SITE HEALTH & SAFETY FILE

Electrical, Control & Instrumentation Construction

Project Name	[Insert Project Name]
Project Number	[Insert Project Number]
Client / EPCM	[Insert Client / EPCM Name]
Site Location	[Insert Site Address / GPS Coordinates]
Contract Reference	[Insert Contract Number]
Principal Contractor	GP Consult SA — Projects Department
Safety File Custodian	[Site HR Officer / HSE Officer Name]
File Opened	[DD/MM/YYYY]
Project Start Date	[DD/MM/YYYY]
Planned Completion	[DD/MM/YYYY]
Document Reference	GPC-HSE-SF-001 · Rev 01 · 2025
Compiled By	Dave Opperman — Manager, Projects
Legal Framework	OHS Act 85 of 1993 | Construction Regulations 2014 | SANS 10142 | IEC 60364

THIS SAFETY FILE MUST REMAIN ON SITE AT ALL TIMES. IT IS A LEGAL DOCUMENT UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT 85 OF 1993 AND THE CONSTRUCTION REGULATIONS 2014. ANY PERSON REMOVING THIS FILE WITHOUT AUTHORITY WILL BE SUBJECT TO DISCIPLINARY ACTION.

Manager – Projects (Section 16(2))	Safety Officer / Appointed Person
Dave Opperman	[Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

All documents in this section must be current and valid. Expired documents constitute a legal contravention of the OHS Act. Review and update before each project mobilisation.

Document	Issuing Authority	Reference No	Issue Date	Expiry Date
Company Registration Certificate	CIPC — Certificate of Incorporation	[Insert Reg No]	[DD/MM/YYYY]	[DD/MM/YYYY]
Tax Clearance Certificate	SARS — Valid Tax Clearance	[Insert Ref No]	[DD/MM/YYYY]	[DD/MM/YYYY]
COIDA Letter of Good Standing	Compensation Commissioner / Rand Mutual	[Insert Ref No]	[DD/MM/YYYY]	[DD/MM/YYYY]
Public Liability Insurance	[Insert Insurer Name] — Min R10 million	[Policy Number]	[DD/MM/YYYY]	[DD/MM/YYYY]
Employer's Liability Insurance	[Insert Insurer Name]	[Policy Number]	[DD/MM/YYYY]	[DD/MM/YYYY]
COID Registration (Employer)	Workmen's Compensation — DoEL	[W/No]	[DD/MM/YYYY]	N/A — Ongoing
NHBRC / Construction Body Membership	[If applicable]	[Membership No]	[DD/MM/YYYY]	[DD/MM/YYYY]
ECSA Registration (if applicable)	Engineering Council of South Africa	[Reg No]	[DD/MM/YYYY]	[DD/MM/YYYY]
BEE Certificate	[BBBEE Rating]	[Certificate No]	[DD/MM/YYYY]	[DD/MM/YYYY]

NOTE: Certified copies of all documents listed above must be physically inserted behind this page in clear plastic sleeves. The original documents must NOT be kept on site.

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL POLICY

GP Consult SA — Projects Department is committed to conducting all operations in a manner that protects the health, safety and welfare of all employees, subcontractors, visitors, and members of the public who may be affected by our activities.

We recognise that the effective management of occupational health and safety is an integral part of our business operations and project delivery. Zero harm is not a slogan — it is a non-negotiable operational standard.

OUR COMMITMENTS

- Comply fully with the Occupational Health & Safety Act 85 of 1993, the Construction Regulations 2014, and all applicable subsidiary legislation, standards and codes of practice.
- Identify, assess and control all hazards and risks associated with our construction activities before work commences.
- Provide a safe working environment and safe systems of work on all sites under our management and control.
- Ensure all employees are competent, medically fit, inducted, and equipped with appropriate PPE before commencing work.
- Conduct daily toolbox talks and regular risk assessments — ensuring every worker understands the hazards relevant to their task for that day.
- Investigate all incidents, near misses and unsafe acts immediately — determining root causes and implementing corrective actions within 24 hours.
- Maintain all plant, equipment, and tools in a safe and serviceable condition with documented inspection records.
- Appoint competent persons in writing for all positions required by law — and ensure those appointments are understood and exercised.
- Consult with employees on matters of health and safety through the elected Employee Health & Safety Representative.
- Set measurable safety targets, monitor performance weekly, and report all incidents to the relevant authorities within the timeframes prescribed by law.
- Apply a stop-work authority to every person on site — any worker who believes a task is unsafe has the right and obligation to stop work without fear of victimisation.
- Continuously improve our safety management systems based on incident investigation findings, audits, and industry best practice.

MANAGEMENT COMMITMENT

The management of GP Consult SA accepts full responsibility for the implementation of this policy and for ensuring that adequate resources — human, financial, and material — are made available to achieve our safety objectives.

This policy is reviewed annually and whenever there is a significant change in our operations, legislation, or following a serious incident.

Chief Executive Officer / Director	**Manager – Projects (Section 16(2))**
[Director Name]	Dave Opperman
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________
Safety Officer	**Employee H&S Representative**
[Name]	[Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

Policy Issue Date: ________________ Next Review Date: ________________

STATUTORY & SAFETY APPOINTMENTS REGISTER

All appointments below are required by the OHS Act 85 of 1993 and/or the Construction Regulations 2014. Appointment letters must be signed by both the appointing authority and the appointee. Signed originals are filed in Section 4.

Appointment	Position	Responsibility	Legal Ref	Appointee	Date
Section 16(1)	Chief Executive / Director	Overall OHS responsibility — employer	OHS Act S.16(1)	[Director Name]	[Date]
Section 16(2)	Manager – Projects	Delegated OHS responsibility — site operations	OHS Act S.16(2)	Dave Opperman	[Date]
CR 8(1) — Construction Supervisor	EC&I Site Manager	Competent construction supervisor on site	CR 2014 Reg 8(1)	[Name]	[Date]
CR 8(2) — Assistant Supervisor	Senior Construction Supervisor	Assists construction supervisor	CR 2014 Reg 8(2)	[Name]	[Date]
Section 17 — H&S Representative	Elected Employee Rep	Represent workers on H&S matters	OHS Act S.17	[Name]	[Date]
Section 24 — Incident Investigator	Site Manager / PM	Investigate and report incidents	OHS Act S.24	[Name]	[Date]
First Aider	Appointed First Aider	Administer first aid on site	OHS Act S.10	[Name]	[Date]
First Aider (Backup)	Appointed First Aider 2	Backup first aider coverage	OHS Act S.10	[Name]	[Date]
Stacking & Storage	Supervisor	Ensure safe stacking of materials	OHS Act S.26	[Name]	[Date]
Machinery Safety	EC&I Site Manager	Responsibility for safe machinery use	Machinery Reg	[Name]	[Date]
Hazardous Chemical Substances	QC / HSE Officer	Control and record HCS on site	HCS Regulations	[Name]	[Date]
Fire Equipment Inspector	Appointed Person	Monthly fire equipment inspection	OHS Act	[Name]	[Date]
Scaffolding Inspector	Competent Person	Inspect scaffolding every 7 days	CR 2014 Reg 14	[Name]	[Date]
Lifting Equipment Inspector	Competent Person	Inspect lifting equipment before use	Driven Mach Reg	[Name]	[Date]
Excavation Inspector	Competent Person	Inspect excavations daily	CR 2014 Reg 11	[Name]	[Date]

Each appointment letter must be printed on GP Consult SA letterhead, signed in ink by BOTH parties, and filed in this section. A copy must be given to the appointee.

SECTION 16(2) APPOINTMENT — MANAGER OF PROJECTS

Reference: APT-001 | Legal Basis: Section 16(2) of the Occupational Health & Safety Act 85 of 1993

To:

Full Name	Dave Opperman
Position / Role	Manager — Projects
Date of Appointment	[DD/MM/YYYY]
Project	[Insert Project Name]
Site / Location	[Insert Site Location]

You are hereby appointed in terms of Section 16(2) of the Occupational Health & Safety Act 85 of 1993 as SECTION 16(2) APPOINTMENT. This appointment is effective from the date of signature below and remains valid for the duration of this project unless revoked in writing.

DUTIES & RESPONSIBILITIES

1. Take full responsibility for the health and safety of all persons under your supervision and control, and all persons who may be affected by your activities on the site.
2. Implement and maintain the GP Consult SA Health & Safety Management System on all sites under your management.
3. Ensure that all statutory appointments are made in writing, that appointees are competent, and that appointment letters are signed before work commences.
4. Ensure all risk assessments, method statements, and the site-specific H&S plan are prepared, approved, and communicated to all relevant parties before any work begins.
5. Ensure that all incidents, near misses, and dangerous occurrences are reported, investigated, and recorded in accordance with Section 24 of the OHS Act.
6. Report all Lost Time Injuries (LTIs) and fatal accidents to the Department of Employment and Labour (DoEL) within the timeframes prescribed by law.
7. Ensure compliance with all applicable legislation, regulations, and client H&S specifications on all projects under your authority.
8. Conduct or arrange regular H&S inspections and audits of all sites under your management, and take corrective action on all findings.
9. Ensure adequate first aid facilities, fire-fighting equipment, and emergency procedures are in place on all sites.

By accepting this appointment you confirm that you:

- Are competent to fulfil the duties listed above
- Have read and understood the GP Consult SA H&S Policy and Site H&S Plan
- Accept the responsibilities placed upon you by this appointment and the relevant legislation

- Will inform the appointing authority immediately if at any time you become unable to fulfil these duties

Appointing Authority	Appointee (Accepts Appointment)
[Director Name]	Dave Opperman
Signature: ____________________________	Signature: ____________________________
Date: ____________________________	Date: ____________________________

CONSTRUCTION SUPERVISOR APPOINTMENT — CR 8(1)

Reference: APT-002 | Legal Basis: Construction Regulation 8(1) — Construction Regulations 2014

To:

Full Name	[EC&I Site Manager Name]
Position / Role	EC&I Site Manager
Date of Appointment	[DD/MM/YYYY]
Project	[Insert Project Name]
Site / Location	[Insert Site Location]

You are hereby appointed in terms of Construction Regulation 8(1) — Construction Regulations 2014 as CONSTRUCTION SUPERVISOR APPOINTMENT. This appointment is effective from the date of signature below and remains valid for the duration of this project unless revoked in writing.

DUTIES & RESPONSIBILITIES

10. Supervise all construction activities on site in accordance with the approved H&S plan, risk assessments, and method statements.
11. Ensure that all workers under your supervision are inducted, medically fit, equipped with appropriate PPE, and competent to perform their assigned tasks.
12. Conduct and record a daily toolbox talk with all workers before work commences. Ensure the topic is relevant to the day's activities and risks.
13. Stop any work immediately if an unsafe condition or act is observed. Do not allow work to resume until the hazard has been eliminated or adequately controlled.
14. Ensure all plant, equipment, and tools used on site are in a safe and serviceable condition and that valid inspection certificates are available.
15. Report all incidents, near misses, and unsafe conditions to the Section 16(2) person immediately.
16. Maintain all site safety records including the daily diary, toolbox talk registers, PTW log, and inspection records.
17. Ensure that all subcontractors working under your supervision comply with the GP Consult SA H&S plan and this appointment.

By accepting this appointment you confirm that you:

- Are competent to fulfil the duties listed above
- Have read and understood the GP Consult SA H&S Policy and Site H&S Plan
- Accept the responsibilities placed upon you by this appointment and the relevant legislation
- Will inform the appointing authority immediately if at any time you become unable to fulfil these duties

Appointing Authority	Appointee (Accepts Appointment)
Dave Opperman	[EC&I Site Manager Name]
Signature: ____________________________	Signature: ____________________________
Date: ____________________________	Date: ____________________________

FIRST AIDER APPOINTMENT

Reference: APT-003 | Legal Basis: Section 10 of the Occupational Health & Safety Act 85 of 1993

To:

Full Name	[First Aider Name]
Position / Role	Appointed First Aider
Date of Appointment	[DD/MM/YYYY]
Project	[Insert Project Name]
Site / Location	[Insert Site Location]

You are hereby appointed in terms of Section 10 of the Occupational Health & Safety Act 85 of 1993 as FIRST AIDER APPOINTMENT. This appointment is effective from the date of signature below and remains valid for the duration of this project unless revoked in writing.

DUTIES & RESPONSIBILITIES

18. Provide immediate first aid treatment to any injured or ill person on site at all times during your shift.
19. Maintain the first aid kit in a complete, stocked, and serviceable condition. Report any shortages immediately to the Site Manager.
20. Record all first aid treatments administered in the First Aid Register, including the nature of the injury, treatment given, and time.
21. Accompany any seriously injured person to the nearest medical facility or ensure appropriate medical assistance is summoned.
22. Ensure the first aid kit and your valid First Aid Certificate are always available on site during your shift.
23. Participate in emergency drills and ensure you are familiar with the Emergency Preparedness Plan.
24. Your First Aid Certificate (minimum Level 1 — minimum 2-day accredited course) must remain current. Notify the Site Manager 30 days before expiry.

By accepting this appointment you confirm that you:

- Are competent to fulfil the duties listed above
- Have read and understood the GP Consult SA H&S Policy and Site H&S Plan
- Accept the responsibilities placed upon you by this appointment and the relevant legislation
- Will inform the appointing authority immediately if at any time you become unable to fulfil these duties

Appointing Authority	Appointee (Accepts Appointment)
Dave Opperman	[First Aider Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

HEALTH & SAFETY REPRESENTATIVE APPOINTMENT — SECTION 17

Reference: APT-004 | Legal Basis: Section 17 of the Occupational Health & Safety Act 85 of 1993

To:

Full Name	[Employee Representative Name]
Position / Role	Elected Employee H&S Representative
Date of Appointment	[DD/MM/YYYY]
Project	[Insert Project Name]
Site / Location	[Insert Site Location]

You are hereby appointed in terms of Section 17 of the Occupational Health & Safety Act 85 of 1993 as HEALTH & SAFETY REPRESENTATIVE APPOINTMENT. This appointment is effective from the date of signature below and remains valid for the duration of this project unless revoked in writing.

DUTIES & RESPONSIBILITIES

25. Represent the employees in matters relating to health and safety at the workplace.
26. Conduct monthly workplace inspections and report findings to the Site Manager in writing.
27. Participate in H&S committee meetings and in the investigation of all incidents and near misses.
28. Identify hazardous or unsafe situations and report these to the supervisor immediately.
29. Review health and safety measures implemented on site and make recommendations for improvement.
30. Assist in ensuring that all workers are aware of their rights and responsibilities under the OHS Act.
31. You are entitled to reasonable time off from normal duties to fulfil these functions without loss of pay.

By accepting this appointment you confirm that you:

- Are competent to fulfil the duties listed above
- Have read and understood the GP Consult SA H&S Policy and Site H&S Plan
- Accept the responsibilities placed upon you by this appointment and the relevant legislation
- Will inform the appointing authority immediately if at any time you become unable to fulfil these duties

Appointing Authority	Appointee (Accepts Appointment)
Dave Opperman	[Employee Representative Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

SITE-SPECIFIC HEALTH & SAFETY PLAN

Project Name	[Insert Project Name]
Principal Contractor	GP Consult SA — Projects Department
Client / EPCM	[Client / EPCM Name]
Site Address	[Site Location / GPS Co-ordinates]
H&S Plan Prepared By	[Name] — [Role]
Date Prepared	[DD/MM/YYYY]
H&S Plan Approved By	Dave Opperman — Manager, Projects
Client Approval	[Client H&S Manager Name]
H&S Plan Revision	Rev 01 — [DD/MM/YYYY]

5.1 SCOPE OF WORK

GP Consult SA will execute the following EC&I construction activities on this site:

- MV to LV electrical installation — all voltage levels
- 33kV Overhead Line (OHL) — structure erection, conductor stringing, terminations
- Switchgear installation — MV & LV switchboards, ring main units, VCBs, ACBs
- Motor Control Centre (MCC) installation and commissioning
- Full field installation — instruments, actuators, junction boxes, conduit systems
- Small power and lighting installation
- Earthing and bonding — earth tails, equipotential bonding, structural steel bonding
- Earthing mat and grid installation — excavation, conductor laying, testing
- Cable ladder, cable pulling, terminations and testing
- Pre-commissioning, loop testing, and energisation support

5.2 SITE RULES

VIOLATION OF ANY SITE RULE IS GROUNDS FOR IMMEDIATE REMOVAL FROM SITE. REPEAT VIOLATIONS WILL RESULT IN PERMANENT EXCLUSION.

32. Mandatory PPE at all times in designated work areas: Hard hat, safety boots (steel toe), high-visibility vest, safety glasses, and gloves as a minimum.
33. No person may commence work on site without completing the site induction and having a valid medical fitness certificate on file.
34. No smoking on site except in designated smoking areas. Absolutely no smoking near fuel stores, battery rooms, or any area where flammable materials are present.
35. No alcohol or intoxicating substances permitted on site under any circumstances. Zero tolerance — any person found under the influence will be removed immediately and reported.
36. All workers must attend the daily Toolbox Talk before commencing work. No worker may start work without attending the TBT.
37. Speed limit on site: 20 km/h. Pedestrians always have right of way.
38. No person may work on any live electrical equipment without a valid Permit to Work (PTW) signed by the authorised PTW issuer.

39. Lockout/Tagout (LOTO) must be applied to all isolated equipment before maintenance or inspection. No person may remove another person's lock.
40. All incidents, near misses, and unsafe conditions must be reported immediately to the supervisor. Failure to report is a disciplinary offence.
41. No person may work at height without a valid fall protection plan, full body harness, and appropriate anchorage.
42. No unauthorised persons permitted in active work areas. Visitors must be escorted at all times.
43. Housekeeping is mandatory — all waste materials, off-cuts, and packaging must be removed from the work area at the end of each shift.
44. Emergency muster point: [Insert Location]. In the event of any emergency, all persons must proceed to the muster point immediately.
45. Stop Work Authority: Every worker has the right and obligation to stop unsafe work. There will be NO victimisation for exercising this right.

5.3 PPE REQUIREMENTS BY ACTIVITY

Activity / Task	Minimum Required PPE
All Activities (Minimum)	Hard hat, steel-toe safety boots, high-vis vest, safety glasses, gloves
Cable Pulling & Terminations	+ Electrical insulating gloves (Class 00 min), arc flash face shield
OHL Work	+ Full body harness, arc flash PPE, rubber gloves (Class 2+), arc-rated clothing
MV / HV Switchgear Work	+ Arc flash suit (min 8 cal/cm²), face shield, insulating gloves & mats
Earthing Mat Excavations	+ Safety boots (wellington), high-vis, sunscreen, excavation shoring
Concrete / Civil Assistance	+ Gumboots, chemical-resistant gloves, dust mask
Grinding / Cutting	+ Face shield (over safety glasses), cut-resistant gloves, hearing protection
Working at Heights (>2m)	+ Full body harness, double lanyard, helmet with chin strap
Confined Space Entry	+ Breathing apparatus (if O_2 deficient), harness, attendant on standby
MCC / Panel Internal Wiring	+ Electrical insulating gloves, arc flash PPE, ESD wrist strap

5.4 COMMUNICATION & REPORTING

Daily Toolbox Talk	06:00 — All workers. Supervisor records attendance. Topic relevant to day's tasks.
Weekly H&S Meeting	Every Monday — Site Manager, Supervisors, H&S Rep. Minutes recorded.
Incident Report — First Aid	Same day — complete Incident Register (GPC-INC-001). Notify PM.
Incident Report — LTI / MTI	Within 24 hours — notify PM, Section 16(2), and DoEL within 7 days.
Fatality / Dangerous Occurrence	Immediately — secure scene, notify SAPS + DoEL. Do not disturb scene.
Monthly H&S Statistics	Last working day of each month — submitted to Client / EPCM.
Client H&S Reporting	Per client H&S specification — frequency and format as agreed.

Risk Rating: Likelihood (1–5) × Severity (1–5) = Risk Score | HIGH ≥ 15 | MEDIUM 8–14 | LOW ≤ 7

Residual Risk: Risk remaining AFTER controls are applied. All residual HIGH risks require additional engineering controls before work may proceed. MEDIUM risks require written method statement and supervisor sign-off.
L = Likelihood (1=Rare, 2=Unlikely, 3=Possible, 4=Likely, 5=Almost Certain) | S = Severity (1=Negligible, 2=Minor FA, 3=MTI, 4=LTI, 5=Fatality/Permanent Disability)

Hazard	Potential Incident	L	S	Initial Risk	Controls Required	L	S	Residual Risk
Electrical shock / electrocution	Working on or near live electrical equipment	5	5	25 — CRITICAL	LOTO procedure, PTW, insulated tools, rubber mats, arc flash PPE, isolation verification	2	5	10 — MED
Arc flash / arc blast	Energising / de-energising MV equipment, switchgear operation	4	5	20 — HIGH	Arc flash study, correct arc flash PPE (cal/cm²), face shield, maintain safe distance	2	5	10 — MED
Falls from height	OHL work, ladder installation, cable pulling at height	4	5	20 — HIGH	Full body harness, double lanyard, fall arrest, work platform, never work alone at height	2	4	8 — MED
Falling objects	Working below elevated work, material handling at height	4	4	16 — HIGH	Hard hats mandatory, exclusion zone below elevated work, tool tethering, toe boards	2	4	8 — MED
Manual handling injuries	Cable drums, switchgear, MCC panels, heavy equipment	4	3	12 — MED	Mechanical handling aids, team lifts (max 25kg per person), lifting plans for >50kg	2	3	6 — LOW
Vehicle / mobile plant struck by	Movement of vehicles on site, reversing, blind spots	3	5	15 — HIGH	Pedestrian exclusion zones, banksman for all reversing, 20km/h limit, hi-vis mandatory	2	4	8 — MED
Excavation collapse	Earthing mat/grid excavations, trench digging	3	5	15 — HIGH	Shoring/battering, daily inspection, no entry >1.5m unsupported, exclusion zone	2	4	8 — MED
Hazardous chemical exposure	Cable pulling lubricants, penetrating oils, cutting fluids	3	3	9 — MED	SDS on file, chemical-resistant gloves, adequate ventilation, no eating/drinking near chemicals	2	2	4 — LOW
Heat stress / heat stroke	Outdoor work in high ambient temperatures	3	4	12 — MED	Regular breaks, shaded rest areas, potable water available, buddy system, heat illness awareness	2	3	6 — LOW
Fire / explosion	Welding, grinding, hot work near cables/flammables	3	5	15 — HIGH	Hot work permit, fire extinguisher standby, fire watch 30min post hot work, clear combustibles	2	3	6 — LOW
Noise-induced hearing loss	Power tools, generators, grinding, angle grinders	4	3	12 — MED	Hearing protection zones, audiometry for at-risk workers, reduce exposure time, barriers	2	2	4 — LOW
Struck by energised conductor (OHL)	33kV OHL stringing and termination work	3	5	15 — HIGH	Minimum approach distance, earthing of conductors, phase identification, qualified OHL team only	2	5	10 — MED
Repetitive strain injuries	Cable pulling, termination work,	3	2	6 — LOW	Job rotation, ergonomic tools, stretching exercises, break	2	2	4 — LOW

	instrument installation				frequency monitoring			
Dust / silica inhalation	Concrete drilling, earthworks in dusty conditions	3	3	**9 — MED**	P2 respirators, wet drilling where possible, wind direction awareness, exposure monitoring	2	2	**4 — LOW**

Risk Assessment Prepared By	**Reviewed By — Site Manager**
[Name] — [Role]	[Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________
Approved By — Sec 16(2)	**Client / EPCM Acceptance**
Dave Opperman	[Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

A task-specific risk assessment must be completed for each high-risk activity before work commences. Workers involved in the activity must sign confirmation of understanding. The following activity risk assessments are included in this section:

ARA-001 — CABLE LADDER INSTALLATION

Activity Reference	ARA-001
Activity / Task	Cable Ladder Installation
Prepared By	[Name] — [Role]
Date	[DD/MM/YYYY]
Supervisor	[Name]
Workers Involved	[List names / gang designation]

IDENTIFIED RISKS:

- Falls from height (working on elevated structures)
- Struck by falling material (ladder sections, fixings)
- Manual handling injury (cable ladder sections — heavy and awkward)
- Crush injuries during installation

CONTROLS TO BE APPLIED:

- Full body harness and double lanyard when working >2m
- Exclusion zone below elevated work, hard hat mandatory for all persons in area
- Mechanical lifting aids for sections >25kg, team lifts with clear communication
- Never place hands or body between ladder sections being aligned

Worker Acknowledgement — I have read and understood this risk assessment and the controls to be applied:

#	Full Name	ID Number	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				

ARA-002 — CABLE PULLING OPERATIONS

Activity Reference	ARA-002
Activity / Task	Cable Pulling Operations

Prepared By	[Name] — [Role]
Date	[DD/MM/YYYY]
Supervisor	[Name]
Workers Involved	[List names / gang designation]

IDENTIFIED RISKS:

- Entanglement in mechanical cable drum pulling equipment
- Eye injuries from cable snapping or spring-back
- Manual handling / musculoskeletal injuries
- Cable drum rollaway / struck by

CONTROLS TO BE APPLIED:

- Guards on all rotating drum equipment, no loose clothing near machinery
- Face shield mandatory during cable pulling, maintain clear of cable run
- Mechanical cable pulling equipment, maximum 25kg hand-fed, team communication
- Chock cable drums before use, never stand in path of drum

Worker Acknowledgement — I have read and understood this risk assessment and the controls to be applied:

#	Full Name	ID Number	Signature	Date
1				
2				
3				
4				
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7				
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ARA-003 — CABLE TERMINATIONS (LV & MV)

Activity Reference	ARA-003
Activity / Task	Cable Terminations (LV & MV)
Prepared By	[Name] — [Role]
Date	[DD/MM/YYYY]
Supervisor	[Name]
Workers Involved	[List names / gang designation]

IDENTIFIED RISKS:

- Electrical shock from residual charge in cables
- Arc flash during MV terminations
- Chemical exposure — cable filling compounds, cleaning solvents
- Cuts and lacerations from cable sheath and armour

CONTROLS TO BE APPLIED:

- Discharge cables before cutting, verify dead using approved voltage indicator
- Arc flash PPE as per arc flash study — minimum 8 cal/cm² for MV

- Chemical-resistant gloves, SDS on site, ventilation, no eating near chemicals
- Cut-resistant gloves mandatory, use correct cutter for cable type

Worker Acknowledgement — I have read and understood this risk assessment and the controls to be applied:

#	Full Name	ID Number	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				

ARA-004 — 33KV OHL — STRINGING & TERMINATION

Activity Reference	ARA-004
Activity / Task	33kV OHL — Stringing & Termination
Prepared By	[Name] — [Role]
Date	[DD/MM/YYYY]
Supervisor	[Name]
Workers Involved	[List names / gang designation]

IDENTIFIED RISKS:

- Contact with energised conductors (fatal)
- Falls from structure/poles (fatal)
- Conductor spring-back during stringing (fatal)
- Struck by conductor/hardware (serious injury)

CONTROLS TO BE APPLIED:

- Minimum approach distance enforced, earth conductors before work, qualified OHL team only
- Full body harness, double lanyard, certified climbing equipment, never work alone at height
- Tensioning equipment rated for conductor, designated personnel at each drum end
- Hard hat, exclusion zone during stringing, communication protocol at all towers

NOTE: ARC FLASH AND OHL WORK: All persons working on 33kV systems must hold valid wireman's licence or be under direct supervision of a registered wireman. DoE authorisation required for energisation.

Worker Acknowledgement — I have read and understood this risk assessment and the controls to be applied:

#	Full Name	ID Number	Signature	Date
1				
2				
3				
4				

5				
6				
7				
8				

ARA-005 — MV SWITCHGEAR INSTALLATION & ENERGISATION

Activity Reference	ARA-005
Activity / Task	MV Switchgear Installation & Energisation
Prepared By	[Name] — [Role]
Date	[DD/MM/YYYY]
Supervisor	[Name]
Workers Involved	[List names / gang designation]

IDENTIFIED RISKS:

- Arc flash / arc blast during energisation (fatal)
- Electrical shock from residual charge
- Struck by switchgear panels during positioning
- SF_6 gas leak (environmental, asphyxiation risk)

CONTROLS TO BE APPLIED:

- Arc flash study mandatory, correct cal/cm² PPE, safe work position
- Full isolation and LOTO before internal access, test before touch
- Lifting plan for panels >500kg, crane or forklift, banksman
- SF_6 gas detection equipment, gas recovery procedures, no open flames

Worker Acknowledgement — I have read and understood this risk assessment and the controls to be applied:

#	Full Name	ID Number	Signature	Date
1				
2				
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ARA-006 — EARTHING MAT / GRID EXCAVATION & INSTALLATION

Activity Reference	ARA-006
Activity / Task	Earthing Mat / Grid Excavation & Installation
Prepared By	[Name] — [Role]

Date	[DD/MM/YYYY]
Supervisor	[Name]
Workers Involved	[List names / gang designation]

IDENTIFIED RISKS:

- Excavation collapse / burial (fatal)
- Striking underground services (electrocution, gas explosion)
- Heat stress during outdoor excavation work
- Manual handling — soil, copper conductor, rods

CONTROLS TO BE APPLIED:

- Shoring for depths >1m, daily inspection, no entry without assessment
- Services drawing review, cable avoidance tool (CAT) scan before digging, hand dig 500mm around services
- Regular breaks, shaded rest area, buddy system, ice water available
- Mechanical excavation equipment, limit manual handling, correct lifting technique

NOTE: All earth grid work requires the as-built drawings to be updated immediately after installation. IR testing and earth resistance measurement (≤1Ω) to be recorded on the IR Test Register.

Worker Acknowledgement — I have read and understood this risk assessment and the controls to be applied:

#	Full Name	ID Number	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				

Method Statements describe the step-by-step safe working procedure for each high-risk activity. They must be read in conjunction with the corresponding Activity Risk Assessment. Workers must be briefed on the method statement content before commencing work.

MS-001 — METHOD STATEMENT — CABLE LADDER INSTALLATION

Method Statement Ref	MS-001
Activity	Cable Ladder Installation
Related Risk Assessment	ARA-001
Prepared By	[Name]
Approved By	Dave Opperman — Manager, Projects
Date	[DD/MM/YYYY]

Step-by-Step Safe Work Procedure:

46. Pre-work: Review AFC drawings. Confirm correct ladder type, size, and routing. Attend TBT. Inspect PPE.
47. Material check: Inspect all ladder sections for damage. Check all fixings, hangers, and hardware against materials schedule.
48. Scaffold / access: Erect access scaffold or MEWP as required. Inspect and tag scaffold before use. Harness on at all times above 2m.
49. Mark out: Mark support positions on structure per drawing — maximum 1.5m spans unless otherwise specified.
50. Support installation: Install cable ladder supports / hangers. Torque fixings to specification. Inspect before loading.
51. Ladder installation: Install cable ladder sections. Secure splices and connectors. Maintain minimum bend radius.
52. Earthing: Install earth continuity bonding conductors per SANS 10142. Test to ≤1Ω.
53. Inspection: Complete Inspection Register (GPC-IR-001). QC Officer signs off. Photograph completed run.
54. Housekeeping: Remove all packaging, off-cuts, and waste. Clear work area.

Prepared By	Approved — Sec 16(2)
[Name]	Dave Opperman
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

MS-002 — METHOD STATEMENT — ISOLATION & LOCKOUT/TAGOUT (LOTO)

Method Statement Ref	MS-002
Activity	Isolation & Lockout/Tagout (LOTO)
Related Risk Assessment	ARA-002

Prepared By	[Name]
Approved By	Dave Opperman — Manager, Projects
Date	[DD/MM/YYYY]

Step-by-Step Safe Work Procedure:

55. Identify all energy sources: Electrical (MV/LV), mechanical, pneumatic, hydraulic, gravity, stored pressure.
56. Notify: Inform shift supervisor and all affected workers of the planned isolation.
57. Obtain PTW: Obtain signed PTW from the authorised PTW issuer before any isolation.
58. De-energise: Switch off equipment at the nearest isolation point using correct sequence.
59. Isolate: Open all relevant isolators, MCBs, or disconnectors. Confirm on drawing.
60. Apply lock and tag: Each worker applies their own personal lock and danger tag to the isolation point. Each lock is unique to one person.
61. Test for dead: Use approved voltage indicator to verify the circuit is dead. Test the tester — test the circuit — test the tester again.
62. Earth (if required): Apply discharge earth to conductors before internal access on MV systems.
63. Work proceeds: Work may only commence after all above steps are completed and verified.
64. Restoration: All workers remove their own locks and tags. Confirm all workers are clear. Close PTW. Re-energise in reverse sequence.

Prepared By	Approved — Sec 16(2)
[Name]	Dave Opperman
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

LEGAL REQUIREMENT: Construction Regulation 10 requires a Fall Protection Plan for all work at heights. This plan must be compiled by a competent person and updated whenever the scope of work at height changes.

Applicable Activities	OHL work, elevated cable ladder installation, MCC installation above ground level, work on roofs and structures
Minimum Trigger Height	2 metres above the lowest level below — fall protection required
Competent Person (FPP)	[Name] — [Qualification / Accreditation No]
FPP Review Date	[DD/MM/YYYY] — reviewed whenever scope changes or after a fall incident
Rescue Plan	Rescue procedure posted at base of all elevated work areas — rescue team identified

FALL PREVENTION CONTROLS

- Full body harness (SANS 1354) — mandatory above 2m. Inspect before each use.
- Double lanyard with shock absorber — 100% tie-off at all times when working at height.
- Anchor points: Minimum 15kN rated — structural steel, certified anchor slings. Never use electrical conduit, cable ladder, or handrails as anchor points.
- Work platforms: Scaffold erected by competent scaffolders. Tagged and inspected every 7 days or after any incident.
- MEWP (cherry picker / scissor lift): Valid test certificate on machine. Operators trained and authorised. Harness tethered to basket.
- Exclusion zones: Minimum 2m horizontal exclusion zone below all elevated work. Barriers and signage in place.
- Tool tethering: All tools and hardware must be tethered when working at height. No loose items on elevated work platforms.
- Pre-use inspection of all fall protection equipment — defective equipment must be removed from service immediately and tagged 'OUT OF SERVICE'.
- No work at height during lightning, strong winds (>40 km/h), or when scaffold / structure is wet and slip risk is elevated.

Fall Protection Plan Compiled By	Approved — Construction Supervisor
[Competent Person Name]	[Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________
Approved — Section 16(2)	**Client / EPCM Accepted By**
Dave Opperman	[Name]
Signature: ______________________________	Signature: ______________________________
Date: ______________________________	Date: ______________________________

POST THIS EMERGENCY PLAN IN THE SITE OFFICE, FIRST AID ROOM, AND AT THE MAIN SITE ENTRANCE. REVIEW WITH ALL WORKERS AT INDUCTION AND AT EVERY MONTHLY H&S MEETING.

EMERGENCY CONTACT NUMBERS — SITE SPECIFIC

SITE EMERGENCY (ALL)	Dial: [Site Emergency Number] — available 24/7
National Emergency	10111 (Police) | 10177 (Ambulance) | 112 (Cell — all emergencies)
Site First Aider	[Name] — [Cell Number]
Site Manager / PM	[Name] — [Cell Number]
Section 16(2) — Dave Opperman	[+27 XX XXX XXXX]
Nearest Hospital / MTC	[Hospital Name, Address, Tel]
Client H&S Manager	[Name] — [Cell Number]
DoEL Regional Office	[Tel Number] — required for fatal/serious incidents
Fire — Local Fire Station	[Tel Number]
HAZMAT / Chemical Spill	[Tel Number / Emergency Contractor]
Client / EPCM Security	[Tel Number]

EMERGENCY RESPONSE PROCEDURES

Electrical Shock / Electrocution

65. Do NOT touch the victim if they are still in contact with the live source — you will be electrocuted.
66. Switch off power at the nearest isolation point before approaching the victim.
67. Call for help — shout for the first aider and dial the site emergency number.
68. If victim is unresponsive and not breathing — commence CPR immediately (qualified first aider).
69. Do not move a victim with suspected spinal injuries unless there is an immediate life threat.
70. Report immediately to Site Manager and Section 16(2). Preserve the scene for investigation.

Fire

71. Raise the alarm — shout 'FIRE' and activate the nearest fire alarm / alert.
72. Evacuate the area immediately — do not attempt to fight a large fire.
73. If fire is small and contained: use correct fire extinguisher. Only if trained and safe to do so.
74. Muster at the designated muster point: [INSERT LOCATION]. Account for all persons.
75. Call the fire station: [Tel Number]. Notify Site Manager immediately.
76. Do not re-enter the building or area until the all-clear is given by the Fire Officer.

Serious Injury / Medical Emergency

77. Do not move the injured person unless there is an immediate danger to life.
78. Call the site first aider immediately — location: [Insert First Aid Room Location].
79. Dial the emergency services: 10177 or site emergency number.
80. Provide first aid within your competency — control bleeding, maintain airway.
81. Notify Site Manager and Section 16(2) immediately.
82. For all LTIs and serious injuries: preserve scene, do not disturb until DoEL inspector authorises.

Chemical Spill / HAZMAT

83. Evacuate the immediate area — move upwind of the spill.

84. Identify the chemical — obtain SDS (Safety Data Sheet) from the site HAZMAT file.
85. If safe to do so, contain the spill using appropriate absorbent materials — refer to SDS.
86. Do not allow spill to enter stormwater drains or water sources.
87. Notify Site Manager, Environmental Officer, and Client immediately.
88. Dispose of contaminated material according to SDS and site waste management plan.

Muster Point Location: [INSERT CLEAR DESCRIPTION AND MAP REFERENCE]

Assembly Point Warden: [Name] — responsible for accounting for all personnel at muster.

NO PERSON MAY COMMENCE WORK ON SITE WITHOUT COMPLETING THE SITE INDUCTION. INDUCTION INCLUDES: OHS POLICY, SITE RULES, EMERGENCY PROCEDURES, RISK AWARENESS, PPE REQUIREMENTS, AND PTW SYSTEM.

Induction covers the following topics — facilitator must initial each topic as covered:

- GP Consult SA OHS Policy — company commitment to zero harm
- Site rules — non-negotiable. Violations and consequences.
- Emergency procedures — muster point, emergency numbers, fire alarm locations
- Incident reporting — every incident, near miss, and unsafe act must be reported
- PPE requirements — what, when, and how to wear. How to report defective PPE
- Permit to Work (PTW) system — what it is and who can issue/receive
- Lockout/Tagout (LOTO) — never work on live equipment without isolation
- Working at height — harness, anchor, exclusion zones, fall protection plan
- Housekeeping — your area, your responsibility, every shift
- Hazardous chemicals on site — SDS location, handling, spill response
- Stop Work Authority — every worker's right and obligation
- HIV/AIDS and communicable disease awareness (if applicable)
- Environmental obligations — waste segregation, no burning, spill containment

Induction attendance records are maintained in the Safety Registers Workbook (GPC-HSE-REG-001), Sheet 01 — Site Induction Register.

LEGAL REQUIREMENT: All workers must have a valid medical fitness certificate before commencing work. Certificates must be signed by an Occupational Health Practitioner (OHP). Expired certificates mean the worker is NOT FIT FOR WORK.

Medical Validity Period	12 months — or as specified by the OHP on the certificate
OHP Provider	[Insert Occupational Health Clinic Name, Address, Tel]
Who Arranges	HR Officer arranges OHP appointments before mobilisation
SAMTRAC / Risk-Specific Testing	Audiometry, lung function, vision, blood pressure — per risk profile
Fitness Certificate Filing	Original filed in this section per employee. Copy to HR Officer (Leanne Woods / Paula / Gerhard Jnr)
Expired Certificate Action	Worker must NOT be on site. Return to OHP for re-assessment before re-entry
Record Keeping	Medical fitness tracking maintained in Safety Registers (GPC-HSE-REG-001, Sheet 02)

Signed fitness certificates for all workers must be inserted alphabetically behind this page in clear sleeves. The tracking register in the safety workbook shows renewal dates at a glance.

GP Consult SA is the Principal Contractor. All subcontractors are legally required to submit a site-specific H&S plan to GP Consult SA before commencing work. GP Consult SA must approve the plan before any subcontractor worker may access the site.

MANDATORY SUBCONTRACTOR SUBMISSIONS

Each subcontractor must submit the following before mobilisation:

- Subcontractor appointment letter (CR 7 — Construction Regulations 2014) — signed by GP Consult SA and the subcontractor
- Subcontractor company registration certificate
- COIDA Letter of Good Standing — valid
- Public liability insurance — minimum R5 million (or as specified in the contract)
- Site-specific H&S plan — tailored to their scope of work on this project
- Risk assessments and method statements for all activities to be performed
- List of all workers — names, ID numbers, roles
- Medical fitness certificates for all workers
- Competency certificates relevant to the work (wireman's licences, OHL qualifications, etc.)
- List of plant and equipment to be brought on site — with valid inspection certificates
- Emergency contact details

Subcontractor performance is reviewed weekly. Non-compliant subcontractors will be suspended from site until compliance is achieved. Repeated non-compliance will result in removal from site and termination of the subcontract.

The following legislation, regulations, and standards are applicable to GP Consult SA's EC&I construction activities:

Legislation / Standard	Reference	Scope of Application	Authority
Occupational Health & Safety Act	85 of 1993	All workplace health and safety obligations of the employer	DoEL
Construction Regulations	GNR 84 of 2014	Specific duties for construction work including appointments, H&S plan, risk assessments	DoEL
General Safety Regulations	GNR 1031 of 1986	General workplace safety requirements	DoEL
Driven Machinery Regulations	GNR 295 of 1988	Safe use of mechanical machinery including cranes and hoists	DoEL
General Administrative Regulations	GNR 929 of 2003	Administrative requirements of the OHS Act	DoEL
Hazardous Chemical Substances Regulations	GNR 1179 of 1995	Control and monitoring of HCS exposure	DoEL
Electrical Installation Regulations	GNR 470 of 2009	Electrical installation requirements — SANS 10142 baseline	NERSA / DoEL
Noise-Induced Hearing Loss Regulations	GNR 307 of 2003	Exposure limits and monitoring for noise	DoEL
Environmental Regulations for Workplaces	GNR 2281 of 1987	Lighting, ventilation, general hygiene	DoEL
SANS 10142	Ed 3.0	Wiring of Premises — Low Voltage Installations	SABS/SANS
IEC 60364	Various parts	Electrical installations — international reference standard	IEC
IEC 60079	Various parts	Explosive atmospheres — hazardous area electrical installation	IEC
IEC 61511	Parts 1-3	Functional safety — SIL assessment for process industry	IEC
NEMA — National Environmental Management Act	107 of 1998	Environmental obligations including spill management	DFFE
COIDA — Compensation for Occupational Injuries & Diseases Act	130 of 1993	Workmen's compensation and reporting of occupational injuries	DoEL

Document Number	GPC-HSE-SF-001
Document Title	GP Consult SA — Site Health & Safety File
Current Revision	Rev 01
Date of Issue	[DD/MM/YYYY]
Compiled By	[Name] — [Role]
Approved By	Dave Opperman — Manager, Projects
Client Acceptance	[Client H&S Manager Name and Date]
Review Frequency	Monthly — or after any significant incident, scope change, or legislative amendment
Distribution	Original: Site Safety File | Copy 1: Site Manager | Copy 2: Client H&S Manager
Filing	All safety records to be scanned and uploaded to [Aconex / BIM360 / SharePoint] within 24 hours of completion

Rev	Date	Prepared By	Approved By	Description of Change
Rev 01	[DD/MM/YYYY]	Dave Opperman	[Name]	Initial issue — site mobilisation
Rev 02				
Rev 03				
Rev 04				
Rev 05				

"Lead from the front. Align through clarity. Deliver with conviction."

Dave Opperman — Manager, Projects | GP Consult SA