator
- CR 27(l) Emergency Coordinator
- GSR 3(4) First Aider
- OHS Act 8 Hand Tool Inspector
- GAR 9(2) Incident & Accident Investigator
- CR 26(a) Stacking & Storage Supervisor

5. COMPETENCY FOR CONTRACTOR'S RESPONSIBLE PERSONS

XTREME SCAFFOLDING will ensure that all management personnel responsible for health and safety, will sign and accept an appointment letter which will clearly define his/her responsibilities with regards to H&S in his/her area of responsibility.

6. IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

XTREME SCAFFOLDING is committed to implementing the OHSS on the project and is committed to see that this forms an integral part of the project. It is our intention to make this specification part of each Contractor's operating procedures.

7. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (ACT 130 OF 1993)

The Letter of Good Standing with a Compensation Insurer will be included under Section 4 of the H&S File.

8. OCCUPATIONAL HEALTH AND SAFETY POLICY

XTREME SCAFFOLDING OH&S Policy has been included under Section 5 of the H&S File.

9. HAZARD IDENTIFICATION, RISK ASSESSMENT AND SAFE WORK PROCEDURES

The appointed Risk Assessor shall prior to the commencement of any construction work; perform a risk assessment, which shall form part of the H&S plan applied to be on site.

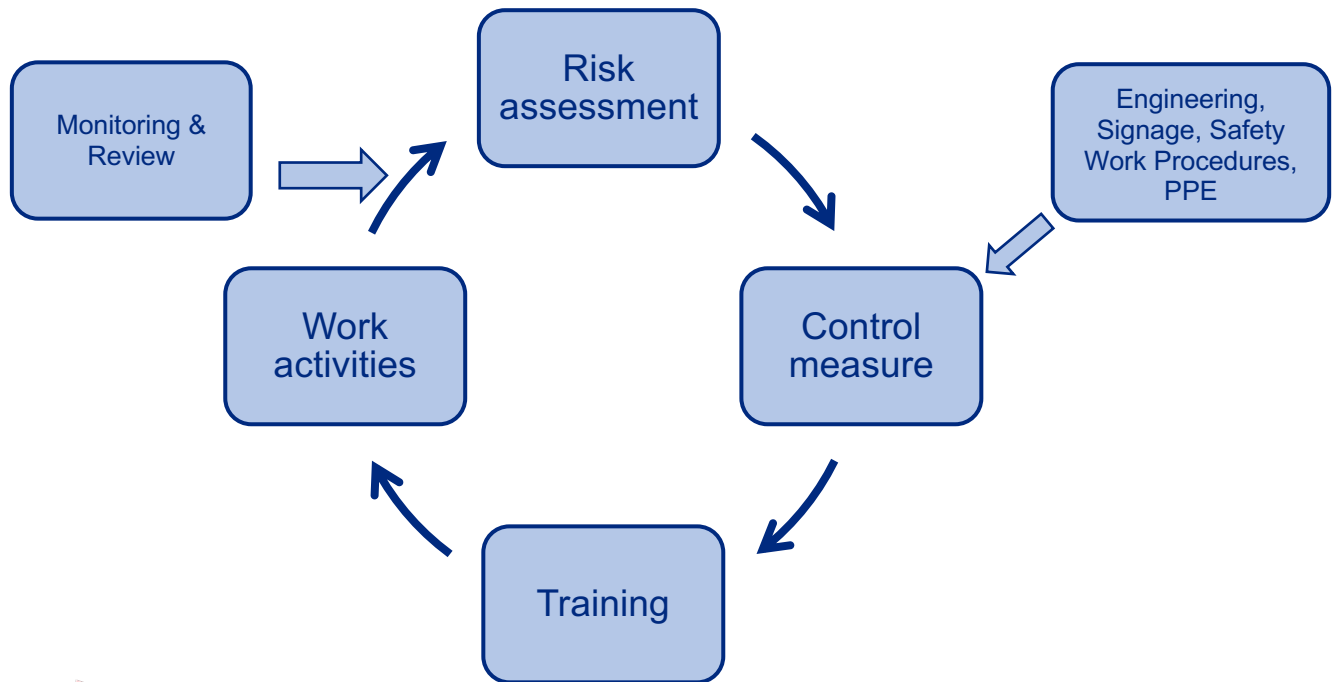
A copy of the Risk Assessment shall be made available for viewing to the Client and other parties.

Safe Work Procedures (SWP's) will be compiled for most of the tasks envisaged for the project – refer Section 7 of the H&S File and the Risk Assessments for further details.

The Risk Assessments and SWP's will be revised on an ongoing basis as described in the Risk Assessment Monitoring Plan and Review Plan.

All envisaged and potential risks will be communicated to the relevant personnel on site – this will be in the form of **Task-specific H&S Training**, which will refer to the applicable aspects contained within the Risk Assessments / Safe Work Procedures / MSDS (Material Safety Data Sheets) / Emergency Preparedness & Response Plan / Disciplinary Procedures / XTREME SCAFFOLDING Company Rules / Etc.

CONTINUES RISK ASSESMENT PROCESS



A Risk Assessment Monitoring Plan and Review Plan have been included under Section 7 of the H&S File.

The following hazards and risks, but not necessarily limited to, have been identified and summarised below – refer Risk Assessment:

- Transporting, handling and working with construction vehicles & scaffold
- Transporting, handling and working near hazardous chemical substances
- Exposure of employees to noise and dust
- Working outdoors – exposure to sun, heat, cold, wind and rain

10. HEALTH AND SAFETY TRAINING

The external training requirements of XTREME SCAFFOLDING management and employees together with the status of training scheduled and completed are reflected in the skills matrix under Section 6 of the H&S File.

11. H&S INDUCTION

All employees will be inducted in occupational health and safety matters prior to carrying out any work on site, as in terms of the requirements of CR 7(7)&(9). All visitors to site will also be inducted, as in terms of the requirements of CR 7(8). H&S Induction (Refer Section 15 of the H&S File) is complemented by regular Toolbox Talks (Refer Section 16 of the H&S File). H&S Induction attendance records are kept in the H&S File. Employees are to keep proof of H&S Induction on their person for the duration of the contract.

12. FIRST AID BOX AND CONTENTS

At least one First Aid Box will be kept on site at all times and maintained stocked with the contents as per the provisions of the General Safety Regulations.

13. ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

Accident and incident investigation will be conducted by the appointed investigator and the records will be recorded in the appropriate documents (GAR, Annexure 1) and copies kept under Section 10 of the H&S File on site. Special attention will be given to any incidents or accidents, which fall under the provisions of Section 24 of the OHS Act.

14. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)

All employees will be issued with PPE in accordance with the requirements identified in the Risk Assessment. The H&S Induction contains the rules applicable to the issue, use and replacement of PPE.

15. STACKING & STORAGE OF MATERIALS AND HOUSEKEEPING

All stacking and storage shall be supervised by the appointed responsible person. Allocated storage areas are provided for and identified, and materials being stored in this area are stacked in accordance with sound stacking principles of sort-by-sort, access to be maintained, level surface, and the height will not exceed 3 times the minimum base width. Housekeeping shall be maintained in accordance with CR 25 at all times.

16. PUBLIC HEALTH AND SAFETY

In the interest of public safety, XTREME SCAFFOLDING will ensure that all persons who may be affected by the work being conducted on site are informed and kept aware of the dangers which may arise from the work being conducted on site. This awareness shall be in the form of inductions for visitors to site and warning signs. The work areas and access areas are demarcated and barricaded. All visitors must attend a site induction.

17. NOISE

XTREME SCAFFOLDING will ensure that all employees wear hearing protection when noise levels exceed 85dBA.

18. MAINTENANCE OF H&S PROGRAMME

All H&S related equipment, site activities and other hazardous risk equipment will be maintained in compliance with the OHS Act, the OHSS and the H&S Programme.

Item	Daily	Weekly	Monthly
Small Hand Tools	X		
Construction Vehicles & Mobile Plant	X		
PPE Inspections		X	
Toolbox Talks		X	
Health & Safety Meetings			X
Risk Assessment Monitoring	X		
Risk Assessment Review			X

