

Working for Water

Project Operating Standards

(Previously the Self-assessment Standards)

May 2007: Version 3

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B. Introduction to the Working for Water Project Operating Standards

1. **The Project Operating Standards (POS)** were previously the Self-assessment Standards, and incorporate the Aquatic, Bio-Control and Environmental standards.
2. The POS are the **standards** by which projects must be run and against which their **performance must be measured**.
3. Copies of the POS must be carried, understood and implemented by all **Project Managers** and **Contractors**.
4. **Regions** must **measure** Project and Contract **compliance** to the POS by ensuring that regular assessments are carried out using the **Self-Assessment Checklist** in Excel format.
5. **Contractors** must demonstrate their commitment to continuous improvement against the Standards by completing and attaching a Standards **Field Audit Sheet** to each contract, indicating the level of compliance achieved and items still to improve on.

1. PROJECT OPERATIONAL PLANNING		REFERENCE	
1.1	1:50 000 or better map displayed The map provides an overview of the project and its activities; it must indicate the following:	National Mapping Standards	
1	Management unit / project boundaries clearly identified.	Sample map	
2	Quaternary catchment unit being worked on.		
3	Worker sources indicated.		
4	Bio-control sites displayed, differentiating between terrestrial and aquatic sites with separate colours.		
5	Other features relevant to project or strategy displayed e.g. state land, wetlands, woodlots, demarcated areas, etc.		
6	Landowner cadastral zoning where relevant to strategy.		
7	All rivers and dams in the Region with invasive aquatic plant infestations.		
8	Management units per aquatic plant infestation showing species, control method applied, date of last control activity, current activities and last monitoring evaluation.		
10	Demarcated biological control reserves and breeding stations, with species and number of pools.		
11	Other relevant features, including water return and extraction points, pollution point sources and strategic points.		
1.2	Strategic planning Managers must demonstrate the following in relation to their appointment:		Planning Guidelines doc.
1	The Project Manager must show an understanding of the Regional Strategic Plan.		
2	Understanding of the Area Strategic & Management plan (Park or Nature Reserve management plan where applicable).		
3	Understanding of the role of the Project in context of the above.		
4	Inclusion of alien clearing into Integrated Development Plans (IDP's).		
5	Complete the Environmental Screening Checklist (ESC) at Regional Planning Level.	Env. Regulations	
6	Complete the Project Environmental Screening Checklist at Project Level.		
7	The Operating Standards must be included in the contract between WfW and the Contractor.		

8	A Regional strategic control plan must be developed by the Regional Invasive Aquatic Plant Control Committee and reviewed 2X per year (1 annual review prior to financial, APO, planning).	
9	The strategic plan should include the Terms of Reference for the committee and contact details of all relevant stakeholders.	
10	The strategic plan should cover each known infestation.	
11	Infested systems must be divided into management units.	
Each management unit must be listed as a Site Control Plan, indicating:		
1	1	the agreed temporal or spacial integration of control options.
12	2	priorities
	3	timing of activities and
	4	landowner responsibilities
13	The strategy should aim to implement biological control as a first option, where practical.	
14	The strategy should aim to prevent aquatic weeds from entering neighbouring countries.	
15	The protection of systems, which are not infested, must be prioritised.	
16	The strategy should aim to promote landowner cooperation.	
17	Emerging and potential weeds must be reported to the National Implementation manager.	
18	The Strategic Plan and revisions must be communicated to the Regional DWAF manager, Regional Programme Leader and WfW National Implementation Manager.	
1.3	Management Unit (Project) Clearing Plan (MUCP) A management unit clearing plan must be completed with vegetation unit mapping and schedule:	MUCP guideline with sample
1	It must be up to date (annual update completed prior to APO compilation).	
2	A clearing strategy must be evident and supported by the planned priorities.	
3	It must guide pro-active landowner interventions.	
4	Bio-control options must be considered as an integrated part of clearing.	

1.4	Phased Annual Plan of Operations (APO) Requirements for a current Project APO:	APO guidelines and standard format
1	APO must be an approved current version and available in the local office and referred to monthly.	
2	A copy of the approval 'green' form must be in the Area / Project office, by the 1st of April of the current financial year.	
3	It must be based on the MUCP schedule of priorities.	
4	The APO must relate directly to the Site Control Plan	
5	It must be drawn up and understood by the Project manager.	
1.5	Phased Annual Budget Requirements for a current Project Budget:	APO guidelines and standard format
1	It must be an approved current version and available in the local office.	
2	A copy of the approval 'green' form must be in the Area / Project office, by the 1st of April of the current financial year.	
3	It must be derived from the phased APO.	
4	It must be drawn up and understood by the Project manager.	
1.6	APO implementation	
1	Managers must be able to show actual work done vs. planned work, supported by fixed point photographs.	
2	If significant deviations occur between planned vs. completed work, this must be motivated, with photographic support, and corrective steps must be outlined on a monthly basis.	
3	Changes to the APO must be in line with changes to and review of the Regional Strategic Plan, approved by the Regional Director and a new 'green' form issued and available, changes must be communicated to the National Implementation Manager.	
1.7	Monthly KPI report	Sample
1	Copies of handheld, cash-flow, narrative and H&S reports available in the office.	
2	The IA / Project Manager must submit the op-to-date report in the prescribed format, at the prescribed time to, RPL, Regional Dwaf Manager and the WfW National Implementation Manager.	
3	Summary of report submitted and presented at Area KPI / IA meeting.	
4	Incomplete or inconsistent information must be explained.	

5	Relevant lessons experienced must be narrated and shared with colleagues.	
6	Quarterly reports must be presented at the National Advisory Committee meetings.	
1.8	Management structure adequate for project size	
1	A Regional organogram must be available.	
2	A project / area organogram must be available.	
3	Project management capacity must be adequate to deal with the size of project. (A maximum of 1 Project Manager to 8 contractors; with a ratio of 1:6 recommended.)	
1.9	Administrative and Occupational Health and Safety requirements	
1	The contractor/sub-contractor needs to have a Letter of Good Standing available on site/regional office in the site safety file.	Admin. & Safety Policies
2	Where practical an on-site Notice Board should be provided.	
3	Safety Audit Reports / Evaluations need to be filed on site/regional office and a daily diary kept.	
4	A work Instruction book needs to be available that includes a method statement of how the work will be done.	WSWP
5	A copy of the clients emergency plan and procedure need to be filed on-site and communicated to the workers.	
6	A competent person needs to be appointed as an Accident / Incident Investigator the appointment filed on site/regional office.	
7	A First Aid Attendant is to be officially appointed and the letter of appointment and competency certificate kept on-site.	
8	A valid Emergency Telephone lists with detail of the contractors, sub-contractors, local police and medical assistance must be kept on site.	
9	Danger and warning signs must be posted at the entrance of the site.	
10	Signage restricting unauthorised access needs to be displayed.	
11	Where relevant, speed limit signs need to be posted on the site.	
1.10	Environmental requirements	
1	All employees must attend an environmental training programme prior to commencement of work.	
2	A copy of the Operating Standards (with environmental conditions), must be kept on site, and be available to workers at all times.	

3	The Contractor must create a complaints register.	
1.11	Aerial Survey Only companies on National tender and / or in partnership may be considered	
1	The Project Manager must ensure that the helicopter pilots possess at least a valid commercial license for the task to be performed and have not less than 500 or Rottowing command hours flying experience on helicopters of which 50 must be on time.	
2	The Project Manager must ensure that the pilot is familiar with the routes to be flown.	
3	The Project Manager must obtain a proof of insurance and the renewal of annual premiums from the company to ensure that passengers are covered by insurance.	

2. CONTRACT / TREATMENT AREA ADMINISTRATION		REFERENCE
2.1	NBAL (Natural Biological Alien) contract basis	National Mapping Standards
1	Vegetation to be cleared must be mapped and recorded as NBAL units.	
2	NBAL units to be assigned a unique identity number on the WIMS database. (10 digits)	
3	NBAL data records must be available to the project.	
4	The IA / Project Manager is responsible for keeping the NBAL database updated.	
5	Bio-control sites must be entered into the management database.	
6	Areas not to be cleared (e.g. shade trees, demarcation i.t.o. CARA) must still be mapped and entered into database with relevant annotation.	
7	Demarcation permits to be in place prior to commencement of work.	
8	Areas are mapped on a fence-to-fence basis. (boundary to boundary)	
2.2	Landowner Agreements (Request for Clearing Assistance)	Standard Landowner Agreement
1	Landowner application for clearing assistance must be completed prior to the clearing contract being generated.	
2	Landowner agreements must be completed for the properties for which a clearing contract is issued.	
3	The original landowner agreement must be filed in the IA or Regional Office for safe-keeping.	
4	Copies of the landowner agreements to be available in the Project / Area office.	
5	Landowner agreement information must be captured in the WIMS database.	
6	PM must put measures in place to prove that LO agreements were submitted to the Regional Office.	
7	Copies of directives with regard to land handed back to land users must be available and information captured on the PM's working map.	
2.3	Clearing contracts / Treatment Area document.	Quotation package & contract
1	The contract document must be readily accessible to IA / Project Managers and Contractors. It's content must be understood by all affected parties.	

2	Clearing contract must be allocated a WIMS treatment area identity number. (13 digits).	
3	Clearing / control specifications (methods, standards and results) must form part of the contract document Part D (Page 3.3).	
4	A treatment area map must be attached to the contract. The map must be clear, legible and printed at a suitable scale.	
5	Distinctive features must be recorded on the map to define boundaries and to locate the area.	
6	Boundaries must be marked and pointed out in the field to contractors.	
2.4	Clearing contract records, data and quality control.	
1	A timesheet must be kept of daily worker attendance. It must be current, up to date and original.	WIMS Timesheet
2	Details of new appointments must be submitted to the WIMS.	Production Sheet
3	A record must be kept of equipment and consumables (including herbicides, fuels, blades etc) issued by WfW for a treatment area. Issues must be recorded to the relevant treatment area number.	
4	A quality control sheet signed and certified by the Project Manager must record ongoing quality checks and the final check before payment. This must certify that the work done complies with contract specifications.	Quality Control form
5	The Area manager must authorise the invoice payment and ensure that the quality control / completion sheet signed by project manager, is attached.	
6	The rules and regulations document must be signed and readily accessible to the PM and contractor. It's content must be understood by both parties.	Contract rules and regulations doc.
7	Copies of all workers ID must be in the contractors possession.	
2.5	Cleared area verification.	
1	Actual areas cleared (size and work done) must be verified and recorded by the IA / Project Manager	Verification register
2	The WMA Area Manager must verify a minimum of 10% of the cleared areas monthly and record these checks.	
3	The Project Manager must monitor all aquatic weed sites, at least bi-monthly and record their status.	
2.6	Corrective Action for sub-standard work.	

1	Payment must be made 30-35 days from date of invoice, failing which the RPL and National Implementation Manager must be informed, in writing. This must be recorded and included in the RPL's monthly report.	Quality Control Record
2	Payment must not be made for work that does not comply with contract specifications.	
3	A record must be kept of non-compliance to standards and poor performance.	
4	Copies of instructions issued to contractors to correct deficiencies must be kept.	
2.7	Environmental Screening Assessments (ESAs).	Env. Regulations
1	An overall ESA must be done per Project, and a copy available at regional and Project level.	
2	An ESA must be done per Contract and available on site and filed with the contract documentation.	
3	Where an ESA indicates relevant site-disturbing activity is required and unavoidable, an Environmental Impact Assessment (EIA) must first be submitted to the relevant authority, and approval obtained before commencement of the site-disturbing activity.	
4	Regular environmental audits must be conducted to ensure compliance against the ESA / EIA. Mitigation measures must be implemented to ensure continuous improvement.	

3. PROJECT CONTRACTOR ADMINISTRATION		REFERENCE
3.1	Project communication system	
1	There must be a formal system for distributing National / Regional office instructions and information within the project / area / region.	Circular procedure
2	Communications with any press reporters and authors of publications must be approved by the National WfW Communications Manager.	Communication Policy
3	Programme promotional material must be available in the Project / Area office.	
4	Guidelines, standards, policies and circulars must be available at Area / Project offices. These include, among others: OHS Act, H&S regulations, Operating Standards, Employment Act etc.	
5	Supervisory staff of the Contractor or his sub-contractors must not direct any person to undertake any activities which would place such person in contravention of the specifications of this document, endanger his/her life or cause him/her to damage the environment.	
6	The Contractor must maintain a detailed complaints register. This must be forwarded, together with solutions, to the authorities when requested.	
3.2	Bookkeeping & records	
1	Contractors must have monthly balance sheet and pay sheets available	
2	Contractors must be registered with a bookkeeper and the MOU, must be accessible, signed and understood.	
3	PM must have proof of contractors registration with a bookkeeper and it must be available.	
3.3	Contractor evaluations	
1	Quarterly / after R200 000 tender contractor evaluations must be available in the Project Managers office.	
2	IA / PM's need to evaluate each contract per management unit number to make sure that the project is paying the contractor what is really needed for that specific contract, alterations must be recorded and available.	
3	IA / PM's need to evaluate contractors to be on higher value contracts and these evaluations must be accessible.	

3.4	Tender/contract Recommendations	
1	Project evaluation committee must recommend quotations received.	Evaluation Committee Guidelines
2	Evaluation committee must consist of 3 people, the Project Manager and two others, taking into account race and gender composition.	
3	Minutes must be kept of these meetings and must be available at the IA / Project office.	

4.TRANSPORT		REFERENCE
4.1	All vehicles used in the Programme must be roadworthy and licensed.	National Road Traffic regulations extract
1	Vehicles and trailers must comply with the roadworthy requirements of the National Road Traffic regulations for trailers, including SABS reflector strips along 80% of each side and back.	
2	All vehicles and trailers must display a valid license.	
3	All vehicle operators must display a valid Certificate of Fitness, or Roadworthy Certificate.	
4	All heavy (vehicle) machinery must be fitted with an acoustic signalling device, e.g. a reverse beeper.	
5	Site vehicles must be fitted with a fire extinguisher.	
6	Tyres must be checked regularly and be in a safe condition. (No retreads, recapped or regrooved tyres are permitted)	
4	All contractor vehicles must be pre-authorized prior to the commencement of each contract.	
4.2	Daily vehicle checklist	Vehicle Checklist H&S element 2.18
1	A daily pre-trip vehicle and trailer check must be done on all vehicles used in a project, and recorded by the driver on a standard checklist. Faults must be recorded.	
2	Faults affecting the roadworthiness of the vehicle must be repaired immediately or alternative transport used.	
3	The checklist must be up to date and in the vehicle.	
4	The Project Manager must verify and sign the checklists, at least twice per month.	
7	There must be a workers (passengers) checklist on the driver, up to date and with the contractor.	
4.3	Driver's licenses and permits.	Driver's License register
1	All drivers must have a valid driver's license for the vehicle category used. All drivers in the Project must be assessed at employment, then annually for driving competence by the PM or another competent person.	
2	All contractor drivers / drivers transporting workers must be in possession of a valid Professional Driving Permit (PDP) of the appropriate category for the vehicle used when transporting 12 or more people.	
3	Drivers must undergo a bi-annual medical check and the results filed.	
4	Drivers licenses must be verified annually by the local traffic authority.	

5	PM must ensure that a copy of the PDP license is submitted to Water works and copies must be available in the PM's project files.	
4.4	Vehicle logbooks.	
1	There must be a up to date logbook for all vehicles used in the Programme, for which a km allowance is paid, or which the Programme provides.	Logbook sample
4.5	Trip authorisations.	
1	Valid trip authorisations must be issued for and carried in all vehicles provided by the Programme.	Trip authority sample
4.6	Vehicle size must be suitable for the number of passengers to be transported.	
	Based on the minimum space required per person, this guideline applies to bakkies (front & back):	National Road Traffic regulations extract
1	1 SWB bakkie - no persons standing, seated = 11 max. front & back with at least 40cm seat width each.	H&S element 2.18
	2 LWB bakkie - no persons standing, seated = 13 max. front & back with at least 40cm seat width each.	
2	The maximum tare (average 70kg per person) including loads and towing mass of the vehicle must be adhered to.	
3	All vehicles must only carry the number of people they are certified for. A sign must be displayed toward the rear, stating " Certified to carry ... passengers seated " in letters at least 75mm high.	
4.7	Passenger safety. Vehicles used for transporting workers must have suitable passenger facilities:	
1	Benches are secured - where required / fitted.	
2	Canopies or tarpaulins are properly secured and ventilated.	
3	Sufficiently strong railings provided to a height of 350mm above seat surface.	
4	Tools, equipment, herbicides and containers must be suitably secured and isolated from passengers in a fixed bin on the vehicle or in a towed trailer.	
4.8	Boats	
1	Boats must be suited for the specific sites within the project (I.e. dams and type of rivers).	
2	Boats procured by the project must follow guidelines to ensuring that the correct boat is procured for the specific type of river / dam within the project.	

3	Boats must be washed down at the site to ensure that aquatic weeds are not accidentally distributed to other sites.
4	Boats used by WfW are a DWAF asset and must be maintained and correctly operated to prevent damage and resulting expenses.
Boat handlers must receive boat handling training:	
1	Boats being used on inland waters with engine outputs of 15 Horsepower or more must be registered with SAMSA (DWAF has an approved registration system).
2	Persons operating boats with engine outputs of 15 Horsepower or more on inland waters must have, at least, a Category R Certificate of Competency, issued by SAMSA.
3	To obtain the required Certificate, the operator must be trained by a SAMSA authorized agency (DWAF is approved through the internal course offered by Hydrology).
4	Boats with engine outputs under 15Hp are not regulated but, in terms of safety and asset management, will require a course (proposed 2 days) including maintenance, steering, fuel mix and Safety. (This course will have to be developed).
5	5 All persons going onto DWAF-WfW boats must wear an SABS approved-life jacket.
6	6 All boat operators must have demonstrated the ability to float, comfortably, with the life-jacket on. (Compulsory swimming training can be considered under this standard).
7	7 All boat engines must be equipped with an ignition safety kill-switch and lanyard, which attaches to the operator, and will stop the engine in the event of the operator being thrown overboard.
8	8 Operators who will be required to take a boat into rough water and fast-flowing rivers will be required to attend an advanced SAMSA course and have a Category E Certificate of Competency.
9	9 No certification is required for boats not equipped with motors. WfW boat users must comply with Life-jacket requirements and have completed a 1day safety course.
4.9	Boat trailers
1	Trailers must comply with the roadworthy requirements of the NRT regulations, including SABS reflector strips allong 80% of each side and back.
2	Trailers must display a valid licence.
3	Trailers must be suited to the boat that is transported.
4	No persons are to be transported in the boat while it is either loaded on the trailer or on a vehicle.

5. TOOLS AND EQUIPMENT		REFERENCE
5.1	Hand tools in good, safe condition and used correctly.	
1	Hand tools must be best suited to the work and the size of plants being cleared.	Tool checklists
2	The tools must have correct and properly secured handles and must be in safe working order.	H&S elements
3	They must be properly maintained and sharpened correctly and regularly. Gloves must be worn when sharpening tools.	
4	A suitable sharpening stone/file must be on site, with a suitable hand grip and guard.	
5	The tools must be used in the correct and safe manner; clearing must be done using the correct techniques.	
6	Safe working distances must be maintained. At least two tool-reach lengths apart. (e.g. 3m +)	
5.2	Chainsaws and clearing saws in good, safe working condition and used correctly.	
1	The chainsaws must be best suited to the clearing work and timber size.	Chainsaw maintenance schedule & checklist
2	The clearing-saws and the cutting blade type must be best suited to the clearing work and timber size.	
3	There must be a maintenance schedule / record and logbook for all chainsaws and clearing saws, project or contractor owned. Services (daily, weekly, monthly) are done and recorded.	Chainsaw logbook
4	Safety and operational features must be in good order as per standard checklist. On clearing saws a properly fitted harness must be used.	
5	Chainsaw and clearing saw work is planned and executed for safe and efficient production.	
6	Correct felling / clearing techniques are applied.	H&S elements
7	Correct cross-cutting and de-branching techniques are applied.	
8	Correct re-fuelling procedures are followed to prevent spillages, e.g. the use of a funnel, and proper containers are used for fuel.	FESA Chainsaw Safety & Operating Handbook
9	Chain or saw blade sharpening is correctly done at each refuelling.	
10	Operators have the required and correct tools.	
11	Operators have received certified training / have been assessed for competence & proficiency, and have received a six monthly refresher course.	

12	Spills and leaks at daily service sites in-field must be contained by the use of absorbant drip-mats or drip-trays.	
5.3	In-field fuel site	H&S element
1	A cleared area must be used to store fuel, with correct signage and demarcated with hazard tape.	
2	The site must be at least 6m distant from rest areas.	
3	Fire-fighting equipment must be at least 3m distant from the fuel site and clearly indicated.	
4	Fuel and oil containers at the in-field fuel site must be stored on an absorbant drip-mat or drip-tray.	

6. STORES, WORKSHOPS AND OFFICES		REFERENCE
6.1	Equipment / supplies stores, workshops and offices.	H&S element
1	Buildings and containers must be secure and provide safe storage space where equipment / supplies will not deteriorate. (Not too hot; not wet.)	
2	The stores / workshops / offices must comply with the WfW H&S standards, Herbicide Policy notes and OHS Act and Regs.	
3	The office / stores area must show a high standard of housekeeping. (A place for everything, everything in its place.)	
4	Suitable PPE provided and used.	
6.2	Herbicide stores	Herbicide Policy H&S element
The building / container must meet the Herbicide Policy standards:		
1	1 Suitable location.	
	2 Adequate lighting and ventilation.	
	3 Suitable construction for safe and secure storage.	
	4 Have a bunding capacity of 10% more than the storage capacity to contain leaks.	
	5 Proper facilities for handling and mixing of herbicides.	
	6 Adequate measures to deal with spillage and contamination. Spill kit available.	
2	Herbicides must be issued with reference to the WIMS treatment area number.	
3	There must be stock control of empty containers.	
4	Empty containers must be returned to the herbicide supplier; or destroyed as prescribed on the label.	
5	Excess, undiluted herbicide must be returned to the stores and noted on the stock sheet. Excess, diluted herbicide must be stored in a uv-resistant container and allocated to another treatment within 2 days or return to the stores.	
6	A MSDS and Label must be on site for each stock category of herbicide stored. (Each product.)	
6.3	Fuel and flammable liquids stores.	
1	The building / container must meet the H&S standards.	

Quantities limited to allowed maximum per class where proper storage facilities are not available (e.g. contractor / farm store):		H&S element				
2	<table border="1"> <tr> <td>1</td> <td>Class I – 45L (petrol, thinners)</td> </tr> <tr> <td>2</td> <td>Class II – 270L (diesel, lube oils)</td> </tr> </table>		1	Class I – 45L (petrol, thinners)	2	Class II – 270L (diesel, lube oils)
1	Class I – 45L (petrol, thinners)					
2	Class II – 270L (diesel, lube oils)					
3	Suitable, safe location.					
4	Suitable construction for safe and secure storage,					
5	Safe lighting, wiring, earthing and ventilation.					
6	Have a bunding capacity of 10% more than the storage capacity.					
7	Proper housekeeping and handling procedures.					
8	Adequate measures to deal with spillage and contamination. Spill kit available.					
9	Correct signs and fire-fighting equipment.					
6.4	Stock control. There must be proper control / records of receipts & issues of all equipment and supplies.	Stock control sheet & asset register samples				
1	There must be a stock record for each category of stock stored and issued.					
2	All issues and receipts must be recorded immediately, and the stock movement and balance record must be available for inspection.					
3	The balance of stock recorded must correspond at all times with stock in the stores.					
4	All equipment & capital items must be listed in an asset register.					
5	Designated managers must verify stock periodically and an annual stocktaking must be done.					
6	The proper procedures must be followed in disposing of unserviceable or surplus items.					
7	Surplus equipment and supplies must be declared and offered to other WfW projects / stores.					
8	WfW equipment must be permanently marked.					
6.5	Storage at contractor stores / houses. Where contractors cannot make use of proper dedicated stores, the following standards apply:	H&S elements				
1	All equipment, supplies, herbicides, fuel and oils must be safely and securely stored with controlled access, in a suitable lockable building, container or a lockable trailer.					
2	Fuel must be stored in sealed steel containers and no more than the quantity required for one day's work (max. 45L) separate from herbicides. A max. of 270L of oils can be stored.					

3	A 2,25kg dry powder fire extinguisher must be kept available outside the store / container.
4	Store away from sleeping, cooking areas and naked flames.
5	Herbicides to be stored in sealed locked steel containers separate from fuels.
6	PM to verify and keep record of inspection of compliance regarding storing facilities at contractors store / house.

7. HERBICIDES		REFERENCE
7.1	Herbicides and correct application methods.	Herbicide Policy
1	Workers shall be informed of the risk of working with the selected chemicals and how to avoid that risk.	
2	On Aquatic Weeds - only Glyphosate based, registered herbicides may be used as detailed in the WfW herbicide policy.	
3	Only registered herbicides and application methods may be used, as detailed in the WfW herbicide policy.	
4	The method and rate of application must be done according to label / herbicide policy specification or under strict supervision of a qualified pest control operator for Aquatic Weeds.	
5	Spray mix adjuvants (wettters, buffers, dyes) must be used according to label instructions.	
6	Where there is no herbicide registered for a particular species or situation, consult the WMA Manager, National Technical Advisor (021 441 2700) or National Implementation Manager. When an unregistered herbicide / method is used, records must be kept of the species, herbicide and application rate, and the results monitored, recorded and communicated to Nat.Office.	
7	Clean good quality water must be used.	
8	A suitable dye must be used in all applications.	
9	Herbicide application must not take place in unsuitable weather conditions; e.g. foliar application in windy conditions.	
10	Application methods must be monitored for correct targeting, rates and to avoid spray drift. (Part of Service Invoice)	
11	Where there is a risk of herbicide applicators entering the water, knapsacks should be filled only half full.	
12	Use water provided on site - do not collect or dispose of water into a natural watercourse.	
13	PM must supply control sheet for every management unit number to WIMS with regards to herbicide issued and actual herbicide used.	
7.2	Calibrated application of herbicides.	Herbicide Policy
1	All herbicide applications must be calibrated to achieve the correct application quantity per stump or per hectare. For broadcast spraying a calibration test must be carried out to achieve the correct flow rate, walking speed and spraying rate / pattern. Tests must be recorded and available.	

2	PM to verify calibration checks when visiting the contract area.	
3	For spot spraying the spray pattern must be checked daily.	
4	For stump / frill / ring-barking / basal bark application, coverage must be even and spraying must be monitored to limit excessive run-off.	
7.3	Equipment for herbicide application.	
1	All equipment must not leak.	
2	All equipment must be properly maintained according to regular scheduled services.	
3	Filters must be cleaned daily.	
Equipment appropriate to the application method and treatment must be used.		Herbicide Policy
1	Knapsack sprayers must be fitted with pressure regulators set to the correct pressure (1bar / 100Kpa) or fitted with a constant flow valve.	
4	2 Knapsack sprayers must be fitted with the correct nozzle in good condition, appropriate for the application method used (e.g. TG1; FL5VS; TFVS2 or equivalent).	
3	The standard thin straps on the knapsack must be replaced with proper padded harnesses that include hip support.	
4	Lances must be secured to prevent damage when transporting.	
Modified high pressure and foaming systems used on waterweeds must be run at lowest practical pressure, not exceeding 20 bar.		
5	1 Trailer mounted systems must be leak-proof, parked at least 20 m from the river or dam, and trailered with no herbicide mix in the tank (water only).	
2	Boat mounted systems must be leak-proof and stable. Extra care must be taken when refilling or emptying the storage tanks.	
6	Washing and maintenance of equipment must take place in a designated area designed for the purpose, using the triple-rinse method.	
7.4	Safe storage and handling of herbicide in-field. Herbicides must be stored and handled in the field in the following manner:	
In a designated, demarcated site –		Herbicide Policy
1	1 Away from rest / eating areas.	
2	At least 20m from any water body (rivers, vleis).	
3	Away from indigenous vegetation/crops/gardens etc.	

2	Containers must be leak-proof.	
3	Containers must be UV resistant and stored in shade or under cover to prevent degradation of the herbicide.	
4	Containers must be clearly labelled, showing the herbicide concentration of the contents.	
5	A MSDS and Label must be on-site for each stock category of herbicide on hand. (Each product.)	
6	Containers must stand on a suitably absorbent material to absorb accidental drips and leaks.	
7	Refilling must be done using a funnel or spout to prevent spillage and on similar absorbent material.	
8	Refilling and mixing must not be done near natural water bodies or desirable vegetation.	
9	Empty containers and equipment must be rinsed as detailed in the herbicide policy and the rinse water recycled for fresh mixtures.	
10	Washing and rinsing may not be done in natural water bodies or thrown away in a hole.	
11	All empty containers must be punctured and returned to the stores.	
12	Have a bucket, spade and absorbent material available in case of spills.	
13	Contractors must have proper records of daily herbicide mixtures and issues and actual herbicide use in the contracting teams on-site.	
7.5	Adequate operator washing facilities. There must be washing facilities for persons handling herbicides, including:	
1	Sufficient clean water.	
2	A bucket or bowl.	
3	Soap and a hand towel.	
7.6	Herbicide related training. Accredited / approved training must be provided prior to herbicide use, with the following minimum requirements:	
1	Area / Project Managers – Environmental Pest Control Course and apply for a PCO certificate.	
2	A Contractor team member per team – Environmental Pest Control Course and apply for a PCO certificate.	
3	Contractors - Limited Pest Control course.	
4	Herbicide Applicators – WfW Herbicide Applicators course.	Herbicide Policy
5	Other workers – Herbicide Awareness training.	

6	Copies of all herbicide training certificates received and Pest Control Licenses must be available with the PM and contractor on-site.	
7.7	Herbicide costs. Managers must know what herbicide consumption and costs are for typical operations and communicate these to contractors:	
1	Cost per litre for various herbicides used.	
2	Cost / consumption per hectare for initial and follow-up operations.	
7.8	Aerial application of herbicide Only companies on National tender may be considered.	
1	Must be engaged only when it has been approved by the advisory committee / working group and has been included in the Site Control Plan (SCP).	
2	The Company used must comply with the Department of Water Affairs and Forestry as well as Department of Transport's aviation rules.	
3	The PM must ensure that the Company representative is fully licensed as a pest control operator (PCO) in accordance with the Agricultural Remedies Act 36 of 1947 (copy of the valid PCO license must be with the PM on-site).	
4	The PM must ensure that the aircraft application equipment is calibrated to apply the prescribed herbicide at a registered dosage (copy of the calibration certificate supplied by company must be in the PM's file).	
5	The PM must ensure that the Company supplies a print out from on-board equipment, of the area and the volume sprayed.	
6	The PM must ensure that the Company supplies a certified copy of the STC of the spray gear used for the spraying action.	
7	The Company must supply a certified copy of his / her valid agricultural spray rating to the project manager. The PM must ensure that they comply with Air Navigation Regulations of 1976, 2.9C.	
8	Relevant stakeholders, including riparian landowners must be informed prior to aerial applications. (Documentary proof on record)	
9	No aerial applications shall take place on public holidays or weekends, unless by prior arrangement with and approval of stakeholders. (Documentary proof on record)	

8. METHOD OF WORK		REFERENCE
8.1	All teams must be on contract work.	WIMS standards
1	All teams must be on contract, this may be task or time based. Task based work must be supported by norms developed through a work study or activity sampling process.	
8.2	Treatment areas accurately measured and marked.	National Mapping Standards
1	Treatment areas must be mapped and measured using methods complying with the WfW mapping standards.	
2	Treatment area boundaries must be marked on fixed points and in an environmentally friendly manner; e.g. paint on an invasive tree or in the fence-to-fence method. (Boundary to boundary)	
8.3	Appropriate clearing methods and specifications applied. Clearing methods (initial & follow-up) specified for the site must be optimal to achieve the desired results, while maximising cost-efficiency and environmental compatibility.	Treatment Methods doc.
1	A process of appropriate clearing method selection must be followed and recorded. (Options considered, justification for choice and selection panel). Costly felling and logging operations should be avoided where possible.	
2	Bio control considered as an integrated clearing method in the contract area and finding recorded.	
3	Handling / processing of cleared material must be kept to a minimum. If stacking is unavoidable, the brush lines must be planned for site impact & topography.	
7	Method and specifications selected to comply with legal requirements of relevant Acts. (e.g. proximity to water)	
10	The method must comply with Health & Safety requirements.	
11	Where mechanical timber extraction is to be done, an Area Manager approved harvesting plan must be available for the site.	
8.4	Follow-up. Follow-up operations must be done and timed to apply the optimal site / species specific treatment:	Follow-up plan sample
1	An up-to-date follow-up plan, scheduling work and site inspections, must be used to ensure treatment is done on time e.g. before plants seed or fruit.	

2	Foliar applications on seedling regeneration must be done before plants are between knee and hip height.	
3	For foliar treatment of coppice there must be sufficient foliage but plants must not exceed waist height.	
4	When follow-up operations are not done at the most cost-efficient stage, there must be specific planned reasons on record (e.g. repeat cut-stump due to registered method or sensitive surrounding plants).	
5	Try to ensure that the follow-up treatment is done by the same contractor that did the previous treatment.	
8.5	Efficient team operation	
1	Operational planning for the specific site must be evident. Different tasks must be co-ordinated in an efficient manner for optimum productivity.	
2	Tool use and tasks must be adapted to the site-specific requirements.	
3	Daily production tasks must be set and actual production must be measured and recorded. Records of the calculations must be kept for revue.	
8.6	Work methods conform to contract requirements. Work methods, treatments and results must be specified in contract documents and compliance monitored.	
1	Record of inspection of method, quantity and quality according to the contract.	Sample
2	Record of verification of all invasive alien species to be treated listed on the contract documents. This must include all woody alien invasive plants and where relevant herbaceous / aquatic plants too.	
3	Trees or areas to be excluded from clearing must be specified. (Demarcations)	
5	Inspect compliance with Part D (Page 3.3) of the Treatment Area contract: Detailed Description of the Work and Method and Special Site Conditions and Precautions.	

9. BIOLOGICAL CONTROL (The biological control project manager in each region is responsible for the management of bio-control as control method in the aquatic weed project)		REFERENCE
9.1	Identification of biological control sites	
1	Must be done in conjunction with the aquatic weed project manager, where relevant.	
2	Must be done according the Site Control Plan (SCP) and aquatic weed control strategy, where relevant.	
3	Must be in areas where the possible spread of aquatic weeds to new river systems is impossible / unlikely.	
4	Temperature and ecological compatability of agents to sites must determine priorities of release and distribution.	
5	The biological control manager must always inspect a site before it can be considered for biological control as a treatment method.	
6	Biological control sites must be selected, managed or isolated to prevent re-infestation of areas which have been treated by other methods.	
9.2	Release of biological control agents	
1	Appropriate release methods and specifications must be applied. Release methods for the bio-agent must be optimal for the desired results and cost-efficiency. Any queries should be addressed to the researcher or the WfW National Coordinator: Bio-Control Research.	
2	Follow-up releases must be done and timed to achieve optimal results.	
3	An up-to-date follow-up release plan scheduling work and site inspections must be used to ensure releases are done on time.	
4	When follow-up releases are not done, there must be specific reasons on record.	
5	Information should be completed on release forms and available in the biological control manager's office.	
6	Copies of all documents or a summary thereof should be sent to the relevant PPRI researcher, National Coordinator, Regional Office and Aquatic weed Project Manager.	
7	Bio-agents must be released according to specifications in the SCP and Bio-control Business Plan.	
8	Records of all releases must be filed and available in the Biocontrol Manager's Office.	
9.3	Mass Rearing Facility	

1	The mass rearing facilities must be managed by the biological control manager.
2	The pools must be placed at sites which do not pose a threat of infestation to rivers or dams which do not have the particular weed species present.
3	These facilities must be managed according to specifications from PPRI.
4	Records of agents produced and sites to which they are distributed must be kept at the bio-control manager's office.
5	Unless required by the agent, weeds in the mass rearing facility should be prevented from flowering and producing seed.
6	Access to these facilities must be controlled.
7	Mass rearing facilities must be signposted and demarcated.
9.4	Harvesting from field sites
1	Harvesting from field sites must be considered only when establishment of agents at the site in question is certain or the site is due to be treated by other means.
2	The biological project manager must determine, before hand, how many agents can be removed without risking the success of the existing site.
3	Field sites can be defined as those areas where biological control has successfully established as a control method, but it is not of any scientific importance.
4	Biological control reserves are sites which are strategically placed and maintained for the purpose of breeding bio-agents or research, and are required to be demarcated by the bio-control manager.
5	Bio-control sites and reserve positions must not threaten weed free sites or neighbouring countries.
6	Harvesting from field sites can only be considered after a period of 3 years from initial release.
7	The preferred method of distribution of water hyacinth agents is by catching, counting and releasing the agents. Where species require the host plant to be distributed (eg. <i>Salvinia molesta</i>), the agents and weed must be transported in marked and sealed containers with fine gauze over ventilation holes.
8	The Health & Safety risks in the bio-control agent harvesting process must be assessed and mitigated.
9.5	Monitoring
1	Sites must be monitored monthly and a seasonal status report submitted to the invasive aquatic plant control manager.
2	An estimate of % damage should be calculated on visible feeding evidence.

3	Fixed point digital photographs must be taken at each bio-control site to estimate influence of agents over time.	
4	Water quality information must be available for all monitoring sites.	
5	Monitoring forms must be completed, maintained and available in the biological control manager's office.	
6	Copies of data documents (or a summary thereof) must be sent to the implementation officer (PPRI), National Bio-control Coordinator and the aquatic weed project manager.	
9.6	Biological control records	
1	All release sites in a management unit area must be located, recorded and mapped.	Biological Control Policy
2	These records must be incorporated in the WIMS database.	
3	The release sites must be marked in a standard manner for easy identification.	
4	Release data sheets must be completed for new sites and submitted to the regional biological control manager.	
5	Monitoring data sheets must be completed and submitted to the Regional Biological Control manager, at least annually.	
6	The sites must be pointed out to teams working in the vicinity.	
7	Bio control releases must form part of a current contract.	
9.7	Biological Control knowledge	
1	IA / Area / Project managers must be informed of biological control agents / methods applicable to species in their areas.	Biological control agents summary
2	The managers must be trained to recognise the biological control agents and the effects they have on the alien target species.	
3	PM and contracting team trained in harvesting and releasing bio agents for targeted species.	
9.8	Biological Control planning	
1	When compiling MUCPs the use of bio-control agents as a clearing or containment method, must be considered.	Procedure for deciding on release sites
2	Areas and sites must be identified according to the guidelines in the WfW Bio-Control Policy and applications sent to the bio-control manager.	WfW Bio-Control policy
3	Planned releases must be incorporated in APO compilation and the budget where required.	

4	All biological control activities must take place in close liaison with Regional Bio-Control managers.	
9.9	Risk assessment of biological agents.	
1	Records of risk assessments of each bio-control agent used must be kept in the Regional office with copies to the relevant PM offices. (Bites, stings, irritation etc.)	
2	Following on the risk assessment, PPE requirements must be determined, recorded and used accordingly.	
3	Relevant PPE should be supplied to workers and site visitors, e.g. gloves, masks and hardhats.	
4	Workers and site visitors must be informed of any risks associated with the bio-control agents.	

10. BURNING		REFERENCE
10.1	Regional burning strategy	WfW Burning Policy
1	Evaluate the potential for IAP management by burning in the region.	
2	Compile a localised fire management plan to fit with any sub-regional plan.	
3	Form a relationship with local fire management agencies - FPA, WoF, local fire brigade, others.	
4	Share understanding for capabilities, and resources available to and from the fire management agencies / WfW Regon.	
5	Record of WfW representation at relevant fire management agency meetings.	
10.2	Identification of sites requiring burning	
1	If burning is to be considered, form a focus group to evaluate the status of the vegetation on the target area, and guide the process of decision making according to the standards.	
2	Record a list of objectives to be achieved by the burn.	
3	Record a list of stakeholders to be included in the decision process.	
4	Engage with the leaders of the FPA, WoF and local fire brigade.	
5	Keep a written record of the steps followed and decisions made.	
10.3	Planning a burn The decision to burn must not be made in isolation - landholders and stakeholders must be in agreement	
1	Record a list of stakeholders to be included in the decision process.	
2	Form a fire management committee including the AM, PM, Landholder, WoF leader (or equivalent).	
3	Record of the decision to burn explained to and understood and agreed to by the landholder.	
4	Evaluate and list the fire management resources available.	

5	Evaluate and list the actions to be completed in preparation for the burn.
6	Record a HIRA process for persons, equipment and environment before commencing the burn.
7	Compile and record an Emergency Evacuation plan based on the HIRA and other local knowledge.
8	Communicate the Emergency Evacuation plan to all involved in the planned burn prior to the burn.
9	Record and communicate the day decided on for the burn.
10	Keep a written record of the steps followed and decisions made.
10.4	The burn
1	Assemble the resources necessary for the burn, allocate duties and confirm delegation of authority. Fire boss, second in charge, flank supervisors, team leaders and team groups.
2	Record communication of the plan of action, the HIRA and Emergency Evacuation procedure to all involved persons before proceeding with the burn.
3	The landholder started the burn / signed authorisation and delegation for the burn.
4	Keep a written record of the steps followed and decisions made with a time-line.
10.5	After the burn
1	Fire management committee evaluation of the burn and record of their findings.
2	Communicate record of findings to the stakeholders.
3	Evaluate the level of achievement of the objectives set for the burn.
4	Record plan of follow-up action and responsibilities as a consequence of the burn.
10.6	Burning and fire management training
1	Workers need to be trained in fire awareness, burning and fire prevention methods.
2	AM and PM need to be trained in fire management techniques.
3	Emergency Evacuation procedures need to be communicated to the workers.

11. ENVIRONMENTAL AWARENESS		REFERENCE
11.1	Site clean and free of litter and waste	
1	There must be no litter from WfW activities / personnel on work sites, at any time.	
2	There must be a litter bin or bag on site at the demarcated gathering area, cleared or removed daily.	
3	All existing litter must be removed and disposed of in an acceptable manner, unless specified that it can remain on site.	
4	Where warranted by the quantity, the removal of litter can be catered for by allocating person days to the task.	
5	Soil contaminated with oil must be appropriately treated and disposed of at a permitted landfill site or the soil can be regenerated using bio-remediation methods.	
6	When loose waste material is transported on vehicles it must be adequately tied down / covered and contained.	
11.2	Sanitation Sanitation requirements should be measured against the duration of the work and the number of workers. Sanitation facilities should at least include the following:	
1	As far as practically possible provide formal sanitation (chemical or water-born). Where this is not possible, a spade and toilet paper must be easily accessible on every site.	
2	Human waste and used toilet paper must be buried at least 20m distant from any watercourses or bodies.	
3	In sensitive areas (urban sites, wetlands) a portable toilet must be provided on site and the waste removed and disposed of in an acceptable manner.	
4	Clean water, soap and a towel must be provided and used for hand washing.	
5	Accommodation is to be provided where workers are remote from their homes. (e.g. camping or hostel)	
Where temporary accommodation is supplied, the site should at least have:		
6	1 1x shower/15 workers.	
	2 1x toilet/30 workers.	
	3 Changing rooms per gender.	
	4 A sheltered eating area.	

7	The workers should be informed of personal hygiene and trained to maintain it.
8	Toilets need to be adequately ventilated.
9	Where relevant, sufficient toilets per gender need to be available.
11.3 Access routes	
1	Existing access routes must be used. Where new access routes or paths are required, these must be planned and made in co-operation with the landowner / manager and marked with hazard tape.
2	Timber extraction routes must be planned and adhered to and marked with hazard tape.
3	Plan hauling routes to minimise the need to cross-rivers.
4	Where the construction of a temporary access route that alters the stream flow of any watercourse is needed, formal authorisation from the relevant authority must be obtained before construction. e.g. DWAF (NWA) An EIA must be done.
11.4 Indigenous plants and animals	
1	Indigenous plants and animals (birds, snakes, mammals, insects and their nesting / breeding / feeding sites) must not be harmed. Records must be kept of sightings and encounters.
2	Alien trees with bird nests must be killed standing where possible. Site records must be kept.
3	Collection of plants, parts of plants or animals for medicinal or other purposes, may only take place with the appropriate permission. Collection records must be kept.
Identify and protect indigenous plants and animals, especially:	
4	1 Red data species
	2 Protected plants
	3 Sensitive communities
	4 Wetlands
5	No species of animal may be poached, snared, hunted, captured or wilfully harmed, damaged or destroyed.
6	Snakes and other reptiles that may be encountered on the treatment area must not be killed.
7	Anthills and/or termite nests that occur must not be disturbed.
8	Disturbances to nesting sites of birds must be avoided.
9	Keep the foreman / managers informed of dangerous or problem animals. Record sightings and encounters.

10	Keep food and rubbish out of reach of scavengers, e.g. apes and birds.	
11.5	Invasive alien plant identification (IAP)	CARA species list
1	All personnel must be trained in basic alien invasive plant identification with specific reference to aquatic alien plants.	
2	Alien invasive plants including aquatic alien plants must be identified, where required expert assistance must be used.	
3	The relevant species to be removed must be pointed out to contractors and workers on site.	
4	Damage to indigenous / desirable vegetation must be minimised.	
3	Specific NBAL's to be controlled by bio-control methods or research sites, must be pointed out to workers and contractors, and the special conditions explained to them.	
11.6	Alien invasive dispersal. The potential dispersal of alien plant seeds or fruit by WfW activities must be assessed and preventative measures must be taken.	
1	Where cleared material must be moved from the site, measures must be taken to prevent dispersal of reproductive material (e.g. seeds, cuttings).	
2	Chipped plant material must be free of seed if used off-site (e.g. mulch).	
3	Plants which have been removed must not be transported across or near to rivers or dams in which the species is absent.	
4	Removed plants must not be stacked on top of indigenous flora.	
5	Method and specifications chosen with due consideration of impact on the site, natural vegetation & regeneration.	
6	Methods used must ensure that aquatic weeds are not distributed by the contractor and employees.	
7	Measures must be taken to prevent the dispersal of seed etc, by vehicles, clearing personnel & tools.	
11.7	Altering stream flow characteristics	
1	No unauthorised altering or diverting of stream-flows is permitted.	
2	If a stream-flow altering activity is anticipated, an EIA must be done.	

3	Effects of stream-flow altering actions must be anticipated, managed and mitigated in terms of the EIA.	
11.8	Site stabilisation / anti-erosion / rehabilitation measures. Where a site / soil is exposed to erosion by the clearing of vegetation cover, the methods and treatment must be adapted to stabilise the site.	
1	Stack brush along the contour and below shoulder height with 2m gaps at 10 to 15 m intervals (for fire fighting access / escape), to reduce run-off and soil movement, or scatter brush to reduce soil damage by fire.	
2	Preserve indigenous plant cover and adapt treatment methods to allow indigenous plants to colonize the site.	
3	Identify sites requiring additional stabilisation structures / measures / re-vegetation and obtain expert advice & planning to implement.	
4	Take precautionary measures to protect stabilising plants (planted & natural) during follow-up spraying.	
11.9	Site stabilisation / anti-erosion / rehabilitation records. If measures additional to clearing are undertaken (e.g. planting or structures):	
1	Sites must be mapped and a unique Treatment Area number must be assigned. Comprehensive planting / maintenance records must be kept; including dates, species and number of plants and follow-up care.	
2	A record of input costs must be kept, including: materials, plants, seeds, person-days etc.	
11.10	Archaeological and Cultural Sites.	
1	All finds of human remains must be reported to the nearest police station.	
2	Should any historically significant finds (e.g. artefacts, human remains or sites of cultural or archaeological importance) be located, work must cease and the South African Heritage and Resource Agency (SAHRA) must be contacted immediately. Work in the area can only be resumed once the site has been completely investigated.	
3	Under no circumstances must the Contractor, his/her workers, his/her sub-contractors or his/her sub-contractors' workers remove, destroy or interfere with archaeological sites or finds. Any person who causes intentional damage to archaeological or historical sites and/or artefacts could be penalised or legally prosecuted in terms of the National Heritage Resources Act, 25 of 1999.	
4	A fence at least 2m outside the extremities of the site must be erected to protect archaeological sites	

11.11	Permits Activities requiring permits and/or permission.
Strategic planning should foresee any permit requirement to be obtained before the start of work. These, among others, would include:	
1	1 Permission to enter private land.
	2 Permission to work in a nature reserve.
	3 Permit to enter and work in prohibited areas.
	4 Permit for diverting any watercourse.

12. HEALTH AND SAFETY		REFERENCE
12.1	Hazard Identification and Risk Assessments (HIRA)	H&S element 5.02
1	The HIRA process to be developed, on record and available at the project / area and to be understood by every manager.	
2	An Emergency Evacuation Plan must be drafted and communicated to all personnel.	
3	Where relevant, hazards in the working area must be taped off. e.g. trenches, holes etc.	
4	The Written Safe Work Procedures Manual must be available, understood and adhered to by all working staff.	WfW WSWP
12.2	Medical examinations To prevent occupational injuries:	H&S element
1	All workers must have had a base-line medical examination performed by a registered occupational health practitioner.	
2	New workers must have a pre-employment medical examination.	
3	Specific job classes must have annual medical examinations / tests as specified.	
4	Records must be kept at Project offices.	
12.3	First Aid kit	H&S element 5.15 & stock list
1	A first aid kit, fully stocked according to the standard stock list, must be easily accessible at all work sites, and regularly inspected by the PM.	
2	All first aid treatment and usage of stock must be recorded in the dressing book kept on site / regional office.	
3	The First Aid kit must be under control of a trained and competent First Aider with a current certificate.	
4	There must be an alternative trained First Aider in the team.	
5	The name of the registered and competent first-aiders must be illustrated on the first aid box.	
6	A copy of the competency certificate of the first-aiders must be kept on-site in the H&S-file.	

12.4	<p>Personal Protective Equipment and Clothing (PPE) The PPE as prescribed in the WFW PPE matrix must be worn at all times during work, as well as specialized PPE required for work on / near water bodies.</p>	
1	PPE must meet the minimum prescribed standards of quality (EU or SABS).	H&S element 2.41
2	PPE must be replaced when it becomes ineffective through wear & tear.	
3	All people on aquatic weed control sites must wear SABS approved Key-Hole type life jacket with whistle.	
4	PPE must be provided with due consideration to the hazards of exposure to dangerous animals, reflective glare and water.	
5	A record must be kept of all PPE issued to contractors and workers, and signed for by them.	
12.5	<p>The Project / Area / Region conforms to the WfW Occupational Health and Safety Guidelines. The OHS standards must be fully implemented in all WfW offices and sites.</p>	
1	There must be copy of the OHS guidelines in all Project offices and revisions must be up to date.	H&S element
2	Safety meetings must be up to date and minutes kept on file.	
3	There must be an up to date Project Incident Summary book in the office.	
4	The Incident Reporting Matrix must be displayed and adhered too.	
5	The COIDA manual and forms must be available and used correctly.	
6	Accident Investigation Dockets must be kept at Area offices.	
7	There must be an appointed Health and Safety Representative in every contract team.	
8	Workplace Inspection Reports must be up to date and available.	
9	Incident Reports must be up to date and available.	
12.6	<p>Health and Safety training The following minimum training levels are required:</p>	
1	H&S representatives and contractors must have completed the Phase 1&2 combined H&S course successfully.	H&S element
2	All managers must have completed the Phase 1&2 combined H&S course successfully.	
3	Designated Incident Investigators must have been appointed and must have completed the Incident Investigation training successfully.	

4	All senior managers must have completed the Incident Investigation training successfully.	
Specialized training for the aquatic plant control teams includes:-		
5	1 Water Safety Training	
	2 Life Saving Training	
	3 Waterborne Diseases	
	4 Environmental dangers relating to water bodies (wildlife, floods)	
	5 Boat handling	
6	Induction Training needs to be conducted (Duty to inform) and attendance records thereof kept on-site / regional office.	
7	Site visitors need to be inducted w.r.t. the relevant safety issues when arriving on-site.	
8	Safety toolbox talks must be conducted daily, and registered in the safety file.	
9	Teams to be trained on safe river crossing (not running across), covering of sharpened blades and working in pairs at a safe distance apart (buddy-system).	
10	PM to verify that Toolbox talks are conducted DAILY	
12.7	Substance abuse	
1	The use of any mind altering substances is not allowed on-site (e.g. alcohol, dagga). Managers and contractors must ensure that workers do not perform their duties under the influence of any narcotic, drug or other mind altering substance.	H&S element
2	Persons in the WfW programme must be made aware of the potential dangers of drug use and of the workplace policy regarding the use of drugs.	
12.8	Working in close proximity to water-bodies and steep inclines	
Where there is a possibility of drowning:		
1	1 Lifejackets must be available to the workers at risk of falling into the water.	
	2 Provision must be made to prevent workers from falling into the water.	
	3 Provision must be made for the rescuing of workers if they fall into the water.	
2	Where boats are used, they must comply with the relevant boating regulation, and at least carry the following:	
1	1 Rowing oars	

	2	Life Jackets	
	3	A sponge	
	4	An aluminium bucket	
3	Boats must be of sufficient size and strength to carry the relevant number of workers and their equipment without the risk of capsizing and sinking.		
4	Where work is conducted on steep inclines like high river banks, measures must be taken to prevent workers from falling.		
12.9 Work environment stressors.			
1	Assess the occurrence of temperature extremes and record extreme events or time periods and actions taken.		H&S element 1.16
For heat conditions at and above 30 degrees Celsius potentially for one or more hours:			
2	1	Provide shade.	
	2	Ensure hats are worn.	
	3	The supply of sufficient drinking water to the workers as per the safety standards.	
For cold conditions			
3	1	Ensure adequate clothing is worn.	
	2	If the temperature drops below 6 degrees Celsius for over four hours: stop work!	
	3	The supply of sufficient drinking water to the workers as per the safety standards.	
4	For wet conditions: ensure rainwear is issued.		
12.10 Registers that need to be kept on site and updated daily where relevant and applicable:			
1	Formwork and scaffolding registers.		
2	Biological agent records.		
3	Equipment performance test registers.		
4	Fire equipment registers.		
5	Content of first aid box registers.		
6	First aid treatment registers.		
7	Hand tool inspection register.		
8	Ladder inspection register.		

9	Portable electrical and mechanical equipment register.	
10	PPE register of issue.	
11	Safety induction registers.	
12	Safety inspection registers.	
13	Security / visitor access control register.	
14	Supply depot / stores and issuing registers.	
15	Vehicle inspection registers.	
16	Vehicle maintenance registers.	
12.11	H&S Representation and Meetings.	
1	A H&S representative must be formally appointed per team.	H&S Act
2	Record of Project monthly H&S meetings.	
3	Record of Regional quarterly H&S committee meeting.	

13. FIRE FIGHTING AND PROTECTION - NATURAL & ENVIRONMENTAL HAZARDS		REFERENCE
13.1	Fire Precautions on work sites As a rule fires and smoking should not be allowed on work sites; when exceptions are made the following precautions must be applied:	
1	Smoking and fires only allowed in safe demarcated areas, designated by the contractor / manager / landowner.	
2	The contractor is responsible for ensuring that fires made are never left unattended and are completely extinguished after use.	
3	No fires at all are allowed in prohibited areas (including the working location) and in adverse weather conditions.	
4	Conditions of the landowners agreement and clearing contract i.r.o. fires, must be adhered to.	
5	Site specific reaction / evacuation rules must be applied in the case of wild fires.	
6	Basic appropriate fire fighting equipment must be available at each work site; a minimum of 5 fire beaters and 1 filled knapsack fire-fighting pump, or alternative suitable equipment.	
7	Where fuels and machines are used on site, the prescribed fire extinguishers in working condition must be available.	
8	Fire Fighting & Extinguishing Equipment inspected by the H&S Rep and recorded.	
13.2	Projects in Fire Protection Areas (FPA) and / or involved in Fire Protection	
1	If a project or project team is involved in fire protection, there must be a strategic trained team.	Fire Protection Standard
2	The Area Manager must draw up fire-fighting rules and these must be posted / available in offices and the field.	H&S element 3.06
3	In FPAs no fieldwork may take place during 'red' days.	
4	The project must be on the FPA communication network.	
5	The project must be a member of the FPA and attend meetings.	
13.3	Fire precaution Training	
1	Workers need to be trained in fire awareness and fire prevention methods.	
2	The site clerks need to be trained in incident and accident reporting procedures.	

3	Emergency Evacuation Procedures need to be communicated to the workers.	
13.4	Site offices (where relevant) and Regional Offices.	
1	Fire exit doors must open outwards.	
2	All exits must be clear and unobstructed.	
3	Extinguishers must be available and of the correct type, in case of emergencies.	
4	Fire marshals must be trained and appointed.	
5	The evacuation plan must consider measures for disabled persons and multistory buildings where relevant.	
6	Evacuation plan must be in place with practices recorded in a register.	
13.3	Adverse weather conditions	
1	No work in / near / on water bodies may take place during rain or lightning.	
2	The contractor must be informed concerning the weather conditions for each day infield.	
3	Contractors and teams must be informed of any release of water from dams higher up in the river system before a release takes place, this requires communication between WfW teams and DWAF managers of Dams.	
4	On dams, wind and wave action must be taken into consideration prior to entering the work area.	
13.4	Wildlife	
1	The Project Manager, Contractor and team must identify and record hazardous animals.	
2	Associations for endemic aquatic animals must be informed of activities. (eg. Yellow fish)	
3	Workers may not enter an area when dangerous animals are in the vicinity (closer than 500M) without the presence of a qualified, armed rifleman/guard. (crocodiles, hippopotamus, elephant or buffalo)	
4	The guard must remain on look-out throughout the day.	
5	Qualified guards must be sourced from DEAT, Parks or recognized authorities.	
6	Rifles and ammunition must be of an appropriate caliber, properly maintained and controlled.	
7	One rifleman must be available for every 15 workers.	
8	Rifleman must ensure that all 15 workers are visible at any given time.	

14. SOCIAL DEVELOPMENT		REFERENCE
14.1	Community Profiles	
1	Communities from where workers are sourced indicated on a map in the office.	
	Community profile displayed in the office, indicating:	
1	1 Poverty levels	
2	2 Sanitation	
3	3 Literacy	
4	4 Area-specific social problems	
3	Advisory committees in place.	
4	Local municipal and district boundaries marked.	
14.2	Advisory Committees.	
1	Minutes Indicating Advisory Committee received EPWP induction.	
2	Record of PM contact with municipal IDP forum/officer.	
3	Copy of municipal IDP on file.	
4	Exiting contractors profile documented.	
5	Record of Exiting opportunities explored with the municipal IDP officer.	
6	Exiting beneficiaries training needs profile determined and recorded.	
7	Exiting beneficiaries training completed according to the profile plan and recorded.	
7	Record of Community based project in place - e.g. food garden, craft industry.	
8	Record of Exited Workers and Exited Teams indicating their Exit Destination. (Team work, Individual work, Seasonal work, No work)	
14.3	Gender mainstreaming.	
1	Record of structured targeting of marginalised groups in place - e.g. race, gender, age, disability, single parent households, those living with HIV/Aids, rural areas, fostering orphans.	
2	Record of demographic profile of: each Team, each Project, the Region. (female, youth, disabled)	

14.4	Project office.
	Gantt chart displayed indicating -
1	1 Social Development plan on display in the office.
	2 List of SD events and days on display.
1	3 List of SD events and days - Planned vs Actual progress indicated and on target.
	4 List of clinics displayed for teams to access.
	5 List of registered child care facilities for teams to access (if any).
	Region specific Social Development interventions.
1	1 List of Region specific SD topics identified and implemented at Project level once every 6 months.
	2 Co-ordination and record of referrals on substance abuse.
2	3 Co-ordination and record of referrals on social grant claimants.
	4 Co-ordination and record of sessions by local government NGOs on SD topics.
	5 Co-ordination and record of interactions and partnerships with other institutions - e.g. NICRO.
3	Monthly SD report submitted and copy on file.
4	Gantt chart updated monthly and attached to the SD report.
14.5	Primary health care.
1	Record of primary health care training done with the teams - e.g. hygiene, nutrition.
2	Record of Tool-BoxTalk topics on Primary Health Care shared with the teams - e.g. personal hygiene, camping hygiene, drinking water, nutrition, food gardens, malaria, TB, other infectious or contagious diseases or conditions.
3	Record of training on Sexual Reproductive Health training done with the teams - e.g. contraception, STDs, child spacing etc.
4	A co-ordinated Primary health session must occur within each contractors team in conjunction with approved institutions at least once every six working months.
5	Workers must have access to local Dept Health clinics when they are available.
6	Basic health principles must be encouraged by project manager and contractor e.g. Washing of hands before meals.

14.6	HIV/AIDS program in place for each project.
1	WfW workplace policy on HIV/AIDS and Universal Precautions available and record of implementation.
2	Peer educators trained - 1 male, 1 female per team.
3	Record of 3 monthly peer educators intervention sessions per team.
4	HIV/AIDS sessions recorded on WIMS - treatment area ID, Tool-Box talk topic, date, time, number of females/males attended, item distributions and quantity, PM name and surname.
5	A co-ordinated HIV/AIDS session must occur within each contractor's team in conjunction with an approved institution. This must occur at least once every six working months.
6	HIV/AIDS Information, posters brochures etc, must be in evidence at each project.
7	Condoms available at work sites.

15. EMPLOYMENT		REFERENCE								
15.1	<p>Target groups according to the national employment standards WfW employment must target poor, unemployed persons of previously disadvantaged communities in the prescribed ratios.</p>	Sample Transformation plan								
1	<p>Gender, youth and disability employment must conform to national standard across all job categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td>60% Women</td> </tr> <tr> <td style="text-align: center;">2</td> <td>20% Youth (18 to 35)</td> </tr> <tr> <td style="text-align: center;">3</td> <td>2% Disabled</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Only one person per household employed</td> </tr> </table>		1	60% Women	2	20% Youth (18 to 35)	3	2% Disabled	4	Only one person per household employed
1	60% Women									
2	20% Youth (18 to 35)									
3	2% Disabled									
4	Only one person per household employed									
2	Where equitable empowerment according to these standards is not yet realised, there must be a transformation plan to achieve them.									
3	The plan must have set targets within a reasonable time-frame and progress must be evaluated annually.									
4	Record available of number of: persons employed, employment record of each person									
15.2	<p>Minimum Regional wage enforced.</p>									
1	Contractors must pay the workers the wage agreed for the task. (Wage register)									
2	Value of the task must be based on the minimum regional wage.									
3	A wage agreement must be in place for each worker per contract detailing the rate, days and total wage to be paid.									
15.3	<p>Employment contract exist. Employment contract must conform to the Special Public Works Contract standard.</p>	SPWP Act								
1	Contractors must have an employment contract with their workers.	Sample contract								
2	Workers must understand the contents of the contract.									
3	The grievance procedure and disciplinary code must be available and understood by the workers.									
15.4	<p>Contractors may only have one contracting team</p>									
1	Contractors can only have one contracting entity within the WfW Programme									
15.5	<p>Managers cannot have any financial involvement with the contractors</p>									

1	No financial involvement by any WfW staff member with any contractor	
2	Contractors cannot have any financial involvement with the workers, landowners or stakeholders	

16. COSTS		REFERENCE
16.1	Costs Known	KPI tables
1	Budgeted costs per hectare known (initial and follow-up)	
2	Actual costs per hectare known (initial and follow-up)	
3	Budgeted person days per hectare known (initial and follow-up)	
4	Actual person days per hectare known (initial and follow-up)	
5	The Project Manager and Contractor must have an acceptable method of calculating the budgeted and actual costs per hectare (person days/ha and Rands/ha).	
6	The operational costs must include the labour, herbicide, transport, equipment and running costs.	
7	Management costs must be known and indicated separately.	
16.2	Costs & person days per hectare within norms	
1	Costs & person days must be within norms for the type of operation.	
2	Costs & person days must be in line with the APO / budget.	
3	The actual person days achieved must be evaluated regularly against the norm.	

17. TRAINING		REFERENCE
17.1	Induction	
1	All workers must receive orientation within 24 hours, and induction training within 1 month of starting work.	
17.2	Compulsory job training	
1	All training on the training matrix, including refresher courses, is compulsory.	Training Policy & matrix
2	All training on the training matrix must be provided to workers and contractors within the stated timeframe.	
3	Training will comply with the WFW Training Policy and matrix.	
17.3	Training Plan & Profiles	
1	The Training Annual Plan of Operations must be displayed.	Training Plan & profile sample
2	The plan must be based on the National Standard.	
3	Each learner's profile must be plotted on the plan.	
4	All learner profiles must be captured on WIMS.	
17.4	Training Records	
1	All training capture sheets, attendance registers, evaluation forms, and certificates must be filed in the Regional Training Manager's office or Area office.	
2	All Department of Labour monitoring sheets, correspondence, financial records and training schedules must be filed in the Regional Training Manager's office or Area office.	
3	All training financial records (e.g. venue hire, lunch, transport, etc) must be filed in the Regional Training Manager's Office or Area office.	
4	All training provider reports must be filed in the Regional Training Manager's office or Area office.	
5	All training must be captured on WaterWorks within the stipulated time frame.	
17.5	Training Reports	
1	Training Monthly reports must be completed by the Regional Training Manager and submitted to both the Regional Programme Leader and National Training Unit by the tenth of each month.	
2	Ensure completed training is captured into WIMS monthly.	

3	Quarterly Training Reports must be submitted to the Department of Labour.	
4	National Training Evaluation Reports must be submitted to the National Training Unit for inclusion in the WfW Annual Report to the Department of Labour and other stakeholders.	
17.6	Training Monitoring and Evaluation	
1	All training courses to be monitored by a WfW staff member.	
2	All Monitoring reports must be filed with the Regional Training Manager.	
17.7	Accreditation	
1	All training must be aligned to unit standards, where possible.	
2	All training must be provided by accredited training providers, where possible.	

18. OVERALL IMPRESSIONS, PUBLIC AND WORKER PARTICIPATION		REFERENCE
18.1	Active employee/contractor participation in project management	
1	Workers must have a formalised forum through which they can make inputs into the overall management of the project (e.g. workplace committee).	
2	Work Place Committee meeting minutes must be available in the Project Managers Office.	
18.2	Active forum for public participation in project: Advisory Committee	
1	Advisory Committee meeting minutes must be available in the Project Managers Office.	
2	Advisory committee assist in the identification of a pool of contractors to be used by project.	
3	Advisory committee assist in identification of target groups for employment	
4	Community based forums should participate in the advisory committees as advisors as regards the prioritisation and implementation of social development issues.	
18.3	Active forum for public participation in project: Working Groups	
1	Working Groups meeting minutes must be available in the Project Managers Office.	
2	Meetings must be held at least every six working months	
3	Advisory committee / working groups assist in the identification of new infestations	
4	Advisory committee working group assist in advising aquatic weed project manager on suitable treatment methods, prioritization and implementation	
5	Advisory committee / working group assist in public awareness	
6	Reports must be given by aquatic and bio-control project managers at each meeting	
18.4	Representing the WfW programme and image. All persons, activities and facilities allied to WfW represent the public image of the programme and there must a conscious effort to improve this image.	
1	WfW offices, work sites and vehicles must be identified with the standard WfW signboards or stickers.	

2	Offices and work sites must be neat and well presented.	
3	Regional, Area and Project offices and stores complexes and their immediate surroundings must comply with the CARA regulations, i.r.o. alien invasive plants.	
4	WfW personnel and contractors must be identified by standard WfW attire; or business / I.D. cards.	

C. Policies, Documents, Circulars and Notices for consideration**Treatment Methods Document****Herbicide policy**

- The non-use of diesel

Herbicide / Treatments Summary sheets

Frilling vs Felling – tall and / or dangerously sited trees

Tool use / method selection

Tool sharpening

Dangerous animal awareness

OHS Policy and Act**Safety News Flashes**

- No. 07a/2005: Tree felling & Stump reading
- No. 01/2006: Safe working distances
- No. 09/2006: Lightning awareness

D. Field Audit Sheet

FIELD AUDIT SHEET – CLEARING OF ALIEN VEGETATION

Treatment Area ID: _____ Contractor: _____ Date: _____

PLANNING, REPORTING AND RECORD KEEPING	YES	NO
1. Is the Contract document on site?		
2. Is a clear map of the Treatment Area available?		
3. Can the contractor identify the Treatment Area boundary on the ground?		
4. Has a Landowner's Agreement been completed for all properties within the Treatment Area?		
5. Is the original Timesheet up to date with details of new employees and those that have left?		
6. Is the daily production and herbicide usage recorded correctly on the prescribed form?		
7. Does the contractor have a copy of the corrective measures of the previous audit, and has he taken the required corrective actions?		
8. Are monthly Pay sheets available and correct?		
9. Is there a workers' committee in place?		
10. Are there valid contracts between the contractor and his/her workers in place for the duration of the tender period reflecting the amount of tender days and paid workdays?		
Sub total:		

TRANSPORT	YES	NO
1. Vehicles must display a valid license.		
2. All vehicles transporting people must display a C.O.F certificate.		
3. The driver must have a valid driver's licence verified by the local traffic authority.		
4. The driver must have a valid PDP certificate.		
5. Has the driver undergone an annual medical check up?		
6. Is there an up-to-date Daily Pre-trip Checklist available where faults are recorded?		
7. Are faults affecting the roadworthiness of the vehicle repaired immediately?		
8. Is there an up-to-date logbook available?		
9. Does the driver adhere to prescribed maximum loads? (SWB = 15 people standing or 11 people seated, including the driver; LWB = 17 people standing or 13 people seated, including the driver)		
10. Are benches secured if supplied?		
11. Are sufficiently strong railings provided? (350mm above seat level or 100mm above standing surface)		
12. Tools, equipment, herbicides and containers must be secured and isolated from the passengers.		
Sub total:		

TOOLS AND EQUIPMENT	YES	NO
1. Is the equipment suitable for the type of operation?		
2. Tools must have correct and secured handles and it must be in a safe working order.		
3. Tools must be properly maintained and sharpened regularly. A sharpening stone or file should be on site.		
Sub total:		

HERBICIDES	YES	NO
1. Is the correct method used for treatment?		
2. Are the herbicides registered for the species being treated?		
3. Are herbicides applied correctly, e.g. knapsacks or polycans?		
4. Are herbicides mixed according to the respective labels?		
5. Are the correct additives and dyes used according the respective labels?		
6. Are clean water being used for the mixing of the herbicide?		
7. Are weather conditions being taken into consideration, e.g. spray drift in windy conditions?		
8. Calibrations to be done where applicable to monitor application rates per hectare.		
9. No leaking equipment?		
10. Filters cleaned daily?		
11. Knapsack sprayers fitted with a 1 bar Pressure Regulator?		
12. Correct nozzles fitted?		
13. Proper padded harnesses used on knapsack sprayers?		
14. Lances to be secured to prevent damage during transport.		
15. Storage of herbicides in a designated, demarcated area? (Away from eating area; at least 20m away from water bodies; away from indigenous vegetation, crops and gardens.)		
16. No leaking containers?		
17. Containers used UV resistant and stored in the shade?		
18. Containers used clearly marked, showing type of herbicide and the mixture percentage?		
19. Containers standing on a type of absorbent material in field?		
20. Refilling done by using a funnel or spout on the absorbent material?		
21. Water from rinsing the equipment recycled for fresh mixtures?		
22. No washing or rinsing of equipment and containers done in natural water bodies?		
23. Empty containers returned to stores?		
24. Sufficient clean water for washing purposes?		
25. Bucket or bowl available on site?		
26. Soap and clean towel available on site?		
27. Have the herbicide applicators received the WfW Herbicide Applicators course?		
28. Have the other workers received Herbicide Awareness training?		
Sub total:		

METHOD OF WORK	YES	NO
1. Appropriate clearing methods and specifications applied (most cost effective)?		
2. Team structure and ration correct for optimum productivity?		
3. Individuals spaced to facilitate effective control by the supervisor?		
4. Stump height below 10cm?		
5. Seedlings targeted for foliar application at knee height or lower?		
6. Coppice targeted for foliar less that head height?		
7. At least 90% of plants targeted are treated with herbicide?		
8. Debris along stream banks removed to above the flood line?		
9. Work methods conforming to the Contract requirements?		
10. Have all workers undergone plant identification training?		
Sub total:		

ENVIRONMENTAL AWARENESS	YES	NO
1. Site clean and free of litter?		
2. Spade and toilet paper available on site?		
3. Human waste and paper buried at least 20m away from all water bodies?		
4. Clean water and soap available for washing hands?		
5. Existing access routes used, unless permission obtained from respective landowner?		
6. No indigenous plants or animals disturbed or killed?		
7. Alien trees with bird nests killed standing?		
Sub total:		

HEALTH AND SAFETY	YES	NO
1. Trained First Aid officer on site with a valid certificate?		
2. Is there an alternative First Aid officer on site with a valid certificate?		
3. Complete First Aid Kit available, fully stocked according to the standard stock list?		
4. Is there an up-to-date Dressing Book available?		
5. Emergency numbers pasted in the lid of the First Aid Kit?		
6. Effective IOD system in place (forms available)?		
7. Is there a trained Safety officer with a valid certificate on site?		
8. Did the Contractor receive Phase 1 Health and Safety training?		
9. Correct PPE worn?		
10. WfW Safe Working Procedures on site (used in Toolbox Talks)?		
11. Documented proof of Safety Talks with an attendance register?		
12. Workplace Inspection Reports up to date and available?		
13. Incident Reports up to date and available?		
14. No narcotic substances on site or used during working areas?		
Sub total:		

FIRE PROTECTION	YES	NO
1. No open fires allowed at any worksite?		
2. Smoking only allowed in areas designated by the contractor/landowner/project manager?		
3. 5 Fire beaters and 1 filled Venfire pump available on site?		
4. 5 Rakehoes available when working in a plantation area (in addition the the above)?		
5. Prescribed Fire Extinguishers available where fuels and machines are used?		
Sub total:		
GRAND TOTAL:		/89
Percentage:		

Project Manager

Contractor

Area Manager

