



COMPRAC HOLDINGS
OMPLIANCE PRACTITIONERS
(PTY) LTD

Health and Safety Agent

Job Description

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1 INTRODUCTION

This work instruction is in place to standardise the service delivery of Health and Safety related services to ComPrac's clients to ensure client satisfaction, whilst at the same time mitigating personal, company and client risk. This work instruction is applicable to all Health and Safety Consultants who act in capacity of a client's Health and Safety Agent, as described in section 5 (5) and 5 (6) of the construction regulations and also includes the dedication admin support function.

2 PROJECT TERMINOLOGY

- Client: *"means any person for whom construction work is being performed"*
- Agent (Principal) *"means a competent person who acts as a representative for a client"*
- Agent (Health and Safety): *"means a competent person who acts a representative for a client"*
- Designer: *"means: (a) competent person who*
 - (i) prepares a design,*
 - (ii) checks and approves a design,*
 - (iii) arranges for a person at work under his/her control to prepare a design,*
 - (iv) design temporary work, including its components**(b) an architect or engineer, (c) a building services, (d) a surveyor, (e) a contractor carrying out design work, (f) an interior designer, shop fitter or landscape architect*
- Principal Contractor: *"means an employer appointed by the client to perform Construction work"*
- Contractor: *"means an employer who performs construction work"*

3 PROFESSIONAL CONDUCT

The following outlines our professional conduct:

- **DELIVER ON TIME:**
 - We are committed to delivering our products/services on time;
 - This includes attending meetings/workshops, conducting site inspections/audits, delivering reports, etc;
 - If for whatever reason we find that we are not going to be able to deliver on time, we commit to communicating this to the relevant parties prior to the event so that they are informed.

- **WITHIN BUDGET:**
 - We are committed to looking after our personal, company and client assets, such as laptops, cameras, vehicle, etc;
 - We are also committed to keeping our direct costs as low as possible, such as costs of flights, car hire, parking, accommodation, etc.

- **TO QUALITY:**
 - We are committed to delivering high quality products/services, and as such shall ensure that.
 - All spelling, grammar, formatting, reference to legislation, the use of templates when applicable, the use of branding when applicable, shall be correct.
 - We are also committed to open and transparent communication that is professional, objective, timeous and courteous nature.

4 WORK INSTRUCTION

STEP	DESCRIPTION	RESPONSIBLE
PRE-CONSTRUCTION PHASE		
1	Attend design meeting/s and advise on health and safety issues (save minutes of meetings on server and respond to action items)	H&S Agent
2	Professional Team Mandatary Agreement and induction (signed by Client/PA, submitted to professional team, saved on server)	H&S Agent
3	Prepare a project specific baseline risk assessment as per section 5(1)(a) of the construction regulations and send to Client/Principal Agent for review and approval (save on server)	H&S Agent

STEP	DESCRIPTION	RESPONSIBLE
4	Prepare a project specific health and safety specification, based on the BLRA as per section 5(1)(b) of the construction regulations and send to Client/Principal Agent for review and approval (save on server)	H&S Agent
5	Appoint PC, draft Mandatory Agreement (signed by Client/PA, signed by PC, submitted to PC, saved on server)	H&S Agent
6	Apply for, and collect the projects Construction Work Permit and save a copy in the Project Master File and submit the original to the Principal Contractor (save on server)	H&S Agent / Admin
7	Submit Notification of Construction to the Department of Labor (DOL) and save a copy in the Project Master File.	Admin
8	Review and approve the Principal Contractors Health and Safety Plan (and File) and issue a letter of assessment/approval (Key Items: LOGS, 5(1)(k), 37(2), SHE Plan, RA's, NOC)	H&S Agent
9	Set up Project Master File	H&S Agent / Admin
CONSTRUCTION PHASE		
10	Introduction and awareness to NCC's monthly audit with Principal Contractor's Safety Officer/Representative. Conduct the Principal Contractors Initial Safety File Verification Audit at the first site inspection and submit audit report to Principal Contractors and Client/Principal Agent within 1 day.	H&S Agent
SITE INSPECTIONS		
11	Submit man hours and safety stats template to the Principal Contractors Safety Officer 1 day prior to site inspection.	H&S Agent
12	Conduct Site Inspection as per approved schedule.	H&S Agent
12.1	Leave hand written report with Safety Officer upon completion of site inspection (white).	H&S Agent
12.2	Send a copy of hand written report and photos to Admin upon completion of site inspection (yellow).	H&S Agent
12.3	Send copy of Principal Contractor's stats to Admin upon completion of site inspection.	H&S Agent
13	Generate site inspection report using above information within 1 day of receiving information and submit report to Senior Consultant for review and approval.	Admin

STEP	DESCRIPTION	RESPONSIBLE
14	Review and approve site inspection report.	Senior Consultant
15	Submit site inspection report to Principal Contractor and Client/Principal Agent within 2 days of site inspection.	H&S Agent
16	Print and save copy of site inspection report in Project Master File and server.	H&S Agent / Admin
17	Update Principal Contractor's prohibition register.	Admin
MONTHLY AUDITS		
18	Conduct audit on laptop in conjunction with Principal Contractor's Safety Officer/Representative	H&S Agent
19	Generate audit report (including month on month graphs) and send to Senior Consultant for review and approval.	H&S Agent
20	Review and approve audit report.	Senior Consultant
21	Submit audit to Principal Contractor and Client/Principal Agent within 2 days (in conjunction with site inspection report if applicable)	H&S Agent
22	Print and save copy of audit report in Project Master File and server.	H&S Agent / Admin
PROJECT CLOSE-OUT		
23	Send close out documents requirements to Principal Contractor's Safety Officer/Representative minimum 2 weeks prior.	H&S Agent
24	Conduct final audit and site inspection (include PC's incident report).	H&S Agent
25	Consolidate all Principal Contractor's information for project lifespan	Admin
26	Generate audit report (including month on month graphs) and final performance report and send to Senior Consultants for review and approval.	H&S Agent
27	Review and approve close out reports.	Senior Consultant
28	Print and save copy of close out reports in Project Master File and server.	H&S Agent / Admin
29	Scan and save project master file to server and CD/DVD	Admin
30	Submit close out reports to Client/ Principal Agent within 14 days (incl. Master File and DVD).	H&S Agent
31	If required, attend project closeout meeting.	H&S Agent

5 FLOW CHART (PRE-CONSTRUCTION)

