



## e-SAFETY DOCUMENT ACCESS SERVICE

### THE SERVICE

This Service is one of Document Access Services within the e-CLOUD Construction® Suite of Services. It is available through the Internet via the e-CLOUD Construction [www.e-cloud.co.za](http://www.e-cloud.co.za)

The e-SAFETY Document Access Service provides an easy to use method of purchasing, accessing and completing Construction Health & Safety Documents in order to comply with the provisions of the proposed new Construction Regulations 2014 of the Occupational Health and Safety Act No. 85 1993 as amended by the Occupational Health and Safety Amendment Act. This Service saves time and improves efficiency.

### THE SUITE OF CONSTRUCTION HEALTH & SAFETY PROJECT DOCUMENTS

A 13 Document Suite has been especially produced by HSE RISK CONSULTANCY SERVICES in conjunction with Contracts On-Demand for exclusive sale through “e-CLOUD Construction”. The suite consists of Template Documents that can be used on Building Projects.

The suite of Documents is sold as a Document Pack for each Project. Included with the purchase of the Pack is 30 (Thirty) minutes of free telephonic consultation with an SACPCMP Registered Professional Construction Health and Safety Agent conversant in the use of these documents. Each Document can also be purchased separately for use at each Project Stage.

Contact number for 30 minutes of free consultation: 0800 HSE Risk (+27 800 HSE Risk' for calls outside South Africa).

### Appointment of Mandatary Agreement

In addition to the suite of 13 Documents, users can purchase Agreements for the appointment of the Health and Safety Mandatarys on each Project. These Mandatarys consist of all Project Consultants, Contractors and Sub-Contractors.

### CHS Framework Diagram

A CHS Framework Diagram is available to purchase separately. This outlines the CHS processes for each Stage of a Project.

### Scope of Application

Although this suite of Documents can be applied to larger and more complex projects, it is specifically compiled for use on:

- Construction projects which do not exceed 90 days;
- Will not involve more than 900 person days of construction work; or
- Have a works contract value less than R 13 000 000.00 (ZAR).
- Projects that do not have a Safety Consultant appointed.

### Content of the Document Suite

The Documents included are as follows. They include Templates that can be completed On-Line for each Project:

- An Overview that includes eight safety principles adopted by this Suite of Documents
- Template Documents as follows:

### The Template Documents

*(Please note that these Templates Documents should be completed in strict chronological order.)*

01 Overview  
 02 Construction Health and Safety Risk Profile  
 03 Design Risk Management Process  
 04 Draft baseline Risk Assessment  
 05 Preliminary Cost Estimates  
 06 Final Cost Estimate  
 07 Construction Health and Safety Specification

08 The Health and Safety File  
 09 Construction Project Health and Safety Tender Evaluation and Records  
 10 Construction Health and Safety Audit Report  
 11 Incident Investigation Report  
 12 Operations Maintenance Report  
 13 The Consolidated Construction Project Health and Safety Close-out Report

## DOCUMENT PURCHASE, CREATION, COMPLETION & COLLABORATION

The **e-SAFETY Document Access Service** uses the e-CLOUD Construction “e-DOCX” Document Access System that provides the following to Registered Users (Registration is free) and to Subscribers: No Adobe Writer software is required.

- Secure creation and storage of Documents on-line for each specific Project, accessing them from anywhere, at any time 24/7
- Set-up Project Details once and have them available for future Project’s Documents
- A list of all the Documents that your company has created
- A list of all your Company’s Projects with links to the Documents created.
- e-Safety Document price list
- Purchase of “e-CLOUD Credits” by EFT or Credit card, receiving notification when credits balance is low
- Your company’s “Credits Balance” and “Transaction History”, also company and Project document purchase Statements
- Electronic signature option
- Saving the Documents on your Workstation if required, printing the Document for each Project as many times as required
- Setting up your “Office” and “Project” Administrators for the System, with a list of these and secure permissions \*
- The facility to invite “Document Collaborators” in remote offices, to view and or edit Documents \*
- The option to copy and import data from previously created Documents to a new Document \*
- Document version tracking to find out who completed previous Document versions and the text they inserted \*
- The facility to send requests and queries by e-mail to the Publishers of the Documents \*
- The ability to make suggestions / comments to the Document Publishers \*
- The option to participate in Forums, Corporate Blogs & Polls \*
- A Call Centre is available during office hours (08h30 to 16h00) to attend to technical queries \*

Users can purchase any Document with pre-purchased credits obtained in one of two ways: By Credit card or by Electronic Funds Transfer (EFT). Credits can also be used to purchase Special Support and On-line Training.

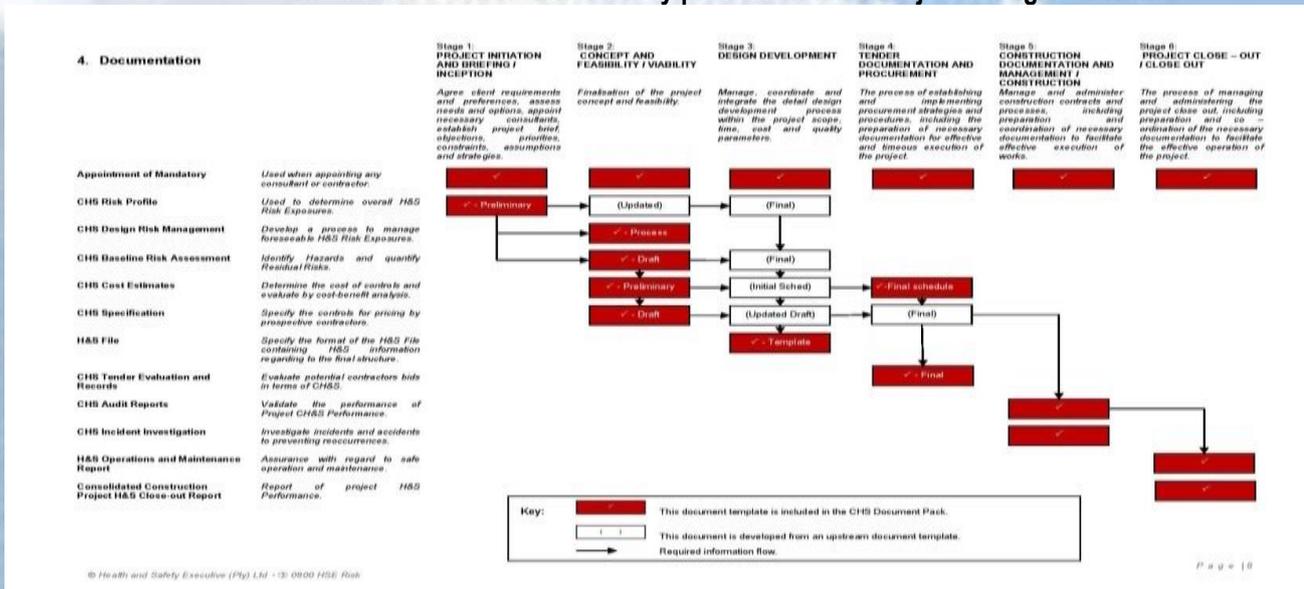
### Subscribers

Subscribers to the e-SAFETY Document Access Service, enjoy a 30% discount on the Documents purchased, plus the facilities highlighted by \* above. Annual subscription is paid monthly by Debit Order. One subscription covers an unlimited number of workstations per office location. A Call Centre is available for subscribers during office hours (08h30 to 16h00)

### CHS Framework

A CHS framework establishes a project-level CHS process to firmly embed OHS into the management of construction projects. This process adopts a project lifecycle approach, establishing the activities of the Client and their Project Team during the planning, design, procurement, construction and completion stages of a Project.

### The Construction Health & Safety process within a Project's Stages of Work



## Background

This Construction Health and Safety Document Pack will assist Project Managers / Principal Agents / Clients / Construction Health and Safety Agents / Designers, Quantity Surveyors, Contractors and Sub-Contractors, to develop and integrate CHS into their construction Projects.

Although the Client is responsible for Construction Health and Safety, as well as the acts and omissions of their appointed project Team, this in itself does not indemnify construction industry and built environment practitioners from failure to correctly advise and assist their Client in the management of Construction Health and Safety.

A clearly defined process of CHS risk management, planning, organising and resourcing, monitoring and reviewing provides a step by step process for the Project Team to enable themselves and the Client to develop their CHS processes and management skills.

Historically, CHS management has tended to concentrate on the construction stage, where the Contractor was deemed fully responsible for CHS strategy and management. However, it is now recognised that proper CHS Project outcomes require a collaborative approach among all stakeholders throughout all the stages of a Project.

The involvement of the Client and their Project Team, in pre-construction planning, promoting a collaborative and participative safety culture, in all project decision-making and participating proactively in CHS strategy, monitoring and evaluation, is important for Construction Project H&S performance.

Clients play a key coordination role in ensuring that CHS issues are managed and information is shared throughout the construction supply chain. As the drivers of Projects—from concept through to completion—and as purchasers of the building and construction industry's services, Clients are in the best position to drive the cultural change needed to bring about improvements in OHS in the building and construction industry. Clients make key decisions concerning Project budget, quality, performance criteria and time-lines, all of which are influential in creating pressures and constraints which can affect OHS during construction.

### The Client's CHS Responsibilities:

The Construction Regulations establish clear CHS responsibilities for construction Clients. These responsibilities include requirements for Clients to:

1. consult with designers to ensure that any construction work in connection with the design can be undertaken without risk to the health and safety of any person undertaking the construction work.
2. consult with Contractors to ensure that persons undertaking the construction work can do so without risk to health and safety, as well as to ensure that no person on or near the construction site is put at risk from the construction work.
3. communicate CHS risk information arising in the planning and design stages to the Contractor and the eventual Owner/operator of the facility.

It is important that Contractors, who are already subject to a considerable body of law relating to the management and control of risks, are provided with relevant (i.e., not "generic") information, specific to the project.

***It is highly recommended that an electronic Document & Information Control System such as e-CLOUD Construction "Synergy", is used on your Project to make all CHS Documents available to all Members of the Project Team, 24/7.***



For further information please contact Tjaart Kruger  
tjaart@e-cloud.co.za Tel: 087 940 9656

