

HEALTH AND SAFETY SPECIFICATION

ANNEXURE 2

NOTIFICATION TEMPLATES

Company
Logo

Company Name
Company Address
Company Address
Code

Attention: The Provincial Director
The Department of Labour
[Postal Address*]

**NOTIFICATION OF CONSTRUCTION WORK ON CONTRACT [NUMBER]
[CONTRACT DESCRIPTION]**

In terms of regulation 3.(1) of the Construction Regulations , 2003 promulgated on 18 July 2003 in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), we hereby notify you of our intention to commence construction works on the abovementioned contract, which:

- Includes the demolition of a structure exceeding a height of 3 meters,
- Includes the use of explosives to perform the construction work,
- Includes the dismantling of fixed plant at a height greater than 3 meters,
- Will exceed 30 days or will involve more than 315 person days of construction,
- Includes excavation work deeper than 1 meter, or
- Includes working at a height greater than 3 meters above ground or a landing.

1. Parties involved on the Contract

1.1 The Principal Contractor is: [Contractor's Name]
[Contractor's postal address]
[Contractor's postal address]
Att: [Contractor's contact person and telephone number]

1.2 The Client (Employer) is: [Employer's Name]
[Employer's postal address]
Att: [Employer's contact person and telephone number]

1.3 The Client's Safety Agent is: [Safety Agent's Name]
[Safety Agent's postal address]
Att: [Safety Agent's contact person and telephone number]

1.4 The Contractor's Construction Supervisor is: [Contractor's Construction Supervisor's name and
telephone number]

2. Details of the construction works

- 2.1 The physical address of the works is: [Physical address of works]
[Physical address of works]
- 2.2 The nature of the construction works is: [Provide a description of the works].
- 2.3 The expected commencement date of the Works is : [Insert expected commencement date]
- 2.4 The expected completion date of the works is : [Insert expected completion date]
- 2.5 The estimated maximum number of persons on the construction site:
- 2.6 A total of _____ contractors will be accountable to the Principal Contractor on the construction site during the execution of the Works. The names of the contractors already chosen are as follows: [Provide a list of the Contractor's subcontractors already appointed]

3. Other details

- 3.1 The Principal Contractor's compensation registration number is: _____
- 3.2 In terms of regulation 3.(3) a copy of this notification will be kept on site for inspection.

We trust the above is in order.

Yours faithfully,

Signature

Date

* Postal Address of Provincial Director as indicated in regulation 1 of the General Administrative Regulations, 1996.