



**CLEANING SERVICES AND DOMESTIC WASTE REMOVAL**

**FOR**

**KANGNAS WIND FARM**

**Date: 1 October 2020**



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## 1 Glossary of terms

N/A

## 2 Applicable Legislation and References

The Contractor complies with the relevant Health, Safety and Environmental Regulatory Bodies, and Acts (including all relevant regulations) within South Africa as a whole, including but not limited to the following:

- Constitution of the Republic of South Africa
- Occupational Health and Safety Act -85 of 1993
- Compensation for Occupational Injuries and Diseases Act, 1993
- Tobacco Products Control Act, 1993
- National Road Traffic Act, 1996
- Environment Conservation Act, 1989
- National Environmental Management: Waste Act 2008
- National Environmental Management Act, 1998
- National Health Act, 2003
- Health and Safety Plan Rev 01 Page 8 of 29
- WHO Drinking Water Guidelines (latest edition)
- SANS 241 – Drinking Water
- ZASAF-1602-PRO-002-RMP – Risk Management Plan
- ZASAF-1602-PROC1554-BASELINE - Baseline Risk Assessment
- ZASAF-1602-PLN-030 SEC – Security Management Plan
- ZASAF-1602-PRO-015-INCIDENT – Incident Reporting, Investigation and Recording Procedure
- ZASAF-1602-PLN-013-CASE MANAGEMENT – Case Management Plan
- ZASAF-1602-PLN-001-ERP – Emergency Response Plan
- ZA15-1412-PRO-1338-Waste Management - Waste Management Plan
- ZASAF-1602-PLAN-026 HSE ASSURANCE – HSE Assurance Plan



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## 3 General

### 3.1 General Description of the Works

This document outlines the requirements for the cleaning services and the removal of domestic waste at Kangnas Wind Farm located 50km East of Springbok, off N14.

### 3.2 Scope of Works

The contractor will carry out the cleaning services and domestic waste removal as per the detailed scope of works stipulated on Clause 5.1 (Description of Services) of this document.

## 4 Site Specific Requirements

### 4.1 Health and Safety

Health and Safety is of the highest priority for the EMPLOYER and zero lost time accidents is a key project objective. The EMPLOYER intends that this project will be carried out in a manner which promotes an accident and injury free site for the duration of the Project. All unsafe conditions must be reported to the Employer with immediate effect. The CONTRACTOR is expected to adopt an appropriate safety culture to achieve this objective and to co-operate with the EMPLOYER and its other contractors in its application of this policy.

All activities undertaken by the CONTRACTOR on the site shall comply with the requirements of the Project Company's Health and Safety Specification.

### 4.2 Environmental

#### 4.2.1 Environmental Management

The CONTRACTOR shall institute and maintain, during all phases of the Works, an Environmental Management System in accordance with ISO 14001 and comply with Project Company Environmental Requirements.

### 4.3 Reporting

- The Contractor shall inform the Employer of any changes in their staff that has been allocated for Kangnas Wind Farm. The new staff member/s will have to undergo a full site induction before they can start working in the site.
- All identified unsafe conditions must be reported to the Employer with immediate effect.

### 4.4 Working hours

The working hours at Kangnas Wind Farm are as follows:

- Office: 07:30 – 16:30 Mon to Thurs and 07:00 – 14:00 on Fridays
- Operating: 24 hours



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## 4.5 General

- The CONTRACTOR shall note that there are several contractors involved in the daily operations of Kangnas Wind Farm.
- Adherence and compliance to security and access control of Kangnas Wind Farm is non-negotiable

# 5 Cleaning Services and Domestic Waste Removal

## 5.1 Description of Services

The cleaning services company will provide the following services:

- a) Supply of experienced and ethical cleaning staff, 2 people per day for 5 days a week (Monday to Friday).
- b) To clean (including window washing) and maintain good hygiene of the Operations & Maintenance buildings, i.e entire O&M administration building, the Warehouse and the Control Room (Control Room to be cleaned strictly under the site personnel supervision).
- c) Daily sanitize the working areas, dining area, boardroom and bathrooms
- d) To disinfect the Operations & Maintenance buildings once a week (preferably on Friday afternoons) and maintain the records
- e) Maintain the upkeep of the outside surroundings of the buildings including weed control
- f) Supply of a Skip or a Cage for the site's domestic waste and the management of it thereof
- g) Removal of the site's domestic waste and dump it on a registered municipal dump site. Maintain all records as issued by the dump site for audit purposes.
- h) Provide incident report/s in writing for any incident or accident occurred while providing the service under this agreement, this is to ensure that the cleaning staff adheres to site's standards and requirements.

### Staffing

In the execution of its duties the Contractor:

- Shall provide the required human resources to execute the contracted scope of works as required by the Employer and in agreement with the Contractor.
- Shall remunerates all employee/s as per industry norm, this is to mitigate wage disputes between the Contractor and its Employees which may have a negative impact to the Employer. Proof to be provided to the employer on request.
- Shall continuously develops all employees on key areas of the service offering and on Safety and Environmental matters.
- Shall provide its Employees with full Personal Protective Equipment that has the Company logo



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## 5.2 Administration

The Contractor keeps all the relevant records and key documentation pertaining to the execution of the contract activities and these must be made available to Employer on request. The Employer reserves the right to full access of all such records and or documentation.

## 5.3 Health, Safety and Environmental

The Contractor shall fully comply with Kangnas Wind Farm's Health, Safety, Environmental and Quality Management Procedures.

- Shall compile and submit a site-specific safety file
- The contractor site personnel shall attend safety meetings

## 5.4 Employer's obligations

- Shall allow the employees of the Contractor and or its sub-contractors reasonable access to the site premises as the Contractor may reasonably require for performing the Contractor's obligations in terms of this Agreement
- Shall provide electricity, water and other services as may be reasonable and available at Kangnas Wind Farm