

# **MZINGAZI GOLF ESTATE CONTRACTORS & HOMEOWNERS MANUAL**



**Updated May 2014**

**This manual is applicable to all  
Freehold Sites on the Estate.**



## Building period

In terms of the agreement of sale and Title Deed, The purchaser hereby undertakes to complete the building of a dwelling house on the property . You are further advised that you are to complete construction of the buildings within 12 months of commencement.

### 1. Building Construction: General

Prior to construction:

- 1.1 Prior to commencement of construction a **deposit of R10 000-00** shall be payable in the case of a freehold erven. **Fifty percent of this deposit is non-refundable** and will be paid into a Homeowners Association maintenance fund for the maintenance and upgrading of the service facilities. The remainder is refundable subject to inspection on completion of the developed property, provided no damage has been done by the contractor or his agent to any of the common facilities during the course of construction. The Architectural Review Committee is entitled to access the site for the full duration of the contract period.
- 1.2 Prior to construction the contractor must obtain a copy of the Environmental Management Plan from the offices of the Mzingazi Home Owners association. It is the responsibility of the contractor to ensure that he and all his sub contractors adhere to the EMP and abide by the rules and regulations as set out in the EMP.
- 1.3 Please note that in the event of there being any breach in the Rules as contained within this document, the Homeowners Association may in terms of the Rule 43.2.2 impose a system of fines or penalties. The amount of the fines may be reviewed in future and confirmed at the Annual General Meeting.  
  
A list of penalties and fines are listed in this document.
- 1.4 **Prior to construction activity occurring on site, a Storm Water Management Plan (SWMP) must have been approved by the Homeowners Association and the Local Authority.**
- 1.5 Please note that an On-Site Storm Water Attenuation System (OAS) must be an integral component of the site's Storm Water Management System and must be constructed as one of the first construction activities in accordance with the attached documentation
- 1.6 Construction on site may only commence once you are in receipt of a letter from Council granting you permission to "commence construction up to the ground floor slab level prior to plan approval". Alternatively (and preferably) your plans are to have been approved by the Council and a letter is to be provided to this effect.

**1.7** The site is to be **totally enclosed with an 80% factor dark green shade cloth, 1.8m high with a single access and egress gate** at a single point entry to be determined and agreed between the Homeowners Association and the builder / architect / owner. The **external battens are to be painted dark green.** This shade cloth must be maintained and kept in good order at all times.

A special approved Mzingazi Golf Estate site board is to be erected within 7 Days of site handover date, no other site boards or advertising boards are allowed to be erected on the Estate.

**1.8** All construction activity is to occur within the site and all storage and equipment must be contained within the site.

**1.9** Containers used on site are to be green, or grey in colour, and must be neat with no rust.

The Mzingazi homeowners association management will remove all plants from the verge prior to site establishment.

Only CHEMICAL TOILETS will be allowed as on site toilet facilities.

These are to be strategically placed to provide maximum privacy to users and out of site of neighbours and passing traffic. These toilets are to be kept and maintained in a hygienic condition.

**1.10** Contractors and sub contractors will only be allowed access onto the Estate in identifiable company sign written vehicles, and the contractor is to enter the Estate via the contractors/service entrance and all staff will be required to get off/out of the vehicle and produce their access card to the security, they will then be allowed to get back on/in the vehicle to proceed to the construction site, the same will apply when they leave the Estate.

The contractor also is to ensure that all staff, direct and indirect contractors and sub contractors are to approach the site on/in identifiable company sign written vehicles and all staff will be required to leave the site on the same vehicles. No private vehicles with contractors or sub contractors will be allowed access onto the Estate. The contractors and their labourers are not allowed to walk to and from the site.

No contractor or any of his sub contractors may approach or employ or collect labour or casual labour within a 1km radius of either entrance gate to the Estate.

**1.11 Construction activity is to be restricted to the following hours:**

**Monday to Friday -**

**06:30am to 17:00pm**

**NO WORK ON PUBLIC HOLIDAYS OR WEEKENDS WILL BE ALLOWED**

**1.12** No contractors may have any staff living on the Estate other than a single night watchman who will be allowed onto the Estate after hours and over weekends.

The night watchman will have to be **from the same guarding company as is used by the Mzingazi Homeowners Association**. Any breach of this will be subject to a fine.

- 1.13 Prior to construction, it is advisable that a detailed Geotechnical Investigation be carried out on each individual site to more accurately determine the method of founding suited to the proposed structure to be developed.
- 1.14 The contractor is responsible to identify and peg the position of the site and to ensure that the screening off takes place within the site area.
- 1.15 Co-ordinates of peg numbers can be obtained from our land surveyor, Eugene du Preez of Kuschke Munnik Holl & Partners – contact details Tel: 035-853 1046 email eedup@iafrica.com
- 1.16 Soil erosion is to be prevented through use of appropriate measures during construction and following construction activities.
- 1.17 Vegetation is to be planted as soon as possible, particularly in areas which are being retained by loffelstein style walling.

## **2. Connection to Services**

### **Water:**

Prior to construction, a water meter must be obtained from the Mzingazi Real Estate Offices. The water meter is to be installed by your plumber and checked by our Estate Manager.

### **Electricity:**

Electricity connection services must be applied for at the beginning of the contract. The uMhlatuze Municipality is the supply authority for the electricity.

### **Sewerage:**

Sewerage connection must be made in conjunction with our Estate Management.

### **Telkom:**

You are advised to apply for the Telkom connection well in advance:

3 x 50mm Ø ducts have been provided on each site. One for Telkom, one for DSTV and one for security. Contractors should connect their ducting to these ducts

### **Relocation of Services on site verge:**

Relocation of services on your site verge shall for the cost of the individual owner. Permission is to be sought from the Mzingazi Management prior to this being undertaken.

## **3. Waste Disposal on Site –Include photo of how not**

The builders are to ensure control of solid waste, litter, debris and plastic matter throughout the site. The builder is to supply strategically placed litter bins and to arrange for a collection point within the screened area for all solid waste and rubbish, with regular removal off site. Solid waste materials should not be allowed to accumulate and may not be buried on site and no burning may take place on site. Regular removal is to be enforced and the contractor to be advised that should site inspections reveal unsatisfactory site conditions, the site will be closed down and no construction activity may take place until such time as the Homeowners Association has approved the site conditions and allows the reinstatement of construction. Owners and contractors are reminded that the Municipality will not service the sites for waste removal and that waste must be removed to an recognised waste disposal site.

#### **4. Earth works and site visibility**

The builder and contractor are required to supervise and monitor all earthworks, cut and fill operations and to ensure if topsoil screed is moved during any levelling or cut and fill operations it must then be returned after construction.

#### **5. Retaining walls**

All retaining wall systems should be put in place without delay and in accordance with an engineers design. In order to obtain a final building completion certificate from an inspectorate of the Local Authority, all engineer designed banks and retaining wall systems will require a certificate from an appointed engineer prior to the completion of your building contract.

Retaining wall systems i.e. loffelstein systems are to be planted immediately the work has been completed. Loffelstein walls are to be constructed as per supplier's and engineer's instructions.

#### **6. Responsibility for damage to property**

The contractor is liable for any damage to property, person, legal entity, body corporate, the state, Provincial Administration or any local authority which may arise should the contractor fail to comply with indemnity requirements or any other requirements. **Please note that the Homeowner will be ultimately held responsible for any damage to any of the above parties, as well as for payment of fines and penalties imposed for these transgressions.**

In particular, we draw your attention to the size of truck allowed on the Estate roads.

- "Maximum Gross Vehicle Weight for trucks with **1 axles** (typically tipper with single rear axle) = **10 tons**

- Maximum Gross Vehicle Weight for trucks with **2 axles** (typically tipper with dual rear axle) = **12 tons**
- No articulated trucks or truck plus trailer allowed (due to geometric restrictions)".

The following trucks will be granted entry

- Only 6 quibe truck fully loaded with sand or stone.
- Cement trucks with dual rear axel loaded with only 3.4 quibes
- Bricks may be delivered with a 10 ton truck with dual axel, with only 5 pallets of bricks on the trucks.
- 10 ton delivery truck with dual axel for general deliveries.
- All vehicles not adhearing to the above will be turned back at the gates.

## 7. Environmental Management Plan

The DFA approval requires that prior to construction on any individual erven, an EMP prepared by an Environmental Control Officer be submitted for approval. During the construction period an ECO is to be appointed to monitor and manage the impact of construction on the environment.

The Developer has appointed an ECO for the overall development to oversee the implementation of sound environmental control from commencement of construction on each site to the closure of construction, including landscaping.

The cost of the ECO is to be borne by the owner of each individual erven. The amount payable will be on hourly quotation basis on a pre-determined fixed rate dependant on the project size and nature.

We quote from the Clause 2.1 of the EMP for the Mzingazi Golf Estate "*The Contractor and / or its agents will be responsible for the environmental management on site during the construction period. A pre-construction meeting is recommended in order to reach agreement on specific roles of the various parties and **penalties** for non-compliances with the EMP.*"

A copy of the EMP is to be available on the website [www.mzingazigolfestate.co.za](http://www.mzingazigolfestate.co.za) or may be obtained from the Mzingazi Real Estate offices.

## 8. Occupational, Health and Safety Act and Construction Regulations

Refer to **Annexure B** for these rules.

## 9. Occupation Certificates

Once the builder has obtained an occupation certificate from the Municipality, he is to apply to the Homeowners Association for their occupation certificate. This will only be granted once the Homeowners Association are satisfied that any damages which have occurred have been rectified and any outstanding fines or penalties

have been paid; that property landscaping has been undertaken and that the construction has complied with all regulations and approved plans.

Again, any breach of this will be subject to a fine of R500-00 per day.

## 10. **Security and Access Control for Contractors and Sub Contractors**

### **Access Authorization, Permits.**

1. Prior to construction, all Contractors and Sub Contractors must report to the Estate Office accompanied by an official letter from home owner authorizing them entrance to the Estate, the Estate Manager will confirm with the home owner.
2. All Contractors, Sub Contractors personnel must be registered by Estate Office, were by and Contractors ID will be issued.
3. All Sub Contractors working less than 3 weeks on the Estate, will be issued a work permit, with the staff l'd's attached.
4. All Contractors Vehicle's must undergo a road worthiness inspection, if vehicle is cleared, a vehicle permit will be issued. Contractor's vehicles may only enter with a permit.

### **Procedures Entering the Estate.**

5. All personnel by either gate must climb of vehicles and walk through the security gate so ID cards can be checked by security before entering the Estate. The driver of the vehicle may proceed once access is granted by security through the gate to collect there staff.
6. Once access has been granted by security, staff are to climb back on to the vehicle and can proceed to there respective construction sites, once on site, the staff are not to leave the enclosure of the building site.**(not even for lunch)**. Staffs are to be driven to and from sites. Any staff caught outside his/her enclosure will be permanently removed from site.



7. Please note that all contractors will only be allowed on site from **06:30** and must be of site by **17:00**, penalties will be issued, if contractors are caught on site after **17:00**. Working days are **Mondays to Fridays** only, no public Holidays, this is **not negotiable**.
8. All contractors vehicles will be checked for oil leaks on occasion during the construction period, and if found, entry will be denied.
9. All delivery vehicles will undergo security checks, and will be inspected for oil leaks, if any unauthorized items or oil leaks are found, entry will be denied.
10. All delivery vehicles will only be allowed access with an official delivery note, with the site number and contractors name on the note.
11. Please note that all road laws apply on the Estate, speed limit is **25km/h**, and no overloading the vehicles with staff will be permitted

## **PENALTY PROTOCOL** **CONTRACTORS AND THEIR SUB-CONTRACTORS**

The following procedures will be followed should any Contractor, Service Provider, Sub-Contractor or any of their employees be in breach of any Rules and Regulations as set out by the Mzingazi Golf Estate.

- 1.1.1. Written or verbal notification will be given to the Contractor, Service Provider, Sub-contractor, or individual employee to remedy the breach within 24 hours.
- 1.1.2. A fine will be imposed as listed below or as decided by the Mzingazi Golf Estate Homeowners Association Rules Committee with an administration fee of R200-00 charged per invoice issued. If the offence is repeated following the initial fine, fines will be imposed on a daily basis until such time as the fines are paid in full and the transgression rectified.
- 1.1.3. Rectification of the breach will be made at the cost to the Contractor, Service Provider, Sub-Contractor, or employee.
- 1.1.2 In need, and depending on the nature of the breach, the Contractor's access to the site may be closed. Any contractual delay claims will be for the Contractor's expense.
- 1.1.3 The Contractor, Service Provider, Sub-Contractor or employee may be banned from the site should the offence continue to be committed.
- 1.1.4 As a last resort there will be a permanent banning from the Estate

<b><u>OFFENCE</u></b>	<b>1st Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>Repeated</b>
<b>Offences</b>			
2.1 Unroadworthy vehicle	Verbal warning	R 500.00	R2 000.00

2.2	Speeding and/or dangerous/negligent driving	Verbal Warning	R 100.00	R1 000.00
2.3	Parking vehicle on vegetation/gardens	Warning	R 50.00	R1 000.00
2.4	Parking – causing obstruction	Warning	R 50.00	R 500.00
2.5	Dangerous loads (people or goods)	Warning	R 500.00	R2 000.00
2.6	Spillage on roads	Warning + costs	R 500.00 + costs	R2 000.00 + costs
2.7	Damage to trees/vegetation	R200.00 + costs	R 500.00 + costs	R2 000.00 + costs
2.8	Littering	Written warning	R 50.00	R 500.00
2.9	Interfering with game or setting snares	Written warning	R 500.00	R2 000.00
2.10	Possession of alcohol or drugs (individual person)	Written warning	Banned from the Estate	
2.11	Failure to use toilets/washing in view of public	Written warning	R 100.00	R1 000.00
2.12	Leaving a building site on foot	Verbal warning	R 100.00	R1 000.00
2.13	Damage to light poles and street furniture	Written warning + costs	R 500.00 + costs	R2 000.00 + costs
2.14	Damage to services	R500.00 + costs	R1 000.00 + costs	R2 000.00 + costs
2.15	Tailgating	Written warning	R 100.00	R2 000.00
2.16	Failure to secure a site at end of working day	Verbal warning	R 200.00	R2 000.00
2.17	No toilet/insufficient toilets on site	Written warning	R2 000.00	R2 000.00 and closure of site until rectified
2.18	Hygiene not kept to the highest standard	R 200.00	R 2 000.00	R5 000.00
2.19	No litter collection area	Written warning	R 200.00	R2 000.00
2.20	Burning on site	R 200.00	R 500.00	R2 000.00
2.21	Storage of equipment and materials on Verge	R 200.00	R 500.00	R2 000.00
2.22	Deviation from approved plan without approval	R 2 000.00	R20 000.00	Banned from Estate
2.23	Building without approved plans	R20 000.00	Banned from estate	
2.24	No Foreman/Supervisor on site	Written warning	R 100.00	R 1 000.00
2.25	Labour on site not clothed in identifiable Uniform	Written warning	R 100.00	R 1 000.00
2.26	Illegal signage	Written warning	R 100.00	R 1 000.00
2.27	Failure to comply with written Notices/ Instructions	R 500.00	R1 000.00	R 2 000.00
2.28	Failure to install professional Notice Board	Written warning	R 500.00	R 1 000.00
2.29	Tampering with water supply or meter	R 500.00 + costs	R1 500.00	R 2 000.00
2.30	Tampering with any services	R 500.00 + costs	R1 500.00	R 2 000.00
2.31	Encroachments over building lines	R 2 000.00	R20 000.00	R50 000.00
2.32	Encroachments over boundaries/ services	R2 000.00	R20 000.00	R50 000.00
	<b><u>OFFENCE</u></b>	<b>1st Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>Repeated</b>
	<b>Offences</b>			
2,34	Failure to comply with EMP	R2 000.00		
2.35	Failure to rehabilitate areas on instruction	R5 000.00 + costs	R20 000.00	R50 000.00
2,36	Failure to install adequate storm Water control	R5 000.00	R20 000.00	R50 000.00
2.37	Pollution of any kind	R5 000.00	R25 000.00	R50 000.00
2.38	Failure to erect 80% factor green shade cloth	Verbal warning	R5 000.00	R10 000.00
2.39	Removal of any trees or indigenous			

	vegetation without written permission	R2 000.00 + costs	R10 000.00	R50 000.00
2.40	Recruit casual labour at gates	R1 000.00	R 5 000.00	R10 000.00
2.41	Failure to provide SWMP prior to Construction	Written warning	R1 000.00	Banned from site until plan provided & Approved
2.42	Failure to keep shade cloth to correct standards	Written warning	R 200.00	R2 000.00

**All fines are to be paid within TWO days of issuing.**

**Where any costs are incurred to effect repairs due to the above offences, the contractor or person who caused the damage will be responsible to pay for such repairs. Failure to pay the fine or for the repairs within the period specified by the Mzingazi Golf Estate Management will result in access to the Estate being suspended until such payment is received.**

**The Mzingazi Homeowners Association reserves the right to revise the guideline of fines from time to time without notice.**

**The above list is not exhaustive and any breaches of any protocols not listed will be dealt with in accordingly.**

## *ANNEXURE B*

### OH&S ACT AND CONSTRUCTION REGULATIONS

**All construction at Mzingazi Golf Estate must comply with the requirements of the Occupational Health and Safety Act and, more specifically with the New Construction Regulations and The Compensation for Injuries and Diseases Act.**

*(Scope of application)*

2.(1) *These Regulations, shall apply to any persons involved in construction work.*

(2) *The provisions of subregulation 4.(1)(a) shall not be applicable where the construction work carried out is in relation to a single storey domestic building for a client who is going to reside in such dwelling upon completion thereof.*

(3) *The provisions of subregulations 4.(1)(a) and 5(1), 5.(3)(a) and 5(4) shall not be applicable where the construction work is in progress and more than fifty percent thereof has been completed at the date of promulgation of these regulations: Provided that an inspector may instruct accordingly that these Regulations shall be applicable.)*

***The New Construction Regulations, 2003***

The following list of Responsibilities is a guide to the Client, Design Team and Contractors as to what is expected in terms of the OH&S Act and New Construction Regulations.

REQUIREMENTS	ACTION
<b>SITE ESTABLISHMENT</b>	
Establish offices and lay-down area as per instruction from the Client	Ensure that all offices are correctly earthed and obtain an electrical certificate of compliance from the electrical contractor. Ensure that facilities for contractor personnel are connected (water, ablutions etc.)
Take security precautions as necessary to protect contractor properly	Erect fencing, hoarding or hire guards if applicable
Ensure that an OHSAct compliance manual is available on site.	Safety officer to obtain.
Ensure that a copy of the Occupational Health and Safety Act is available on site.	Where five or more persons are employed. Site Manager to obtain.
Ensure that a safety notice board is available to display the necessary OHSAct documentation	Contracts Manager
Notify the Department of Labor of the intention to carry out construction work	Send to: Regional Director Department of Labor P.O. Box 940 Durban, 4000
Post up the following documentation on the safety notice board: <ul style="list-style-type: none"> <li>▪ Health and Safety Policy - English and</li> </ul>	Signed by CEO

<p>Zulu</p> <ul style="list-style-type: none"> <li>▪ Emergency Telephone list</li> <li>▪ Site Accident Statistic Board</li> </ul>	<p>Safety Officer Safety Officer</p>
Order signs as necessary	Site Buyer
Order spare hard hats for visitors	Site Buyer
Ensure that this site will abide by the local by-laws etc	Safety Officer
<b>OHSACT APPOINTMENTS/DESIGNATIONS</b>	
Post up a copy of the form for the person designated in terms of S16.2	Safety Officer CEO to sign form
Post up a copy of the form for the person appointed as the Construction Work Supervisor in terms of Construction Regulation 6.1	Person appointed in terms of S16.2 to sign form.
If required, appoint subordinate construction work supervisors in terms of Construction Regulation 6.2	Person appointed in terms of S16.2 to sign form
<p>Other appointments or designations may have to be made, depending on contractual requirements:</p> <ul style="list-style-type: none"> <li>▪ Health and Safety Representatives</li> <li>▪ Health and Safety Committee Members</li> <li>▪ First Aiders</li> <li>▪ Scaffold Supervisor</li> <li>▪ Scaffold Erector</li> <li>▪ Scaffold Team Leader</li> <li>▪ Scaffold Inspector</li> <li>▪ Excavations/Demolitions Inspector</li> <li>▪ Material Hoist Supervisor</li> <li>▪ Lifting Machinery Inspector</li> <li>▪ Lifting Gear Inspector</li> <li>▪ Portable Electrical Equipment Inspector</li> <li>▪ Fire Equipment Inspector</li> <li>▪ Accident/Incident Investigator</li> <li>▪ Safety Harness Inspector</li> <li>▪ Form Work and Support Work Supervisor</li> <li>▪ Person Responsible for Stacking and Storage</li> <li>▪ Person Responsible for Fall Protection Programme</li> <li>▪ Person Responsible for Ladder Inspections</li> <li>▪ Pneumatic Tools Inspector</li> <li>▪ Vessels Under Pressure Inspector</li> <li>▪ Batch Plant Supervisor/Operator</li> <li>▪ Fall Protection Plan</li> <li>▪ Risk Assessments</li> <li>▪ General Machinery Regulation 2.1</li> <li>▪ General Machinery Regulation 2.7(a)</li> </ul>	The person appointed in terms of Construction Regulation 6.1 must select competent personnel for each appointment

<b>OHSACT REGISTERS</b>	
<p>Ensure that when the following equipment is on site registers are opened so that such equipment is regularly checked and results recorded.</p> <p>Repairs, replacements or out-of-service equipment must also be recorded</p>	<p>First aid dressing Excavation Ladders Portable electrical equipment Fire equipment Lifting machines Lifting gear Builders hoist Explosive powered tools H&amp;S Reps report Gas welding equipment Safety harness Scaffolds</p>
<b>FIRST AID</b>	
Where 5 or more persons are employed, a first aid box and contents must be available on site	Construction Supervisor
Where 10 or more persons are employed, a trained First Aider must be available on site. The ratio of First Aiders per employees is 1:50	Current certificates to be on site
Place the first aid signage above the door of the room which contains the first aid box	Construction Supervisor
Place the name of the First Aider either on the wall outside the room, or on the first aid box	First Aider
Keep the Dressings Register with the first aid box so that details of each treatment can be recorded by the First Aider	First Aider
<b>HEALTH AND SAFETY REPRESENTATIVES</b>	
<p>Where 20 or more employees are on a site, Health and Safety Representatives must be nominated and elected. The ratio is 1:50 or part thereof.</p> <p>Health and Safety Representatives must be designated in writing and they must be motivated to carry out inspections as agreed with management.</p> <p>Written reports must be submitted. The reason for this is that the site changes on a daily basis and therefore created other dangers and hazards, which must be identified and reported.</p>	<p>Construction Supervisor</p> <p>Health and Safety Representatives</p>
Other employees can be designated in writing by the employer as committee members, provided that the number does not exceed the number of Health and Safety Representatives who were elected	Construction Supervisor
Health and Safety Committees must meet at least once a month. A Chairperson will be nominated. Minutes will be kept of all meetings and a copy is to be sent to Head Office	Contracts Manager

<b>FACILITIES</b>	
Ensure that sufficient toilets and change rooms are available for employees to use. If necessary, arrange for services portable toilets.	Contracts Manager
Dedicate a suitable container or area as an eating area	Construction Supervisor
<b>INJURY PREVENTION</b>	
Every site will hold and initial Health, Safety and Environmental Induction Course as well as follow-up courses so as to include later arrivals	Safety Officer Records to be kept
Health and Safety Training	Safety Officer to arrange training relevant to site requirements. Records to be kept
<b>SAFETY AUDITS</b>	
Regular health, safety and environmental audits to be carried out.	Safety Officer Construction Supervisor
<b>TOOL BOX MEETINGS</b>	
Tool box meetings will be held monthly	Construction supervisor. Tool box talks can be found in the OHSAct Compliance Manual. Records must be kept
<b>RISK ASSESSMENTS</b>	
Risk Assessments will be available as on site training for hazardous tasks	Foreman to arrange for training prior to any hazardous task commencing. This will include the relevant Safe Work Procedures. Records to be kept.
<b>INJURY INVESTIGATION</b>	
Minor injuries will be treated on site and recorded in the dressing register	First Aider
Injuries, other than first aid injuries, must be investigated, recorded and all details completed on the Annexure 1 Form	Competent Persons to be appointed in writing as Accident Investigators. Safety Officer to keep a record of Annexure 1 forms on file.
<b>HOUSEKEEPING</b>	
Housekeeping must be continuously implemented on site to ensure that proper storage of materials and equipment and the removal of scrap, waste and debris at appropriate intervals.	Construction Regulation 25 (a-e) refers.

<b>PUBLIC SAFETY</b>	
Ensure the safety of persons, other than persons at work, which included the general public	Where necessary erect fencing and hoarding with 'NO ENTRY' signs and access control
<b>FIRE PRECAUTION</b>	
Ensure that all appropriate measures are taken to avoid the risk of fire	Construction Regulation 7 (a-m) refers
<b>SECURITY</b>	
Strict security must be in place for access control to site, unauthorized use of plant and machinery and these measures are in place after hours.	Contracts Manager/Foreman to liaise with Safety Officer
<b>CONTRACTORS</b>	
Every contracting company who performs work on site for the principal contractor or the client must apply themselves to the requirements of the OHSAct and Regulations, with special regard to the Construction Regulations	All Contractors
Contracting companies must produce their current Registration number for Workmen's Compensation, together with a letter of good standing.	
Every contracting company will sign an agreement form in terms of Section S37.2 of the Occupational Health and Safety Act prior to commencing work.	
Contractors' employees will attend the site Health and Safety and Environmental Induction	
ID cards must be issued to all contractor employees after attending induction course	
<b>MATERIAL SAFETY DATA SHEETS</b>	
An MSDS must be obtained and held on file for every substance or article that poses a threat to the health of employees. Training through Tool Box Meetings must be arranged so that employees will know what precautions to take when handling such substances/articles.	Principal contractor and other contractors



I ..... of .....  
do hereby accept the terms and conditions of the Mzingazi Homeowner's Association Contractors Manual and undertake to abide by the rules and regulations at all times. I/we also undertake to pass these rules onto our sub-contractors entering the Estate from time to time.

All fines will be paid timeously irrespective of whether it is the main contractor or one of his sub-contractors that have committed the transgression.

We hereby also acknowledge receipt of the Mzingazi Environmental Management Plan, taken from the Mzingazi Golf Estate we site, and undertake to adhere to the requirements of this EMP throughout the construction process.

Signed at .....  
on ...../...../ 200...

..... Print name: .....  
**CONTRACTOR**

..... Print name: .....  
**PROJECT MANAGER**

..... Print name: .....  
**REPRESENTATIVE OF HOMEOWNER'S ASSOCIATION**

EXAMPLE OF SITE BOARD (3M X 2M FOR MEDIUM DENSITY SITES AND 123 X 123CM FOR FREEHOLD SITES)

LOOKING *for* MORE *than* a  
LUXURIOUS LIFESTYLE?



*Richards Bay*

ARCHITECT

**Name of Architect and Associates**

TEL: 031 123 4567

QUANTITY SURVEYOR

**Name of Quantity Surveyor**

TEL: 031 123 4567

CONSULTING STRUCTURAL ENGINEER

**Name of Engineering Company**

TEL: 031 123 4567

CONTRACTOR

**Name of Contracting Firm**

TEL: 031 123 4567