



SHEC MANAGEMENT SYSTEM

3. SAFE OPERATING PROCEDURES & METHOD STATEMENTS

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Contract no: #214

Contract name: Hemel en Aarde

METHOD STATEMENT 001 – SITE ESTABLISHMENT

BASELINE CIVIL CONTRACTORS (PTY) LTD SUBMISSION FOR ACCEPTANCE				
	Name	Designation	Date	Signature
Prepared	Christoff Els	Site Agent	18/10/2021	
Approved	Thomas Moolman	Contracts Manager	18/10/2021	
Submitted	Christoff Els	Site Agent	18/10/2021	

ENGINEERS APPROVAL				
	Name	Designation	Date	Signature
Engineers Acceptance	GRAVIN LAUNOER	SUPERVISOR	20/10/21	

WHAT work is to be undertaken?

Establishing the site office, camp, laboratory and workshop

WHERE are the works to be undertaken?

Hemel en Aarde (Hermanus) and Caledon

WHEN are the works to start, what is the anticipated finish date?

September 2021 - December 2022

HOW are the works to be undertaken?**Resources**Labour

- All employees (labourers and operators), management and supervision on site
- Subcontractors
- Lab employees (When on site)
- Consultants/ Client Agents (When on site)

Plant and equipment

- Crane mounted trucks;
- Load bed trucks;
- LDV's;
- LTB's;
- 3 m³ tipper trucks;
- 10 m³ tipper trucks;
- Generators;
- Hand tools;
- Electrical tools.

Consumables

- First aid box and first aid signage
- Firefighting equipment and firefighting signage
- Roll call registers
- Adequate warning signage on site
- Notice boards
- Spill kits

PPE

- Overall (if labourer or operator)
- Safety boots
- Gloves
- Reflective vest
- Dust mask (if windy and dusty)
- Safety glasses (if windy and dusty)
- Ear plugs at areas with high noise volumes

Method layout

1. Location and layout drawings
2. Demarcation
3. General site maintenance
4. Waste management
5. Water
6. Fires and cooking facilities
7. Control of sewage
8. Plant and equipment
9. Storage of construction materials
10. Emergency procedures for fire, hydrocarbon spills and leaks
11. Monitoring and reporting
12. Health and safety
13. Environmental
14. Annexures

Detail description

1. Location and layout drawings

The site camp, office and laboratory will be established on c/o Charter St and Hermanus Way, Bergsig, Caledon, 7230. Please see Emergency Evacuation Plan for more detail regarding the layouts.

2. Demarcation

The site camp, office and laboratory areas will be clearly demarcated. All the statutory health and safety signage required will be installed. All the necessary contact numbers will also be displayed at the most accessible locations in the above mentioned areas. Access to the site camp, office and laboratory will be strictly controlled and will also be off-limits to the public at all times during the construction period.

The proposed construction site camp will not be located within 30 m of any watercourse or drainage channel. We will make use of steel containers for the storage of small tools, cement and other materials. Photographic evidence of the site prior to site camp establishment will be taken and kept on file.

3. General maintenance

The site camp area and construction site will be inspected daily for litter and other waste. Waste will be handled and dealt with in accordance with Section 4 listed below. Daily housekeeping will keep the construction site and camp in a clean and neat condition to allow easy access to and from the work areas.

4. Waste management

We will implement a waste management system at the start of the contract. This will form part of the environmental induction that all staff will do before any access to the site is allowed.

4.1. Solid waste

Solid waste will be kept in metal or plastic drums within a demarcated area in the site camp. These drums will be emptied on a regular basis and waste will be taken to the nearest registered dump site. Pipe off-cuts, concrete and other construction rubble will be collected and stacked in the construction site camp until there is enough for one load.

4.2. Litter

Litter bins with lids will be placed in the site camp, office and laboratory areas. The bins will be clearly marked for the type of waste allowed for. The litter storage area in the site camp will be a demarcated area surrounded by fencing panels preventing any litter from being blown around. The litter bins will be regularly emptied at a registered dump site. Regular clean up parades will also be conducted.

4.3. Hazardous waste

Any old oils and diesel (including oil rags) generated from machines will be removed from site by our site mechanic. It will be taken back to our head office workshop from where an approved subcontractor collects and disposes thereof to a registered dump site. These hydrocarbon products will be stored in closed containers within a bund areas or drip trays until removed from site. Delivery and collection dockets of these materials are kept at our head office and can be issued for proof of disposal if required.

5. Water

The site camp, office and laboratory will have drinking water available. Drinking water for the construction personnel on site will be supplied in water containers.

6. Fires and cooking facilities

No open fires will be allowed on site. If any fires are made at the site office then it will be in facilities or equipment specially constructed for this purpose only. Fire extinguishers will be placed at the site offices, laboratory and at the workshop area in the site camp and will be clearly marked. All of our machines are equipped with a 5 kg fire extinguisher. Our water trucks are also equipped with a water pump and hose for fire control. There will also be a fire extinguisher on the mobile diesel supply unit. The fire extinguishers will be readily available, regularly serviced and in good working order. All personnel on site will know how to use the fire extinguishers. Should it be necessary to do on site gas cutting (oxy acetylene type), then there will be additional fire extinguishers and a fully filled water truck present.

The emergency telephone numbers of the fire officer, site supervisor as well as the fire department and disaster management will be prominently posted in the site camp and offices. A trained fire officer will be appointed on site and he / she will follow the following procedures:

6.1. Fires that cannot be controlled by fire officer and site personnel:

If he / she is not on site at the time of the fire, the appointed foreman / supervisor of the site will contact the fire officer to notify him. He / she will then in turn notify the fire department and the disaster management of the area, which detail will also be clearly indicated on the notice boards. All site personnel will be moved out of the area.

6.2. Fires that can be controlled by the fire officer and site personnel:

As per the OHSA fire beaters will only be provided if it is deemed safe to proceed with extinguishing the fire our self. This is a life threatening operation, especially in high wind conditions, and is not to be carried out by un-experienced personnel and supervision. Water buckets and fire extinguishers will be kept at the site camp, offices and laboratory. The fire officer will get the fire under control and then inform the fire department of the situation.

7. Control of sewage

The satellite container site offices in Hermanus are not equipped with sanitary facilities. We hire chemical toilets from a commercial service provider which also maintain and service this toilets on a weekly basis. The chemical toilets are placed at strategic places near the offices to avoid any discomfort that could be caused by them. The site camp will also have a chemical toilet which will be serviced by a commercial service provider.

The traffic accommodation control huts being used on site will also make use of external service providers to clean and maintain this toilets on a weekly basis.

8. Plant and equipment

8.1. Hazardous material storage

Petrochemicals, oils and identified hazardous substances shall be stored under controlled conditions in a camped-off area with a concrete floor in the construction site camp and will be at least 30m from the nearest watercourse or drainage channel. Sufficient oil and fuel spillage absorbing materials to cope with a 200 litre spill, such as Enretech, will be kept on site at all times. Should there be a major spill, we will contact the emergency services of the local authority and disaster management to deal with this.

8.2. Fuel and gas storage

We will make use of a 2000L diesel truck that will distribute diesel to all plant on site and will be refuelled at the nearest commercial diesel depot or by a bulk diesel truck hauler in a bund area. The diesel truck will be parked in a bund area at the main site camp every night. No static diesel storage tanks will be used. Oils will be in sealed 20 litre drums, grease in closed pails, and petrol for small plant will be kept in sealed 20 litre containers in the secure area as described above. The gas cylinders will be stored in a locked welded steel cage, bolted to the outside of the workshop's steel container.

8.3. Refuelling of vehicles and other machinery

Servicing and refuelling of the plant will be done in the construction camp within a demarcated machine parking area. Drip trays to catch any leakages will be placed under the area of the machine being serviced or refuelled. Servicing will be done both by ourselves (in-house mechanics) and by relevant agents. The above precautions will apply to both parties. Emergency servicing will only be undertaken on the broader site if there is not any other option. Should this be necessary the same precautions will be taken as for servicing within the dedicated area. Sufficient oil and fuel spillage absorbing materials to cope with a 200lt spill will be kept on site at all times, the same kit mentioned above. Should there be a major spill we will contact the emergency services of the local authority and disaster management.

8.4. Oil and lubricant waste

Oil and lubricant waste will be collected by our site mechanic and taken to our head office workshop from where it will be disposed of as described above.

9. Storage of construction materials

Storing of construction materials will be at least 30m away from the nearest water course. Construction material like cement will be stored in the main construction camp. More detail for storing hazardous material like bitumen will follow in a separate method statement.

10. Emergency procedures for fire, hydrocarbon spills and leaks**10.1. Fire**

The local authority will be contacted. The telephone number is part of the emergency numbers posted on the door to the site camp offices. The fire prevention measures on the site (fire extinguishers and water trucks) will be dispatched to the area of the fire and will be utilised to control the fire if safe and within the site personnel's capabilities. The emergency services official in charge will take control once they are on site, till then the most senior employee will take charge.

10.2. Spills

Should there be a spill greater than the equivalent 200 litre control held on site the local emergency services and disaster management will be contacted. All efforts will be made on site to control the spill and prevent it from entering any water course or water body. If needed, berms and holding dams will be constructed to prevent run-away spills. The emergency services will take control once on site. Spill kit will be available at the site camp and satellite office in Hermanus.

10.3. Leaks

Sufficient Enretech absorbent will be kept on site to contain a 200lt spill. The Enretech will be spread on the spill to absorb the spill and then the debris will be loaded up and disposed of at a registered hazardous dump site. Should holding berms or dams be required to contain leaks these will be constructed. Should it be required, disaster management will be contacted to deal with the leak. Bunded areas will be constructed as required to contain leaks.

11. Monitoring and reporting

All staff reporting to site for the first time will be required to attend an environmental awareness and health and safety induction course presented by the H&S Officer and ECO, or the DEO if the ECO is not available. The DEO will monitor the areas of concern on a daily bases on his rounds around the site. A photo record will be kept on site of the site conditions. Any concerns raised by the ER, H&S Officer or ECO will be dealt with immediately.

12. Health and safety

Prior to site establishment the risk for the project will be evaluated and drawn up into a risk assessment. All employees will be trained on the risks contained within the risk assessment. All equipment used for site establishment will be inspected prior to use and documented evidence will be placed on HS file on site. Lifting equipment will be inspected and tested prior to use and test certificates placed on file.

All operators will be licenced and competent for all operations on the project. PPE will be provided to all employees. Monthly monitoring and reviewing will be done on site. Emergency control numbers and procedures will be available on site at all times and all employees will be inducted prior to site access.

13. Environmental

All areas used will be pre-approved by the ECO. No plantation will be removed without prior consent from Site Management and ECO. Signage will be placed at no-go areas and ground coverage material will be placed to reduce the risk of natural ground exposure or damage. Construction activities will be done at a safe distance from all water sources.