



Environmental, Health & Safety Management Plan

For the IDC Contractors

Version Number 03

PROCEDURE OWNER	EHS Department
PROCEDURE CUSTODIAN	Systems and Procedures Review Committee
DEPARTMENT RESPONSIBLE FOR MAINTAINING PROCEDURE	EHS Department
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TABLE OF CONTENTS

1. Definitions	4
2. Introduction	6
2.1. Overview	6
2.2. Purpose of the Guidelines	6
2.3. Scope of the Guidelines	7
3. EHS Management Plan of Contractor Policy	8
4. Working Hours	9
5. Site Access & Security	9
6. Emergency Procedure.....	9
6.1. Emergency Contact Details	9
6.2. Incident Reporting	10
7. Environmental Management.....	11
7.1. Waste Management	11
8. Health & Safety Management.....	11
8.1. Housekeeping	11
8.2. First Aid	12
8.3. Smoking Policy.....	12
8.4. Personal Protective Equipment	12
8.5. Electrical Equipment & Wiring	12
8.6. Ladders	13
8.7. Overhead Work	13
8.8. Roof work	14
8.9. Construction Work.....	14
8.10. Excavations	14
8.11. Chemical Products	15
9. Sub Contractors	15
10. Environmental, Health & Safety Records.....	15
11. General Warranties	15
12. Suspension of Agreement	16
13. References.....	17
14. Appendices	17
15. Team.....	18
16. Supported by	18
17. Peer Review	18
18. Approved by audit committee on	19

1. DEFINITIONS

Accident – means an accident arising out of and in the course of an employee's employment and resulting in personal injury, illness or the death of an employee.

Asphyxia – lack of oxygen causing death or loss of consciousness.

Competent Person – A person capable (via training and experience) of identifying existing and predictable hazards in the surrounding or working conditions and has authorisation to take prompt corrective measures.

Construction work – means any work in connection with-

- a) *The construction, erection, alteration, renovation, repair, demolition or dismantling of / or addition to a building or any similar structure; or*
- b) *The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway or sewer or water reticulation system; or the moving of earth, clearing of land, making of an excavation, piling or any similar any similar civil engineering structure or type of work.*

Contractor - A person or company(s), including sub-contractors, who are employed by IDC to perform project work or render service. Contractors include Construction contractors (see definition), maintenance (e.g. office equipment repairs) and service providers (e.g. security service, Catering service, labour broking, etc.). The service can be a long term or short term.

Contract Manager – Contract manager responsible for giving direction to or otherwise has authority over contractor(s) at all the IDC sites.

Contusion – injury to part of the body that does not break the skin (e.g. a bruise).

Corporation – Industrial Development Corporation of South Africa Limited

Employee – any person who is employed by or works for a Contractor and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.

Fracture – an instance of breaking a bone.

Hazard – a source of or exposure to danger.

Health and Safety File – file used to keep all records on the health and safety for the project / contractor. This file should be available to the Corporation upon request and should be handed over to the Corporation at the end of the contract.

Health and Safety Plan – a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.

Human Factors – unsafe acts caused by people's own fault or inefficiency.

Incident – an event that gives rise to an accident or has the potential to lead to an accident.

Inspector – refers to the Inspector of the Department of Labour as designated under section 28 of the Act.

Job Factors – unsafe physical factors caused by the poor design and/or inadequate operating procedures.

Long Term Contract – Contractors are engaged on a full time or regular part time basis to carry out tasks which are integrated with the business. These are usually managed through tendering process.

Permit to Work – A formal document used when working in hazardous conditions or performing hazardous tasks (e.g. Confined Space Entry, Fire Alarms system impairment, Hot Works, Lock Out Tag Out, Work at Heights, etc.)

Principal Contractor – A person appointed to manage, coordinate and/or implement the work or service involved in the contract and/or any subcontractor.

Reportable Incident – refers to incidents as defined under section 24 of the Act as:

Each incident occurring at work or arising out of or in connection with activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which:

- a) *Any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely to die or suffer a permanent physical defect or likely to be unable to for a period of at least 14 days either to work or continue with the activity he was employed or is usually employed;*
- b) *A major incident occurred;*
- c) *The health and safety of any person was endangered.*

Risk – refers to the probability or likelihood that a hazard can result in injury or damage.

Risk Assessment – a program to determine any risks associated with any hazard in order to identify the steps needed to remove, reduce or control such a hazard.

Short Time Contract – Contractors carry out a specific task in a short period of within a day, e.g. Electrical and plumbing repairs. These contractors are pre-approved and are in the company data base of service providers.

Sprain – injury to a joint in the body, especially a wrist or an ankle by suddenly twisting it so that there is pain and swelling.

Strain – injury to a part of the body or to make part of the body weak by too much effort or an injury to part of the body caused by twisting a muscle or making too much effort.

the Act – Occupational Health & Safety Act (Act 85 of 2003), unless otherwise stipulated.

Trunk – the main part of the human body apart from the head, arms and legs.

2. INTRODUCTION

2.1. Overview

IDC has a responsibility to assess risks exposure to its employees, visitors and contractors on site and any member of the public who may be affected by its activities. This responsibility extends to managing the risks associated with work or service provided by contractors.

This guideline document outlines minimum requirements for Environmental, Health and Safety (EHS) for Contractors applying or tendering to provide service or work on IDC premises. The aim of the guideline document is to give effect to the IDC EHS Policy (**Appendix 1**) and is compiled in line with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) and its regulations. The aim of the Act is to ensure the health and safety of persons at work and any other person that may be exposed to hazards arising out of or in connection with the activities of persons at work.

This document shall be communicated to all Contractors with the aim of achieving a high level of pro-active Occupational Health, Safety and Environmental management during the application of contracts. Contractors shall submit Environmental, Health and Safety (EHS) Plan prior to commencement of any work on IDC property. Once the contract has been awarded, the IDC Contract Manager shall complete the Environmental, Health and Safety Questionnaire for Contractors (**Appendix 2**) and forward it to the EHS Department together with a copy of the Contractors EHS Plan. The Department will review and approve the plan to ensure compliance with this guideline document. Once the plan has been approved the Contractor can commence work, the department will conduct ongoing monitoring to ensure compliance to the plan for the duration of the project. The Contractor must hand over the EHS file to the IDC Contract Manager at the end of the contract. It is the responsibility of the Contractor to allocate sufficient resources to ensure compliance with requirements of this document.

2.2. Purpose of the Guidelines

The main purpose of the guideline document is to:

- Provide guidance to Contractors working on IDC property and projects on the minimum requirements of the IDC on environmental, health and safety;
- Safeguard IDC employees against occupational injuries and illness resulting from Contractor activities;
- Protect the environment, IDC property and assets and;
- Ensure, as far as reasonably practicable, compliance with relevant legal requirements, IDC policies and best practices standards and

- Ensure that the IDC requirements are consistent for all Contractors.

2.3. Scope of the Guidelines

The guideline document is applicable to all Contractors working on company projects or providing service to IDC. Where applicable, Contractors will develop an EHS Plan specific to their project to align it to the IDC EHS Management Plan. The Contractor's EHS Plan will be reviewed and approved by the EHS Department at the IDC before commencement of the contract.

3. EHS MANAGEMENT PLAN FOR CONTRACTORS POLICY

IDC will ensure that all projects undertaken and services rendered by contractors or on behalf of the contractor is carried out in such a manner as to avoid, reduce, or control, all foreseeable risks to health and safety of its employees, visitors and contractors on site and any member of the public who may be affected by its activities.

To achieve this, the IDC will ensure that:

- Only suitably competent contractors are engaged;
- Contractors are responsible for the health and safety of their employees and that their work activities do not affect the health and safety of IDC employees and visitors;
- A contractor shall before the commencement of any construction work and during such construction work, conduct a risk assessment to identify any hazards that may affect both contractor and the IDC employees that may be exposed and provide a documented plan or safe working procedure to mitigate, reduce or control the risks and hazards that have been identified. Such plan or procedure shall be implemented prior to commencement of the construction work;
- Contract Manager is provided with the names and contact details of all supervisors;
- All legal health and safety appointments as required by the Act are done prior to commencement of the contract work and copies of appointment letters are available for inspection;
- Where applicable, all relevant authorities are notified at least a week prior to contract commencement date;

- All contractors are provided with the necessary information and instruction to undertake their tasks in accordance with the objectives of this policy;
- All contractor's employees are provided with induction training before commencing with their activities on site and records of the training will be kept;
- All employees commencing work subsequent to the initial EHS training sessions receive similar training prior to commencement of work;
- Should employees of contractors carryout their duties in a manner that poses risks/danger to their health and safety, health and safety of IDC employees, visitors and any member of the public, IDC security shall instruct the employees to cease work on site until all necessary safety requirements have been implemented;
- Contractor will be informed of any hazards associated with the tasks to be carried out in accordance with legislative requirements;
- Suitable and sufficient procedures are in place to gain effective communication, co-operation and co-ordination of all contractor works;
- Contractor's environmental, health and safety plan is co-ordinated with this plan and approved by the IDC Environmental, Health and Safety Department;
- EHS plan forms part of pre-qualification process in selecting and approval;
- Contractors engaged to carry out high-risk tasks (e.g. Working at Heights, Confined Space Entry, Hot Works, Lock Out Tag Out), are issued with Permit-to-Work and is issued to competent person by the Contract Manager;
- Construction contractors are provided with authorisation permit in writing by Authorised Director from Department of Labour in accordance with National Building Act regulations;
- Contractor performance is reviewed / audited by the Contract Manager during and on project completion;
- Records of periodic site inspections by the contractor are made available to the Contract Manager and/or EHS Department on request and
- This policy is monitored and reviewed at regular intervals to ensure that the policy is meeting stated aims and objectives and is consistent with legislative and best practice demands.

4. WORKING HOURS

- The contractor shall work according to the agreed working hours. Should any work be done outside these working hours, prior arrangement must be made with the Contract Manager and the Security Manager.
- Security will not allow after hours work if no prior arrangement are made.

5. SITE ACCESS & SECURITY

- Access to IDC property shall be done in line with the IDC security procedure;
- Access to the IDC canteen must be arranged with the security services and
- Employees of contractors issued with access cards must always wear their cards and comply with the IDC Security Systems and Procedures. Cards are not to be shared amongst employees.

6. EMERGENCY PROCEDURE

All contractors must ensure that they are familiar with the IDC emergency procedure.

6.1. Emergency Contact Details

IDC Security:	(011) 269 3702
IDC Maintenance:	(011) 269 3074
IDC EHS Department:	(011) 269 3570 / 3190
Sandton Clinic:	(011) 709 2000
Morningside Clinic:	(011) 282 5000
Ambulance:	082 911 / 10177
Sandton Police Station:	(011) 722 4200
Fire Department:	(011) 883 2900

6.2. Incident Reporting by Contractor

- All environmental, health and safety incidents must be reported to the Contract Manager and EHS Department immediately;
- The IDC incident reporting and investigation form for contractors (**Appendix 3**) must be completed and forwarded to the EHS Department within 24 hours of the incident;
- All reportable incidents must be reported to the relevant authorities;
- In the case where a Contractor or his/her employees are seen working in an unsafe manner or ignoring the EHS requirements of the IDC or contravening any legislation/regulations; the Supervisor will be issued with an incident reporting and investigation form (**Appendix 3**) and the non-conformance will be recorded;
- The Contractor will have to reply in writing within 48 hours, advising the Corporation of the countermeasures put in place to address the unsafe act/environment;
- Any person who works in an unsafe manner on the IDC property may not be permitted to continue work and may be removed from the property and
- Depending on the seriousness of the alleged incident and/or the number of incident reports issued, the IDC may take further action, which may include permanent removal of the Contractor from the IDC property.

7. ENVIRONMENTAL MANAGEMENT

7.1. Waste Management by Contractor

- Reduce, reuse and recycle waste as far as possible;
- Littering on IDC property is strictly prohibited;
- All waste must be removed regularly; and prior to any overflowing conditions developing;
- Dumping of any liquids into storm water drains is prohibited;
- Building rubble must be disposed of at an area (waste disposal site) designated for that purpose;
- All hazardous waste must be disposed of at a licensed waste disposal site and records (Safety Disposal Certificate) thereof must be kept;
- Ensure that all waste is disposed of in an appropriate manner;
- All temporary waste on IDC property must be kept neat and tidy at all times and
- Building sand must be covered at all times and watered regularly to minimise dust when in use.

8. HEALTH & SAFETY MANAGEMENT

8.1. Housekeeping

- Maintain a clean and tidy workplace at all times;
- Clean up work areas when finished working and
- Ensure that any changes to the environment which pose a threat to vehicles and/or pedestrians are demarcated by danger tape.

8.2. First Aid

- Where more than five (5) employees are employed, the Contractor must appoint a certified First Aider in writing;
- The First Aider must have a first aid box, which contains as a minimum, the contents as described in the General Safety Regulations of the Occupational Health and Safety Act; and
- The Contractor shall ensure that all employees know the First Aider and are aware of where the first aid box is kept.

8.3. Smoking Policy

Smoking on IDC property is only allowed in designated smoking areas.

8.4. Personal Protective Equipment

- Personal protective equipment shall be provided by the Contractor and
- Contractors' employees must wear suitable personal protective clothing at all times.

8.5. Electrical Equipment & Wiring

- The Contractor must always assume that electrical wires and equipment are live;
- All repairs to electrical equipment must be carried out by a qualified electrician;
- Appropriate isolation procedures must be implemented before any repair / work is carried out;
- Any damaged wiring, equipment or installation must be removed from service and
- All electrical equipment must be covered during bad weather.

8.6. Ladders

All contractors on site using ladders will ensure that:

- Ladders are constructed of sound material and be suitable for the purpose for which they are used;
- Ladders are fitted with non-skid devices at the bottom end and hooks or similar devices at the uppers ends of the stiles to ensure stability;
- Ladders are latched, held or secured to ensure stability during normal use;
- Ladders are in good condition without any defects and no ladder shall be used if it has damaged stiles, or damaged or missing rungs;
- Ladders which are required to lean against an object are not longer than 9m;
- The length of the ladder is not extended by fastening together two or more ladders;
- Ladders are not be painted;
- Boots are clear of mud and grease before climbing ladders;
- No tools and/or materials carried by hands when climbing on and off the ladder;
- Fall protection with full safety harness are worn for work above 3m, and
- Ladder register is available to Contract Manager and/or EHS Department on request.

8.7. Overhead Work

- The area must be clearly marked and barricaded with danger tape;
- No personnel are to be allowed to work below overhead work operations.

8.8. Roof work

- Suitable roof-ladders or duck boards or crawling boards shall be provided for roof work;
- Safety belts attached to the structure or similar effective equipment may be used in place of roof-ladders; and
- The IDC employees are prohibited from performing Work at Heights (> 2m).

8.9. Construction Work

- All construction work shall take place in accordance with the Construction Regulations of the Occupational Health and Safety Act;
- Hard hats shall be worn in construction areas at all times;
- No construction work shall take place unless an EHS plan has been approved by the EHS Department and
- The Contractor must fill in the form in **Appendix 4** and forward it to the EHS Department prior to commencement of work.

8.10. Excavations

- All excavations shall be carried out under the supervision of a competent person;
- The Contractor shall ensure the stability of the ground before excavation work begins;
- The Contractor shall ascertain as far as it is practicable, the location and nature of the electricity, water and/or similar services which may be affected by the excavations;
- All excavations must be inspected daily, prior to commencement of each shift and after rain events; and
- All excavations must be fenced off with a barrier or danger tape.

8.11. Chemical Products

- No hazardous chemicals and/or flammable materials which may pose a fire risk may be brought on to IDC property without prior consent of the EHS Department;
- All chemicals on IDC property must be accompanied by Material Safety Data Sheet (MSDS), available from the manufacturer and/or supplier;
- Chemicals shall not be dumped in the stormwater drains;
- Chemical spill clean-up kit must be readily available on site;
- All used oil must be recycled and not disposed as general waste; and
- Cleaning chemicals are exempted from these requirements.

9. SUB CONTRACTORS

The Contractor shall ensure that all Sub-contractors abide by the environmental, health and safety requirements as outlined in this guideline document.

10. ENVIRONMENTAL, HEALTH & SAFETY RECORDS

The Contractor must ensure that all records as required in terms of the Occupational Health and Safety Act and National Environmental Management Act are kept on site and are available for inspection by the Contract Manager, EHS personnel or relevant authorities. The Contractor's EHS file must be handed to the IDC Contract Manager at the end of the project.

11. GENERAL WARRANTIES

The Contractor warrants that:

- They are familiar with all the provisions of the Act and regulations relevant to the work performed;
- It will take all necessary steps to ensure compliance with the Act and the regulations;
- All equipment on site comply with the Act and are safe for use

- The company is registered in terms of the Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993) and complies fully with the provisions of the Act.

Should it come to the attention of the IDC that any equipment is not, in the opinion of the IDC, safe for use, the IDC may order cessation of work until such time that the equipment is safe to use or has been replaced, depending on available time, or else terminate the contract.

12. SUSPENSION OF AGREEMENT

IDC Contract Manager or EHS personnel shall be entitled at any time to require the Contractor to:

- Immediately cease work if the Contractor has breached of any provisions of this document or the Act.
- Immediately remove from the site any person against whom the IDC has reasonable objection.

The IDC shall be entitled to recover from the Contractor any loss incurred as a result of cessation of work, including but not limited to the cost of getting work done by another contractor.

13. REFERENCES

Legislation

- Occupational Health and Safety Act, (85 of 1993) as amended;
- National Environmental Management Act, (107 of 1998) as amended;
- National Environmental Management: Waste Act (59 of 2008)
- Compensation for Occupational Injuries and Diseases Act, (130 of 1993);
- Tobacco Products Control Act, (83 of 1993) as amended.

Regulations

- Construction Regulations
- Certificate of Competency Regulations
- Driven Machinery Regulations
- Electrical Installation Regulations
- Environmental Regulations for Workplaces
- General Machinery Regulations
- General Safety Regulations
- Hazardous Chemical Substances Regulations
- Lift, Escalators & Passenger Conveyor Regulations
- Regulations Governing General Hygiene Requirements for Food Premises and the Transportation of Food

14. APPENDICES

- | | |
|-------------|--|
| Appendix 1: | Environmental, Health and Safety Policy |
| Appendix 2: | Environmental, Health and Safety Questionnaire for Contractors |
| Appendix 3: | Incident Reporting and Investigation Form for Contractors |
| Appendix 4: | Construction Requirements |

APPENDIX 1

ENVIRONMENTAL, HEALTH AND SAFETY POLICY



Corporate Mission

The Industrial Development Corporation of South Africa Limited is a self-financing national development institution whose primary objectives are to contribute to the generation of balanced, sustainable economic growth in Africa and the economic empowerment of the South African population. The IDC pursues these objectives by financing competitive enterprises based on sound business principles.

IDC's core business is to foster sustainable economic development that will improve the quality of life of all residents of South Africa and the Southern Development Community by providing equity and loan financing for new and existing business enterprises showing economic and social merit. It does so in full support of Government's economic and social development policies.

EHS Policy

IDC considers corporate responsibility a fundamental value and conducts all its activities in a manner designed to protect the environment, as well as the health and safety of employees, contractors and the public by integrating best practice EHS considerations into its projects from planning stage through to decommissioning, closure and aftercare.

In that spirit, the IDC views responsible environmental, health and safety management as an obligation to future generations and works actively with its employees, business partners, the authorities and the public to ensure a sustainable safe and health environment by:

- Promoting a health and safe work environment for its employees, contractors and the public;
- Providing its employees with the necessary training and resources to play an active role in ensuring superior environmental, health and safety performance by IDC and its business partners;
- Identifying and assessing environmental, health and safety risks associated with the activities of the IDC and its business partners to the provision of financing and regularly thereafter during IDC's involvement;
- Insisting on full compliance with all relevant EHS regulations as a condition precedent to providing financing to its business partners;
- Encouraging its business partners to exceed legislative compliance by the application of internationally recognised EHS standards and best business practices;
- Educating, training and motivating employees about responsible EHS management;
- Promoting open communication on EHS issues amongst employees and stakeholders;
- Communicating to employees this policy and their accountability, and providing them with the necessary resources to achieve company objectives;
- Continually assessing EHS performance, setting targets, embracing best practices and reporting enterprise-wide results; and
- Periodically reviewing and updating enterprise-wide objectives and targets in line with its commitment to sustainable development, continuous environmental performance improvement and the prevention of pollution, health and safety risks.

The IDC believes that no operational condition or urgency of service can ever justify endangering the environment or the health and safety of anyone.

M G Qhena

Chief Executive Officer



APPENDIX 2

Environmental, Health and Safety Pre-Qualification Questionnaire for Service Providers/Contractors

IDC seeks to ensure that organisations/companies on its approved supplier lists demonstrate compliance with all relevant environmental, health and safety legislations. The information required is mandatory. Failure to provide relevant information will result in your bid being eliminated. This form should be forwarded to EHS unit.

Part A:

IDC Contact Person: _____ Extension: _____

Part B:

Name of Company: _____

Responsible Person: _____

Address: _____

Telephone number: _____ Cell no.: _____

Fax number: _____ E-mail address: _____

Contract commencement date: _____

Duration of the contract: _____

Number of employees on site: _____

Does the Contractor have a dedicated Environmental / Health & Safety Manager?

Y

N

If yes, name and contact details: _____

Part C:

Part C questionnaire should be included in the Tender request document.

Environmental, Health and Safety	YES	NO
Does your organisation have an Environmental, Health and Safety (EHS) policy?		
Does your organisation have a documented Environmental, Health and Safety management system		
Does your organisation have an EHS plan?		
Is there an appointed person operationally responsible for environmental, health and safety within your organisation?		
Does your organisation have an incident reporting and investigation program?		
Does your organisation have permits, licences and/or authorisations required to provide service applied for?		
Are you or your organisation a member of relevant associations or professional bodies?		
Are all employees trained in environmental, health and safety?		
Does your organisation have programs focussing on reducing negative impact on the climate change?		
Does your organisation have a risk assessment process?		

I agree to comply with the Industrial Development Corporation of South Africa Limited Environmental, Health and Safety policies and procedures.

Signature of Contractor:

Date:



APPENDIX 3

EHS INCIDENT REPORTING AND INVESTIGATION FORM FOR CONTRACTORS

INCIDENT REPORTING & INVESTIGATION FORM FOR CONTRACTORS



1. Recording of incident

Details of Injured Person					
Name of Injured:		Employee no. / ID no.:		Name of Contractor:	
Occupation of Injured:		Date of Incident: Time of incident		Place:	
Type of Incident					
Personal injury				Property damage	
Environmental				Disabling lost time	
Explosion				Medical	
Fire				First Aid	
Spillage				Fatality	
Other:					
Nature of Injury					
Sprain / Strain		Eye		Contusion / Wound	
Electrical Shock		Fracture		Burns	
Amputation		Poisoning		Unconscious	
Other:					
Accident Type					
Struck by		Fall on same level		Absorption	
Struck against		Inhalation		Fall from diff level	
Other:					
Part of Body Affected					
Head		Hand		Finger/s	
Eye		Arm		Neck	
Foot		Trunk		Multiple	
Other:					

2. Investigation

Immediate Cause(s)					
Using equipment unsafely		Take risks		Poor floor condition	
Not using PPE		Defective tools, equipment		Overcrowding	
Working on moving machinery		Poor ventilation			
Work on/with unsafe equipment		Poor lighting			
Safety regulations ignored		Unsafe design			
Operate without authority		No PPE provided			
Other:					
Root Cause (job factors)					
Inadequate work standard		Excessive heat / cold		Inadequate supervision	
Inadequate security standard		Mechanical failure		Wear & tear	
Inadequate training		Inadequate emergency planning		Equipment fault / error	
Inadequate tools & equipment		Congestion / lack of storage space		Inadequate ergonomic design	
Other:					
Root Cause (personal factor)					
Lack of knowledge		Willful deviation		Drug / alcohol problem	
Lack of skill		Failure to use PPE		Excessive overtime	
Tried to avoid discomfort		Physical / emotional problems		Dermatitis	
Failure to follow instruction		Ill, fatigued or incapacitated		Allergies	
Lack of motivation		Try to save time		Preceding medical condition	
Other:					

Other Comment:

3. Steps taken to prevent recurrence

Corrective Action	Responsibility	Target Date	Date of Completion

4. History

Please attach copies of the following documents or provide a short description of the status:

- 8.1. Risk assessment done
- 8.2. Training records
- 8.3. Previous incident investigation history
- 8.4. Any other relevant documentation (please specify): _____

5. Signature(s)

SHE Rep:	_____	_____
	(Name)	(Signature)
Site Supervisor:	_____	_____
	(Name)	(Signature)
Management:	_____	_____
	(Name)	(Signature)

Witness statement

Name:	Co no.:
Incident #:	Date:

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Recorder: _____
(Name) (Signature) (Date)

Witness 1: _____
(Name) (Signature) (Date)

Witness 2: _____
(Name) (Signature) (Date)

6. Injurer's statement

Name:	Co no.:
Incident #:	Date:

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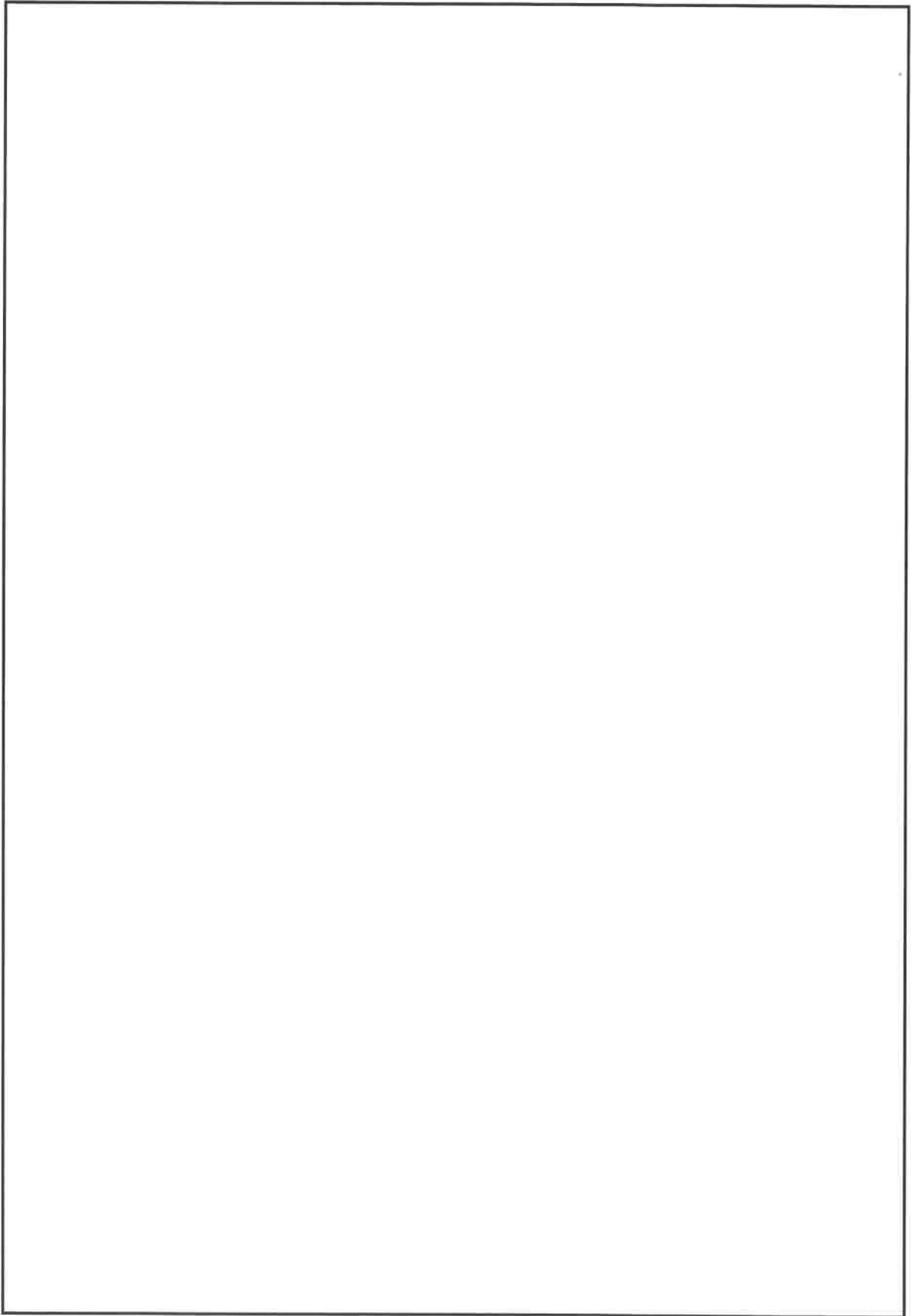
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Recorder: _____
(Name) (Signature) (Date)

Witness 1: _____
(Name) (Signature) (Date)

Witness 2: _____
(Name) (Signature) (Date)

Sketch of the scene





APPENDIX 4

CONSTRUCTION REQUIREMENTS

HEALTH AND SAFETY REQUIREMENTS IN TERMS OF THE

CONSTRUCTION REGULATIONS OF 2003

Environmental, Health and Safety Specifications for Construction Work			
Requirement	Y	N	N/A
General			
A list of all sub-contractors appointed on the project			
Personal Protective Equipment (PPE) for employees and visitors			
Notification letter to the provincial director			
Is the area sufficiently barricaded?			
Is the name and contact details of the site supervisor available?			
Appointment Letters			
Sub-contractor appointment letter/s			
Letter of appointment for site supervisor/s			
Letter of appointment for safety officer (full-time / part-time)			
Letter of appointment for H&S Reps			
Appointment letter of the person responsible for the preparation of the risk assessment			
Appointment letter of the person responsible for the preparation of the fall protection plan			
Appointment letter of a competent person for demolition work			
Appointment letter of a competent person to supervise scaffold work			
Appointment letter for a competent person to supervise excavation work			
Appointment letter for a competent person to inspect construction vehicles and mobile plants			
Assessments & Procedures			
Risk assessment			
Fall protection plan			
Environmental, health & safety plan by the contractor			
Letter of approval of the environmental, health & safety plan from IDC EHS unit			
Sub-contractor environmental, health & safety plan			
Safe work procedures			
Communication			
Results of the risk assessment to all employees			
Results of the risk assessment to sub-contractors			
Communication between principal contractor and sub-contractors on EHS issues			
Checklists			
Inspection checklist for all excavations			
Daily checklist for electrical machinery			
Weekly inspection of the structure to ensure compliance to design			
Weekly inspection of all temporary electrical installations			
Environmental, health & safety inspection to ensure compliance to H&S plan			
Checklist for fall protection equipment			
Checklist for construction vehicles and mobile plants			
Medical Certificates			
All employees who perform work on elevated positions			
All employees who perform work on suspended platform			

Environmental, Health and Safety Specifications for Construction Work			
Requirement	Y	N	N/A
Letter of good standing with the compensation fund or licensed compensation insurer			
Training & Awareness			
Environmental, health and safety induction for all site employees and visitors to the site			
Training of all employees who work on elevated position			
Training of operators of construction vehicles and mobile plants			
Training of first aiders			
Training of health and safety representatives			
Records			
Environmental, health and safety file			
Incident reporting and investigation forms			
Any other documentation relevant to the Contract			