



## SITE ESTABLISHMENT

**RA NO**

**DATE**

|                               |             |  |
|-------------------------------|-------------|--|
| <b>H.T.I Score</b>            | 9           | Medium-Regular monitoring, supervision |
| <b>Contract</b>               |             |  |
| <b>Persons involved in RA</b> | <b>Name</b> | <b>Signatures</b>                      |
| Foreman                       |             |  |
| Second Foreman                |             |  |
| Safety Officer                |             |  |
| Representative                |             |  |
|                               |             |  |

| <b>Documentation Required</b>         | <b>Training Required</b>          | <b>PPE and Safety Equipment Required</b> |
|---------------------------------------|-----------------------------------|--|
| OHS Act and Regulations               | General induction – all employees | Safety Footwear                          |
| Appointment 6(1), 6(2)                | Environmental induction           | Dust Masks                               |
| Appointments Plant/ Vehicle Operators | Toolbox talks                     | Eye Protection                           |
| Appointment First Aider               | First Aider                       | Gloves                                   |
| Competency Operators                  | RA-Fencing                        | Hard Hats                                |
| Competency First Aider                | RA-Cranage                        | First Aid boxes                          |
| Plant/ Vehicle registers              | RA-Manual Handling                | Fire Extinguishers                       |
| Appointment Crane Operator            | RA-Concrete Activities            | Safety Harnesses                         |
|                                       | Electrician                       |  |

| <b>Activity Steps</b> |  | <b>Hazards and Risks</b>   | <b>Preventative Measures</b>  | <b>Rating</b> |
|-----------------------|--|--|---|---------------|
| 1                     | Placement of concrete for surface beds and around fence poles. | Trucks involved in collisions may cause serious injuries or property damage                      | Trucks must be guided to area where the load must be dropped.   | 12            |
|                       |  | Employees not using PPE while working with wet concrete can cause skin irritation.               | Employees must wear suitable hand and foot protection when working with concrete.   | 6             |
|                       |  | Wrong type of concrete for the specific task – concrete wasted.                                  | Supervisor must order the correct specified concrete in the correct amounts.  | 9             |
|                       |  | Cement dust inhaled can cause lung function impairment.  | Employees working with dry cement must use dust masks.  | 5             |
| 2                     | Vehicle Access and Parking                                     | Restricted access to parking, delivery and storage areas can cause damage to transport and plant | Proper layout of site at planning stage by Construction Manager and Site Agent. Access to be a main consideration when positioning offices, stores and parking areas on site during planning stage. | 9             |

|   |                                   |  |  |    |
|---|-----------------------------------|--|--|----|
| 3 | Signage                           | Standard signage not being erected will result in uninformed employees, visitors and public which could result in personal injuries, property damage or losses.                    | All relevant signage e.g. Construction Site, No unauthorised Entry, All visitors to report to Site Office, PPE signage etc to be displayed.  | 12 |
|   |                                   | Emergency signage not being displayed could cause exacerbated property damage or injury through delays or confusion.   | Relevant emergency signage e.g First Aid box, Fire Equipment, Escape Route, Assembly Point etc to be displayed   | 11 |
|   |                                   | No notice boards, or relevant information being displayed will result in employees or visitors not being aware of company procedures and requirements or legislative requirements. | Notice board/s must be erected and have all the relevant legislative requirements displayed. All relevant company documents e.g. SHE Plan, Policies, SHE rules, emergency evacuation plan and procedures, emergency contact numbers etc which are required by law are to be displayed. | 11 |
| 4 | Fencing                           | Not having fencing can cause theft of property or injury to persons due to unauthorised access.  | Security fencing minimum height of 1.8 metre around site area together with two double gates. Security guards to be appointed to keep watch.   | 9  |
| 5 | Offloading containers and offices | Trucks involved in collisions may cause serious injuries or property damage  | Trucks must be guided to area where the containers or offices must be dropped. Only the necessary employees are to be within the offloading area.  | 12 |
|   |                                   | Correct PPE not being used could cause injuries to persons   | Full PPE to be worn during offloading- Overalls, Safety Boots, Hard Hat, Gloves.<br>If a crane is being used, train employees with regard to hazards using the applicable craneage RA  | 11 |
| 6 | Electrical installations          | Damaged or exposed cables could cause electrocution, fires or damage to equipment.   | All cables from distribution board to offices, store and for security to be under-ground. The distribution board is to stand on a firm level base and should be locked at all times. Electrical installations must be done by a qualified electrician.                                 | 11 |

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|    |  | Wiring not done to SABS standards – injuries and property damage.   | Electrician must provide a COC after the installation is completed.   | 11 |
| 7  | Offload Materials, Tools and equipment | Trucks involved in collisions may cause serious injuries or property damage   | Trucks must be guided to area where the load must be dropped.   | 11 |
|    |  | Incorrect placement or stacking of materials could cause injuries to persons, property damage and material loss.                                      | Materials to be placed in the designated storage area. Stacking and Storage Supervisor is to ensure that correct stacking procedures are followed.  | 9  |
|    |  | Tripping/ falling over materials and equipment.   | Good housekeeping standards are to be maintained.   | 6  |
| 8  | Equipment and tool storage             | Uncontrolled access to equipment and tools could cause theft of tools or equipment.   | Equipment and tools to be stored in an area/ container which can be locked to prevent unauthorised access. Dedicated storeman to control issue and return of tools and equipment.             | 9  |
|    |  | Injury to persons or damage to property through incompetent/ untrained use of equipment or tools.   | Equipment and tools to be issued by storeman to trained and competent employees.  | 12 |
| 9  | Hazardous/ Flammable material storage. | Incorrect storage of hazardous/ flammable substances/ gas cylinders could cause fire or explosions.   | Hazardous/ flammable substances/ gas cylinders to be stored in clearly designated and demarcated areas.   | 8  |
|    |  | Unauthorised access could cause injury to persons or damage to property.  | Access to be controlled. All relevant signage to be present.  | 9  |
|    |  | PPE not being used could cause asphyxiation, skin injuries, lung function impairment  | Dust masks, respirators, protective clothing etc to be used where relevant. Relevant MSDS's must be kept on site in case of exposure.   | 7  |
| 10 | Diesel Tanks                           | Fire may spread if diesel tanks are too close to adjacent buildings and plant. Can cause burns on all parts of body, damage to plant and property and | Diesel tanks to be a distance of 10 metres away from any building and parking areas. Persons in charge of tanks should be inducted regarding all the hazards involved and how to control them | 11 |

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|    |  | Uncontrolled spillage can cause environmental damage   | A slab with a bund wall capable of carrying 110% of the tank capacities must be constructed for the tanks to stand in.   | 8  |
| 11 | Toilet Facilities.                           | Inadequate and or substandard toilet facilities could affect employee health through disease or illness                      | Toilets must be provided at a minimum ratio of 1 toilet per 30 employees. Toilet paper must be supplied to employees free of charge. Sufficient maintenance and cleaning must be done taking usage into consideration.   | 5  |
| 12 | Eating area                                  | Eating area not protected from the elements could affect employee health.  | The eating area must be sheltered from the elements e.g. sun, rain, wind etc   | 5  |
| 13 | Drinking water                               | Dehydration and heat stroke as a result of a lack of drinking water.   | Adequate potable water must be provided. Signage indicating that the water is suitable for drinking must be displayed  | 5  |
| 14 | Fire fighting equipment.<br>First aid boxes. | Not having the essential services at hand could affect the health of employees or cause loss of property through fire.       | Fire extinguishers and first aid box/es to be brought to site together with containers.  | 13 |
| 15 | Waste disposal.                              | Substandard waste management programme could cause environmental damage or injury to employees through trip/ fall accidents. | Sufficient and strategically placed waste bins to be supplied on site for normal household waste. Waste must be removed regularly to designated dumping areas. Spillages to be cleaned up. Hazardous waste to be stored correctly until removal. Building waste to be cleared on the same day of operations. | 8  |