

Dear Owner/Contractor;

Due to legal implications, liability and accountability that has come to the attention of the Elawini Luxury Residential Estate Management, we have decided to obtain the consultation of an Occupational Health & Safety Agent.

The crux of the matter is this:

“As Elawini is not yet 100% managed and directed by the HOA, but still functions under the governing authority of Atterbury, it does make the Chief Executive Officer of Atterbury jointly accountable for any injuries and or deaths on the Estate, as it is the responsibility of the “CEO” of the Estate to ensure that all Projects/Construction on the property is carried out in a safe and responsible manner.”

The decision to implement a Health & Safety Management System as required by Law, was made to ensure that all residents, visitors, mandatory's as well as all staff (including the mandatory's staff on the Estate), are protected by a safer environment.

Elawini Luxury Residential Estate Management will be implementing minimum requirements for all Contractors working on the Estate.

As this is an existing requirement of the Occupational Health and Safety Act, and now to be enforced by the HOA, an appropriate amount of time will be afforded to Contractors in order to attain full compliance.

These requirements will, however, be mandatory for all new contractors before any excavation is executed.

Owner Requirements:

1. Land surveyor's certificate
2. Building line relaxation confirmation (if applicable)
3. Proof of sidewalk deposit
4. Proof of water meter installation
5. Paid to date levy statement

Principal Contractor (PC) Requirements:

Construction Regulations, 2014 – Definitions

“excavation work” means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

1. A minimum standard safety file index as per “ANNEXURE 1” is mandatory.
2. The PC's CEO (16(1)) is required by appointment (made 14 days in advance) to submit the safety file to the Estate Manager on which the CEO (16(1)) will sign off on the safety file to confirm responsibility and accountability before any excavation work is done. The safety file must be handed in for scrutiny at least 5 working days before the scheduled meeting.
3. On said appointment, the PC must submit the following to complete a full induction:
 - (a) Approved Contractor application
 - (b) Mandatary contract

- (c) Aesthetic Design Manual
- (d) Builders Code of Conduct x 2
- (e) NHBRC Enrolment Certificate

Please note that the 16(1) or 16(2) of all appointed sub-contractors for essential services (electrical, plumbing and gas) by the PC, have to attend the induction meeting. Should these installations be done by the PC itself, the competent Supervisor/person for each service should be in attendance.

“ANNEXURE 1”

To achieve compliance, the safety file includes the following sub-headings (sections):-

Section 1 – Administration

(a flip file with a copy of all documents in this section must be submitted to Elawini Luxury Residential Estate Manager at the Induction meeting)

1. Elawini Luxury Residential Estate Documentation
 - (a) Accreditation letter
 - (b) Approved Contractor application
 - (c) Signed Mandatory contract
 - (d) Signed builders code of conduct
 - (e) NHBRC Enrolment Certificate
 - (f) A4 Building plan
 - (g) A4 Municipal Services plan (electrical, sewerage, water)
2. Safety File Index
3. Company Structure/Site Organogram
4. Emergency telephone list
5. Sub-Contractors/contractor appointment CR37(2)
6. Letter of Good Standing
7. Company Registration document
8. Proof of insurance

Section 2 – Appointments of responsible/competent person, with competency and certification (where applicable)

- CEO appointment OSHA (1)
- CEO appointee OSHA 16(2)
- Contractor appointment CR7(1)(c)(i)
- Construction Manager CR8(1)
- Assistant construction manager CR8(2)
- Safety Officer CR8(5)
- Health & Safety Representative
- Construction Supervisor CR8(7)
- Assistant construction supervisor
- Risk Assessor CR9(1)
- Fall protection planner CR10(1)
- Safety Harness Inspector CR10(2)(d)
- Operations supervisor of temporary works CR12(2)
- Excavations Supervisor CR13(1)(a)
- Explosives supervisor CR13(2)(k)
- Demolitions supervisor CR14(1)
- Scaffold supervisor (CR16(1))
- Scaffold erector CR16(1)
- Scaffold team leader CR16(1)

Scaffold inspector (16(1))
Suspended platforms inspector CR17(1)
Suspended platforms test officer CR17(2)
Rope access works supervisor CR18(1)(a)
Material hoist inspector CR19(8)(a)
Bulk mixing plant supervisor CR20(1)
Suspended platforms inspector CR17(1)
Crane supervisor CR22
Construction vehicle and mobile plant supervisor CR23(1)(a.b.c)
Fire Fighter CR29(1)
Portable electrical tools inspector EMP10
Operator – vehicle or plant CR23(1)(d)(1)
Temporary electrical connections inspector CR24(c)
Stacking and storing inspector CR28(a)
Fire equipment inspector CR29(h)
Environmental officer
Housekeeping supervisor
Hand tool inspector
Portable electrical equipment inspector
Earth leakage inspector
Hygiene inspector
Ladder inspector CR13(a)
PPE inspector
First aider GSR3(4)
Incident investigator GAR9(2)
Hazchem, MSDS, DSTI supervisor HCSR5
Supervisor of machinery GMR2(1)
Supervisor of machinery assistant GMR2(7)(a)
Lifting machine operator GMR(2)(7)(a)
Lifting tackle inspector
Transportable gas container inspector
Concrete mixer operator and inspector
Welding and cutting technician
Person responsible for traffic management
Fall protection supervisor CR10(b)
Angle grinder operator
Painter

Section 3 – Personnel

List of all employees on site
Staff personnel info (ID, next of kin, training documents, populated WCA1 form)
Medical certificates
Disciplinary documentation

Section 4 – Plans, policies and procedures

Health and safety policy OHS7
Health and safety plan CR7(1)
Site evacuation plan
Fall protection plan CR10(1)
All plans below can be incorporated into a consolidated plan

- Traffic management plan
- Environmental policy
- Environmental plan
- Waste management plan
- Risk monitoring plan CR9(1)(d)
- Emergency preparedness and response
- Near-miss policy

First aid list
Snake emergency plan
Safety signs

Health and safety representative duties

Section 5 – Risk

Method statement
Task specific risk assessments
Safe work procedures
Daily planned task observations

Section 6 – Incidents

Incident and accident reporting
Employers report of an accident
Incident report summary

Section 7 – Acts and Legislation

Occupational Health and Safety Act
Construction Regulation
General Safety Regulations
• **Any other regulation with regards to specific services e.g. electrical**

Section 8 – MSDS and Hazchem

Hazardous chemicals and substances register
MSDS sheets (chemical materials, pesticides and flammables)

Section 9 – Personnel on site

Staff attendance register
Visitors on site

Section 10 – Toolbox Talks (all employees must sign attendance for each toolbox talk received)

- **Administrative**
Designation of health and safety representative / functions
Weekly general safety meeting minutes
Daily safe work procedure discussion
- **Personal**
Personal hygiene
- **PPE**
Head and foot protection
Eye and face protection
Respiratory and hearing protection
Hand and fall protection
- **Tools**
Hand tools
Compressed gas
Abrasive wheels
- **Scaffold and Ladder**
Working at heights
Safe use of stepladders
Ladder inspections
Scaffold do's and don'ts
Edges and openings
- **Electricity**
General electrical safety
Distribution boards and earth leakage
Voltage drop
- **Working on site**
Waste removal system

- Excavations
- Public safety – notices and signs
- Fire prevention
- Hazardous chemicals on site
- Snake emergency
- **Housekeeping – a place for everything and everything in its place**
- Good housekeeping
- Stacking and storage
- Nails, tools, materials, stairways and passages
- Facilities

Section 11 – Registers

- PPE issued
- Portable electrical tools
- Training
- Scaffold deviations
- Barricades
- Plant and equipment
- Ladder register GSR13(a)
- First aid treatment
- Incident register
- Firefighting equipment CR29(g)
- Fire extinguisher training
- Safety harness training

Section 12 – Checklists

- Daily hand tool inspection
- Daily portable power tools inspection
- Daily vehicle inspection
- Daily/weekly PPE inspection
- Daily scaffold inspection
- Daily crane inspection
- Motorized plant and equipment inspection
- Monthly ladder inspection
- Daily/weekly stacking and storage inspection
- Daily housekeeping inspection
- Daily environmental equipment inspection
- Daily SHE inspection

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