



TENDER DOSSIER

FOR

THE CONSTRUCTION OF WASTE DROP-OFF CENTER

AT

**PORTION n.6 (BENONI – Actonville) of the FARM
RIETFontein 115-IR**

EKURHULENI METROPOLITAN MUNICIPALITY

SOUTH AFRICA

TENDER REFERENCE: NETS_GP_02

PART. 4 – SCOPE OF WORK



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Scope of Work

1 DESCRIPTION OF THE WORKS

1.1 Employer's objectives

The employer's objective is to assist with a strategy for the provision of the waste management municipal services (collection and recycling) through an outsourcing modality involving Community-Based Organisations (CBOs). This requires the construction of drop off/ collection points in key areas of Wattville and Actonville. New sustainable techniques in waste collection and recycling will be also introduced and they will contribute in increasing recycling while decreasing the cost of disposal.

1.2 Overview of the works

- **Waste Drop-off Center at Actonville**

The works require levelling of site and construction of platform to receive off-site prefabricated top structure; also paving of specified areas and concrete palisade fencing with entrance gate.

2 DRAWINGS

The drawings applicable to the contract are attached to the back of this document.

HEALTH AND SAFETY SPECIFICATION

Project title:	Waste Drop-off Center at PORTION n.6 (BENONI – Actonville) of the FARM RIETFontein 115-IR in Ekurhuleni Metropolitan Municipality, South Africa
Tender No:	NETS_GP_02

FOREWORD:

*Complies with Occupational Health and Safety Act No. 85 of 1993 and Construction Regulations of July, 2003.

*use as a management tool in order to comply with OH & S Act

*Act takes preference over this document

*Act must be used as the minimum requirement

*contact originator of this document if unclear of anything.

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COMPANY:

HEALTH AND SAFETY SPECIFICATION

1. INTRODUCTION AND BACKGROUND

The Construction Regulations No. R1010 of 18th July, 2003, requires the Client to prepare a pre-construction health and safety specification, with all existing risks identified.

PURPOSE OF HEALTH AND SAFETY SPECIFICATION

To assist in achieving compliances with the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations of July, 2003, in order to, as far as is practicable, reduce or eliminate incidents or injuries.

The Principal Contractor shall use this specification as a basis for the drafting of his and any Contractor's construction health and safety plans.

The Specification sets out the requirements to be followed by all Contractors so that the health and safety of all persons who may be affected by the construction may receive the same priority as other project facets.

IMPLEMENTATION

The health and safety specification forms an integral part of the contract, and the Principal Contractor is required to use it when drawing up his health and safety plan. He must forward a copy to all Contractors at their bidding stage to enable them to prepare their own health and safety plans.

2. HEALTH AND SAFETY SPECIFICATION.

2.1 SCOPE

This specification covers the requirements for eliminating and mitigating incidents and injuries at (Company/Site/Project). The scope addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture on the project. The specification also provides for the protection of those persons other than employees.

2.2 INTERPRETATION.

Application

This specification is a compliance document drawn up in terms of the Occupational Health and Safety Act No.85 of 1993, and the Construction Regulations of July, 2003, and is therefore binding.

Definitions

The definitions as listed in the Occupational Health and Safety Act and Construction Regulations shall apply.

2.3 MINIMUM ADMINISTRATIVE REQUIREMENTS.

2.3.1 Notification of intention to commence construction work.

The Principal Contractor shall notify the Provincial Director of Labour in writing before construction work commences, a copy of which shall be kept in the health and safety file.

2.3.2 Assignment of Principal Contractor's/Contractor's responsible person to supervise health and safety on site.

The appointments shall be made in writing, a copy of which is to be kept in the health and safety file.

2.3.3 Competence of the responsible person/s.

The criteria as stipulated under the definition of "competent" in the Construction Regulations shall apply.

2.3.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993.

The Principal Contractor shall keep a copy of the letter of good standing with his Compensation Assuror in the health and safety file as proof of registration. Each contractor shall provide a copy of his letter of good standing to the Principal Contractor for the health and safety file.

2.3.5 Occupational health and safety policy.

The Principal Contractor and each Contractor shall submit a health and safety policy signed by its Chief Executive Officer, outlining the Employers objectives and how they will be implemented.

2.3.6 Health and safety organogram.

The Principal Contractor and each Contractor shall prepare an organogram detailing each site management health and safety appointment of the competent person.

2.3.7 Preliminary Hazard Identification and Risk Assessment. (HIRA)

The Principal Contractor shall cause a hazard identification to be performed by a competent person before the commencement of construction work. The assessed risks shall form part of the construction phase health and safety plan submitted for approval by the Client. The assessment must include:

- a) a list of hazards and potential hazards;
- b) a documented risk assessment based on the list of hazards;
- c) a set of safe work procedures (method statements) to eliminate, reduce or control the risks;
- d) a monitoring and review procedure as the risks change.

The Principal Contractor shall ensure that all Contractors inform, instruct and train their workers regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as conditions change. Contractors are to conduct their own toolbox talks weekly, and submit proof of these talks to the Principal Contractor. Contractors are to conduct risk assessments specific to their operations and submit a copy to the Principal Contractor.

2.3.8 Health and safety representatives.

The Principal Contractor and Contractors shall appoint in writing and provide training for health and safety representatives who shall carry out inspections of the workplace, keep records and report all findings to the responsible person, and at health and safety meetings. A representative is required once 20 employees are on site, and one representative for every 50 employees thereafter.

2.3.9 Health and safety committees.

The Principal Contractor shall ensure that committee meetings are held monthly and minutes are kept. The responsible person shall chair the meetings and all representatives are to attend. Contractors shall hold their own meetings, with a copy being forwarded to the Principal Contractor's responsible person.

2.3.10 Health and safety training

a) Induction. The Principal Contractor shall ensure that all site personnel undergo site-specific health and safety induction training before they start work. A record of attendance shall be kept in the health and safety file.

b) Awareness. The Principal Contractor shall ensure that on-site toolbox talks take place at least once per week, dealing with risks relevant to the work at hand. Contractors shall provide proof to the Principal Contractor.

2.3.11 General record keeping. The Principal Contractor shall keep and maintain health and safety records to demonstrate compliance with this Specification, with the OH & S Act, and with the Construction Regulations. He shall ensure that all records of incidents/accidents, emergency procedures, training, inspections, audits, etc, are kept in the health and safety file. He shall ensure that all contractors maintain such a file.

2.3.12 Health and safety audits, monitoring and reporting.

The Client shall conduct monthly health and safety audits of the work place as well as an audit of the administration of health and safety. The Principal Contractor shall conduct similar audits monthly of any contractor, who will in turn audit any sub-contractor.

2.3.13 Emergency procedures.

The Principal Contractor must prepare a detailed emergency procedure for approval by the Client prior to commencement on site. The procedure shall detail the response plan, including:

- a) list of key competent personnel;
- b) details of emergency services;
- c) actions to be taken in the event of an emergency;
- d) information on any hazardous material/situation.

Emergency procedures shall include: fire; chemical spill; injury; damage; hazardous substances; bomb threat; major incident/accident.

The Principal Contractor shall advise the Client in writing of any such event, including action taken. A contact list of all service providers (fire dept. ambulance, police, doctor, hospital) shall be available to site personnel.

2.3.14 First aid boxes and first aid equipment.

The Principal Contractor shall appoint a certified first aider in writing. A copy of the certificate shall be placed in the health and safety file. An adequately stocked first aid box must be provided by the Principal Contractor, as well as a first aid station. A contractor with 5 or more employees must provide his own first aid box. Where there are 10 or more employees, a certified first aider must be appointed and be on site at all times.

2.3.15 Accident/incident reporting and investigation.

The Principal Contractor must investigate all injuries and report to the Client.

The P.C. may categorize incidents as follows: incidents; first aid; medical; disabling; fatal. He will detail the procedure to follow for each such event.

2.3.16 Hazards and potentially hazardous situations.

The Principal Contractor shall immediately notify any contractors and the Client in writing of any hazardous or potentially hazardous situation that may arise during the performance of construction activities.

2.3.17 Personal Protective Equipment.

The Principal Contractor shall ensure that all site employees wear the P.P.E. as identified in the risk assessment. He is to ensure that an adequate supply of p.p.e. is available on request as either replacement for lost items or worn out items. A record is to be kept of issues to each employee. Each contractor is responsible for supplying his own staff with p.p.e.

2.3.18 Occupational health and safety signage.

The Principal Contractor must provide adequate on-site signage. Examples are: no unauthorized entry; visitors report to site office; site office; hard hat area; construction vehicles; noise zone; first aid. Signs are to be posted on access routes, entrances, scaffolding, and other risk areas.

2.3.19 Contractors and sub-contractors.

The Principal Contractor shall ensure that all contractors comply with this Specification, the OH & S Act, Construction Regulations and any other relevant legislation that may relate to the activities. A contractor shall ensure compliance of any sub-contractor appointed by him.

2.3.20 Public and site visitor health and safety.

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the general public, shall be made aware of the dangers likely to arise from site activities, including the precautions to be

taken to avoid or minimize those dangers. Appropriate health and safety notices and signs shall be posted up.

Both the Client and the Principal Contractor have a duty in terms of the OH & S Act to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

The site must be suitably hoarded at all times with a limited number of restricted access points. Adequate notices are to be displayed.

Hoarding is to be inspected daily and gates locked at the end of each work day.

2.3.21 Penalties

Penalties may be imposed on Contractors who do not comply with this health and safety Specification.

2.4 PHYSICAL REQUIREMENTS

2.4.1 Existing structures.

Any existing structure must be deemed safe by means of a structural inspection and report compiled by a competent person and forwarded to the Client and the Principal Contractor.

2.4.2 Edge protection and penetrations.

The Principal Contractor must ensure that all edges and openings are guarded and demarcated at all times until permanent protection is erected. The guards must be constructed of scaffold type tubing, with guardrails, painted yellow, located one meter above floor level.

2.4.3 Stacking of materials.

The Principal Contractor must appoint in writing a stacking supervisor and all materials, formwork and other equipment is stacked and stored safely, on level, firm ground, out of access ways and height complying with regulations.

2.4.4 Hazardous Chemical Substances. (h.c.s)

The Principal Contractor is to appoint a competent person in writing to control the storage, transport and use of any h.c.s. Material safety data sheets (msds) are to be maintained and available on site. First aiders are to be informed of the presence of h.c.s. and how to treat incidents.

2.4.5 Asbestos and asbestos work.

The removal and maintenance of asbestos containing products must be conducted under controlled conditions as specified in the Asbestos Regulations.

A set of safe work procedures must be drawn up by the Principal Contractor and submitted to the Client for approval.

2.4.6 Demolition work.

A competent person is to be appointed in writing to supervise and control all demolition work on site.

A method statement on the procedure to be followed in demolishing the structure is to be developed by a competent person prior to the work being carried out.

The Construction Regulations section 12 conditions shall apply.

2.5 PLANT AND MACHINERY

2.5.1 Construction plant.

This includes all types of plant used in the construction process, and must comply with the OH & S Act and the Construction Regulations.

The Principal Contractor shall appoint a competent person in writing to inspect and record the findings of such inspections.

Only authorized competent persons are to operate such machinery. Appropriate p.p.e. and clothing must be provided, used and maintained.

2.5.2 Fire extinguishers and fire fighting equipment.

The Principal Contractor and Contractors shall provide adequate, serviced and maintained fire fighting equipment, located at suitable locations on site. Appropriate notices and signs must be posted up.

2.5.3 Hired plant and machinery.

The Principal Contractor shall ensure that the hired plant and machinery is safe for use and complies with 2.5.1 above.

2.5.4 Scaffolding/working in elevated positions.

The Principal Contractor must submit a risk-specific fall protection plan to the Client for approval before any work commences. All scaffolding must comply with SANS 10085 standards.

Scaffolding must be declared safe for use by a competent person who has been appointed in writing, with the register being updated weekly, after inclement weather, after alterations, after an accident, and before dismantling.

Adequate protection must be provided over a walkway, pavement or public access.

The fall protection plan must include a risk assessment and safe work procedures. All persons working at height must be evaluated for physical and psychological fitness. Training must be provided. All openings and edges must be adequately guarded. Workers must be trained in the use of fall harnesses, which must be kept in a good condition.

All scaffolding must be complete with guard rails and toe boards and be fully boarded.

2.5.5 Roof work.

All roof work must be conducted in accordance with Construction Regulation 8, with a fall protection plan in place.

2.5.6 Formwork and support work.

The Principal Contractor shall appoint a competent person in writing to inspect the formwork and support work immediately before, during and after the placement of concrete and thereafter on a daily basis until the removal thereof.

Notices and signs are to be posted. Walkways, passages and pavements are to be protected from falling objects.

2.5.7 Ladders and ladder work.

The Principal Contractor shall appoint a competent person in writing to inspect all ladders monthly and record such findings in a register. Ladders are to extend one meter above a landing and must be secured at the top and have a secure, non-slip base.

2.5.8 Electrical installations and portable electric tools.

The Client must ensure that the Principal Contractor is aware of the position of all electrical power lines. The P.C. must comply with the electrical installation regulations, electrical machinery regulations and the construction regulations. The P.C. shall carry a copy of the Certificate of Compliance. Temporary electrical installations must be inspected weekly. Portable electrical tools are to be visually inspected daily with a register updated monthly.

2.6 OCCUPATIONAL HEALTH

2.6.1 Occupational hygiene.

Exposure to occupational health hazards in construction is common and Contractors must ensure that proper health and hygiene measures are in place to prevent exposure to such hazards. Prevent inhalation, ingestion, absorption and noise induced hearing loss.

2.6.2 Welfare facilities.

The Principal Contractor must supply sufficient toilets (1 per 30 workers), changing facilities, hand wash facilities, soap, toilet paper and hand drying material. There must be safe, clean storage areas for workers to store personal belongings and clean, sheltered eating areas.

2.6.3 Alcohol and other drugs.

No alcohol or other drugs will be allowed on site. No one under the influence of alcohol or drugs will be allowed on site. Any person suffering from any illness/condition which may affect his safety on site must report to his supervisor.

Disciplinary action is to be taken against anyone found under the influence whilst on site.

3. PRINCIPAL CONTRACTOR COMPLIANCE DATES

	<u>Requirement</u>	<u>Submission date</u>
A)	Health and safety plan	
B)	Notification of intention to Commence construction	Before commencement on site.
C)	Assignment of responsible Persons to supervise Construction work.	Before commencement on site.
D)	Competence of responsible Persons	Together with H & S Plan
E)	Occupational health and safety policy	Together with H&S Plan
F)	Health and safety organogram	Together with H&S Plan
G)	Initial hazard identification And risk assessment	Together with H&S Plan

4. Assignment of Principal Contractor's responsible persons

<u>Appointment</u>	<u>Reference</u>
A) CEO Assignee	OH&S Act sect. 16(2)
B) Construction work supervisor	CR 6.1
C) Subordinate supervisor	CR6.2
D) Health & safety representatives	OH&S Act sect. 17
E) Incident investigator	GAR 8
F) Risk assessment co-ordinator	CR7
G) Fall protection plan co-ord.	CR8
H) First aiders	GSR 3
I) Scaffold inspector/supervisor	SANS 10085 & CR14
J) Scaffold erector	GSR13D
K) Formwork/support work	CR10
L) Excavation inspector	CR11
M) Ladder inspector	GSR13A
N) Temporary electrical installation	CR22
O) Fire fighting equipment inspector	CR27
P) Safety officer	CR6.6
Q) Demolition Supervisor	CR 12(1)

5. GENERAL COMPLIANCE REQUIREMENTS

- | | |
|---|--------------------|
| 1. Construction health and safety plan. | Monthly review. |
| 2. Health and safety file. | Open, at meetings. |
| 3. OH&S Act regulations | Monthly review. |
| 4. Induction training. | Every worker |
| 5. Toolbox talks. | Weekly |
| 6. Health & safety reports | Monthly. |
| 7. Emergency procedures | Monthly. |
| 8. Risk assessments | Monthly. |
| 9. Safe work procedures | Before start. |
| 10. General inspections. | Daily, weekly. |
| 11. List of contractors. | Update weekly. |
| 12. Workman's compensation. | Ongoing. |
| 13. Section 37 Mandatary | Ongoing. |

6. PRELIMINARY RISK ASSESSMENT

(Available from the MBA upon request)

7. ACKNOWLEDGEMENT OF RECEIPT

I,, representing.....

Principal Contractor/Contractor, have received the Health and Safety Specification in good order and shall ensure that the Principal Contractor/Contractor and its personnel comply with all obligations/requirements/specifications in respect thereof.

This document is legally binding in terms of Regulation 4(1)(a) of the Construction Regulations 2003.

Signature of Principal Contractor/Contractor. Date:

Signature of Client/Client's Agent. Date:

SECTION

HIV/AIDS SPECIFICATION

HIV/AIDS REQUIREMENTS

1 SCOPE

This specification contains all requirements applicable to the Contractor for creating HIV/AIDS awareness amongst all of the Workers involved in this project for the duration of the construction period, through the following strategies:

- Raising awareness about HIV/AIDS through education and information on the nature of the disease, how it is transmitted, safe sexual behaviour, attitudes towards people affected and people living with HIV/AIDS, how to live a healthy lifestyle with HIV/AIDS, the importance of voluntary testing and counselling, the diagnosis and treatment of Sexually Transmitted Infections and the closest health Service Providers
- Informing Workers of their rights with regard to HIV/AIDS in the workplace
- Providing Workers with access to condoms and other awareness material that will enable them to make informed decisions about sexual practices

2 DEFINITIONS AND ABBREVIATIONS

2.1 Definitions

Service Provider: The natural or juristic person recognised and approved by the Department of Public Works as a specialist in conducting HIV/AIDS awareness programmes

Service Provider Workshop Plan: A plan outlining the content, process and schedule of the training and education workshops, presented by a Service Provider which has been approved by the Representative/Agent

Worker: Person in the employ of the Contractor or under the direction or supervision of the Contractor or any of his Sub-contractors, who is on site for a minimum period of 30 days in all

2.2 Abbreviations

HIV	:	Human Immunodeficiency Virus
AIDS	:	Acquired Immune Deficiency Syndrome
STI	:	Sexually Transmitted Infection

3 BASIC METHOD REQUIREMENT

The Contractor shall, through a Service Provider, conduct onsite workshops with the Workers

The Service Provider shall develop and compile a Service Provider Workshop Plan to be presented at the workshops and which will be best suited for this project to achieve the specified objectives with regard to HIV/AIDS awareness.

The Service Provider Workshop Plan shall be based on the following information provided by the Contractor:

- Number of Workers and Sub-contractors on site
- When new Workers or Sub-contractors will join the construction project

- Duration of Workers and Sub-contractors on site
- How the maximum number of Workers can be targeted with workshops
- How the Contractor prefers workshops to be scheduled, e.g. three hourly sessions per Worker, or one 2.5 hour workshop per Worker
- Profile of Workers, including educational level, age and gender (if available)
- Preferred time of day or month to conduct workshops
- A Gantt chart reflecting the construction programme, for scheduling of workshops
- Suitable venues for workshops

The Contractor shall submit the Service Provider Workshop Plan for approval within 21 days after the tender acceptance date. After approval by the Representative/Agent, the Contractor shall make available a suitable venue that will be conducive to education and training

The Service Provider Workshop Plan shall address, but will not be limited to the following:

- 3.1 The nature of the disease;
- 3.2 How it is transmitted;
- 3.3 Safe sexual behaviour;
- 3.4 Post exposure services such as voluntary counselling and testing (VCT) and nutritional plans for people living with HIV/AIDS;
- 3.5 Attitudes towards other people with HIV/AIDS;
- 3.6 Rights of the Worker in the workplace;
- 3.7 How the Awareness Champion will be equipped prior to commencement of the HIV/AIDS awareness programme with basic HIV/AIDS information and the necessary skills to handle questions regarding the HIV/AIDS awareness programme on site sensitively and confidentially;
- 3.8 How the Service Provider will support the Awareness Champion;
- 3.9 Location and contact numbers of the closest clinics, VCT facilities, counselling services and referral systems;
- 3.10 How the workshops will be presented, including frequency and duration;
- 3.11 How the workshops will fit in with the construction programme;
- 3.12 How the Service Provider will assess the knowledge and attitude levels of attendees to structure workshops accordingly;
- 3.13 How the video will be used;
- 3.14 How the Service Provider will elicit maximum participation from the Workers;
- 3.15 A questions and answers slot (interactive session)

The Service Provider Workshop Plan shall encompass the Specific Learning Outcomes (SLO) as stipulated

4 HIV/ AIDS AWARENESS EDUCATION AND TRAINING

4.1 Workshops

The Contractor shall ensure that all Workers attend the workshops

The workshops shall adequately deal with all the aspects contained in the Service Provider Workshop Plan. A video of HIV/AIDS in the construction industry, which can be obtained from all Regional Offices of the Department of Public Works, is to be screened to Workers at

workshops. In order to enhance the learning experience, groups of not exceeding 25 people shall attend the interactive sessions of the workshops

4.2 **Recommended practice**

4.2.1 Workshop Schedule

Presenting information contained in the Service Provider Workshop Plan can be divided in as many workshop sessions as deemed practicable by the Contractor, provided that all Workers are exposed to all aspects of the workshops as outlined in the Service Provider Workshop Plan

Breaking down the content of information to be presented to Workers into more than one workshop session however, has the added advantage that messages are reinforced over time while providing opportunity between workshop sessions for Workers to reflect and test information. Workers will also have an opportunity to ask questions at a following session

4.2.2 Service Providers

A database of recommended Service Providers is available from all Regional Offices of the Department of Public Works

4.2.3 HIV/AIDS Specific Learning Outcomes and Assessment Criteria

Workers shall be exposed to workshops for a minimum duration of two-and-a-half hours. In order to set a minimum standard requirement, the following specific learning outcomes and assessment criteria shall be met

4.2.3.1 UNIT 1: The nature of HIV/AIDS

After studying and understanding this unit, the Worker will be able to differentiate between HIV and AIDS and comprehend whether or not it is curable. The Worker will also be able to explain how the HI virus operates once a person is infected and identify the symptoms associated with the progression of HIV/AIDS

Assessment Criteria:

1. Define and describe HIV and AIDS
2. List and describe the progression of HIV/AIDS

4.2.3.2 UNIT 2: Transmission of the HI virus

After studying and understanding this unit, the Worker will be able to identify bodily fluids that carry the HI virus. The Worker will be able to recognise how HIV/AIDS is transmitted and how it is not transmitted

Assessment Criteria:

1. Record in what bodily fluids the HI virus can be found
2. Describe how HIV/AIDS can be transmitted
3. Demonstrate the ability to distinguish between how HIV/AIDS is transmitted and misconceptions around transmittance of HIV/AIDS

4.2.3.3 UNIT 3: HIV/AIDS preventative measures

After studying and understanding this unit, the Worker will comprehend how to act in a way that would minimise the risk of HIV/AIDS infection and to use measures to prevent the HI virus from entering the bloodstream

Assessment Criteria:

1. Report on how to minimise the risk of HIV/AIDS infection
2. Report on precautions that can be taken to prevent HIV/AIDS infection

3. Explain or demonstrate how to use a male and female condom
4. List the factors that could jeopardize the safety of condoms provided against HIV/AIDS transmission

4.2.3.4 UNIT 4: Voluntary HIV/AIDS counselling and testing

After studying and understanding this unit, the Worker will be able to recognise methods of testing for HIV/AIDS infection. The Worker will be able to understand the purpose of voluntary HIV/AIDS testing and pre- and post-test counselling

Assessment Criteria:

1. Describe methods of testing for HIV/AIDS infection
2. Report on why voluntary testing is important
3. Report on why pre- and post-test counselling is important

4.2.3.5 UNIT 5: Living with HIV/AIDS

After studying and understanding this unit, the Worker will be able to recognise the importance of caring for people living with HIV/AIDS and be able to manage HIV/AIDS

Assessment Criteria:

1. List and describe ways to manage HIV/AIDS
2. Describe nutritional needs of people living with HIV/AIDS
3. Describe ways to embrace a healthy lifestyle as a person living with HIV/AIDS
4. Explain the need for counselling and support to people living with HIV/AIDS

4.2.3.6 UNIT 6: Treatment options for people with HIV/AIDS

After studying and understanding this unit, the Worker will be familiar with the various treatments available to HIV/AIDS infected or potentially HIV/AIDS infected people

Assessment Criteria:

1. Discuss anti-retroviral therapy
2. List methods of treatment to prevent HIV/AIDS transmission from mother-to-child
3. Describe the need for treatment of opportunistic diseases for people living with HIV/AIDS
4. Describe post exposure prophylactics

4.2.3.7 UNIT 7: The rights and responsibilities of Workers in the workplace with regard to HIV/AIDS

After studying and understanding this unit, the Worker will be able to identify the rights and responsibilities of the Worker living with HIV/AIDS in the workplace. The Worker will recognise the importance of accepting colleagues living with HIV/AIDS and treating them in a non-discriminative way

Assessment Criteria:

1. Discuss the rights of a person living with HIV/AIDS in the workplace
2. Discuss the responsibilities of a person living with HIV/AIDS in the workplace
3. Report on why acceptance and non-discrimination of colleagues living with HIV/AIDS is important

4.3 **Displaying of plastic laminated posters and distribution of information booklets**

The Contractor shall obtain a set of four laminated posters conveying different key messages and information booklets, which are available from all Regional Offices of the Department of

Public Works

The above-mentioned posters and information booklets have been prepared to raise awareness and to share information about HIV/AIDS and STI's

Posters or display stands shall be displayed on site as soon as possible, but not later than 14 days after the date of site handover

Posters shall be displayed in areas highly trafficked by Workers, including toilets, rest areas, the site office and compounds

The posters on display must always be intact, clear and readable

Information booklets must be distributed to all Workers as soon as possible, but not later than 14 days after site handover, or as soon as the Worker joins the site

5 **PROVIDING WORKERS WITH ACCESS TO CONDOMS**

The Contractor shall provide and maintain condom dispensers and make both male and female condoms, complying with the requirements of SABS ISO 4074, available at all times to all Workers at readily accessible points on site, for the duration of the contract. The Contractor may obtain condom dispensers from the Department of Health and condoms may be obtained from the Local Clinic or the Department of Health

At least one male and one female condom dispenser and a sufficient supply of condoms, all to the approval of the Representative/Agent, shall be made available on site within 14 days of site hand over. Contractors should note that arrangements to obtain condoms from the Department of Health Clinics prior to site hand over may be necessary, to ensure that condoms are available within 14 days of site handover

Condoms shall be made available in areas highly trafficked by Workers, including toilets, the site office and compounds

6 **ENSURING ACCESS TO HIV/AIDS TESTING AND COUNSELLING FACILITIES AND TREATMENT OF SEXUALLY TRANSMITTED INFECTIONS (STI)**

The Contractor shall provide Workers with the names of the closest Service Providers that provide HIV/AIDS testing and counselling and Clinics providing Sexually Transmitted Infection (STI) diagnosis and treatment. Information on these Service Providers and Clinics must be displayed on a poster of a size not smaller than A1 in an area highly trafficked by Workers

7 **APPOINTMENT OF AN HIV/AIDS AWARENESS CHAMPION**

Within 14 days of site handover the Contractor shall appoint an Awareness Champion from amongst the Workers, who speaks, reads and writes English, who speaks and understands all the local languages spoken by the Workers and who shall be on site during all stages of the construction period. The Contractor shall ensure that the Awareness Champion has been trained by the Service Provider on basic HIV/AIDS information, the support services available and the necessary skills to handle questions regarding the HIV/AIDS programme in a sensitive and confidential manner

The Awareness Champion shall be responsible for:

- 7.1 Liaising with the Service Provider on organising awareness workshops;
- 7.2 Filling condom dispensers and monitoring condom distribution;
- 7.3 Handing out information booklets;
- 7.4 Placing and maintaining posters

8 **MONITORING**

The Contractor shall grant to the Representative/Agent reasonable access to the construction site, in order to establish that the Contractor complies with his obligations regarding HIV/AIDS awareness under this contract

The Contractor must report problems experienced in implementing the HIV/AIDS requirements to the Representative/Agent

The attached SITE CHECKLIST (SCHEDULE A) shall be completed and submitted at every construction progress inspection to the Representative/Agent

The attached SERVICE PROVIDER REPORT (SCHEDULE B) shall be completed and submitted on a monthly basis to the Department's Project Manager, through the Representative/Agent

The attached CONTRACTOR HIV/AIDS PROGRAMME REPORT (SCHEDULE C), a close out programme report, shall be completed by the Contractor at the end of the contract

SCHEDULE A

HIV/AIDS PROGRAMME : SITE CHECKLIST

When did construction commence _____

Name of Departmental Project Manager _____

Please refer to HIV/AIDS Programme activities during the reporting period

Tick the block if Contractor satisfactorily complied with specifications																												
DATE	PI				PI				PI				PI				PI				PI							
	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M
Programme implemented within 14 days of site handover																												
Awareness champion on site																												
HIV/AIDS awareness service provider report																												
Male condom dispenser																												
Sufficient male condoms available																												
Male condom dispenser in a highly trafficked area																												
Female condom dispenser																												
Sufficient female condoms available																												
Female condom dispenser in a highly trafficked area																												
All four types of posters displayed																												
Posters in a good condition																												
Posters in a highly trafficked area																												
Posters displayed on local support services: clinic & VCT centre																												
Support service poster/s in highly trafficked area																												
Support service poster/s in a good condition																												

<i>Please indicate the applicable number for the reporting period</i>							
Workers on payroll (at PI)							
Sub-Contractors who will be on site for longer than 30 days (at PI)							
Workshop attendees							
Number of workshops held							
Scheduled workshops according to approved workshop plan							
Booklets distributed							
Male condoms distributed							
Female condoms distributed							

Representative/Agent							

Contractor							

Date of progress inspection (dd/mm/yy) _____

Reporting period: (dd/mm/yy)_____to (dd/mm/yy) _____

Deviations from HIV/AIDS awareness programme plan:

Corrective actions

Representative/Agent

Departmental Project Manager

Date

Date

SCHEDULE B

HIV/AIDS AWARENESS PROGRAMME: SERVICE PROVIDER REPORT

Reporting period: (dd/mm/yy) _____ to (dd/mm/yy) _____

Number of workshops conducted in reporting period _____

Number of scheduled workshops according to approved workshop plan _____

Deviations from workshop plan:

State reasons for deviating from workshop plan:

Corrective actions:

Service Provider

Contractor

Date

Date

HIV/AIDS AWARENESS PROGRAMME : WORKSHOP CONTENT ADDRESSED

<i>Fill in the applicable information with regard to each workshop conducted</i>																												
DATE	W/S				W/S				W/S				W/S				W/S				W/S							
	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M
Content of workshop: <i>(Mark the content included)</i>																												
SLO1																												
SLO2																												
SLO3																												
SLO4																												
SLO5																												
SLO6																												
SLO7																												
HIV/AIDS in construction video																												
Indicate the duration of the workshop in hours																												
Total number of Workers																												
Indicate workshop venue																												

SCHEDULE C

CONTRACTOR HIV/AIDS PROGRAMME REPORT

Project name _____

Project Location _____

Contract value of project (R) _____

Department of Public Works Project Manager _____

HIV/AIDS Programme duration: (dd/mm/yy) _____ to (dd/mm/yy) _____

AWARENESS MATERIAL

Describe location of posters displayed during the programme _____

Comments on posters _____

Indicate total number of booklets distributed _____

Comments on booklets _____

CONDOMS

Indicate total number of male condoms distributed _____

Indicate total number of female condoms distributed _____

Describe where male condom dispenser was placed _____

Describe where female condom dispenser was placed _____

HIV/AIDS WORKSHOPS

Indicate the total number of HIV/AIDS workshops conducted _____

Indicate the duration of workshops _____

Indicate the total number of Workers that participated in the HIV/AIDS workshops _____

Indicate the total number of Workers that were exposed to the video on HIV/AIDS in the Construction Industry _____

Comments on HIV/AIDS workshops on site _____

GENERAL

Briefly describe programme activities and satisfaction with outcome _____

Additional comments, suggestions or needs with regard to the HIV/AIDS awareness programmes on site

Please indicate if your company has a formal HIV/AIDS policy focussing on HIV/AIDS awareness raising and care and support of HIV/AIDS Workers

Yes	No	Currently developing one
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Please indicate if, to your knowledge, you have lost any workers during the duration of the project to HIV/AIDS related sicknesses. One or more of the following might indicate an HIV/AIDS related death:

Excessive weight loss
 Reactive TB
 Hair loss
 Severe tiredness

Coughing or chest pain
 Pain when swallowing
 Persistent fever
 Diarrhoea

Vomiting
 Meningitis
 Memory loss
 Pneumonia

Number of HIV/AIDS-related deaths _____

Contractor

Date

Departmental Project Manager

Date