

Likweti



BUSHVELD FARM ESTATE

LIKWETI ESTATE
HOME OWNERS
ASSOCIATION (LEHOA)

CONTRACTORS GUIDELINES – MARCH 2016

TABLE OF CONTENTS

1. INTRODUCTION	3
2. ACCESS	3
3. GATE CONTROL	3
4. WORKING HOURS	3
5. ROADS	4
6. PEDESTRIANS	4
7. CONSTRUCTION SITE	4
8. STORAGE AREAS & HAZARDOUS MATERIAL HANDLING	5
9. LIQUID & SOLID WASTE MANAGEMENT	5
10. STAFF CONDUCT	6
11. WATER QUALITY	6
12. KEEPING OF RECORDS, PROCEDURES & REGISTERS	6
13. SECURITY	7
14. BUILDING PLANS	7
15. FURTHER CONDITIONS	7
16. CONTRACTORS DETAILS AND DOMICILIUM	7
17. OWNER'S DETAILS AND DOMICILIUM	8
18. ARCHITECT'S DETAILS AND DOMICILIUM	8
19. UNDERTAKING	8

1. INTRODUCTION

The main purpose of this guideline is to enhance the objectives of Likweti Bushveld Farm Estate (**Estate**) as a whole and for the benefit of all the residents. These rules will remain in effect until such time as the Executive Committee (**EC**) of the Likweti Estate Home Owners Association (**LEHOA**)

amends it. All contractors must also comply with the Rules of Conduct at all times.

Contractors are bound to the conditions as stipulated in the Environmental Management Plan (**EMP**) through contractual agreements and therefore responsible for ensuring that they adhere to all conditions of the EMP. The contractors must thoroughly familiarise themselves with the EMP requirements prior to commencing with work on site. Furthermore, the contractors must request clarification on any aspect of the EMP, where required.

Contractors must ensure that all workers undergo an environmental induction according to the stipulations contained in the EMP. Contractors must ensure that they provide sufficient budget for complying with all the conditions of the EMP at tender stage.

Contractors must comply with all orders (whether verbal or written) given by the Environmental Officer (**EO**), project manager or site engineer with respect to the EMP.

2. ACCESS:

Access will only be allowed through the Service. No pedestrians will be allowed to enter the Estate and will have to be transported to and from the building site only on the demarcated contractors roads at all times.

3. GATE CONTROL:

All vehicles will be required to fill in the Access Control Book at the service entrance.

4. WORKING HOURS:

Working hours on-site are from 07h00 to 16h30, Mondays to Fridays. Access at the service entrance will only be allowed from 06h30 in the morning and exit only till 17h00 in the afternoon. No work will be allowed on Saturdays, Sundays and Public Holidays.

5. ROADS:

The speed limit on all paved roads is 40km/h. Dirt roads will have a speed limit of 30km/h. All drivers to be in possession of a valid driver's licence.

Access routes must be placed so as to minimise impact on neighbours and public.

Existing roads and tracks should be used.

The contractor needs to provide high standard warnings and traffic calming measures where construction activities interfere with traffic.

Dust suppression methods need to be employed during construction.

The following restrictions are placed on any vehicle entering the estate:

- Maximum axle weight: 6 000 kg;
- No interlinks

A road deposit of R 10 000.00 (ten thousand rand) will be payable to Likweti Bushveld Farm Estate by the main contractor before any construction may commence, of which R 2 500.00 (two thousand five hundred rand) will be used for road maintenance. The remainder shall be paid back to the main contractor after completion of the works in accordance with this document, an occupation certificate was issued by the local authority and a copy submitted to the EC.

6. PEDESTRIANS:

No pedestrians will be allowed on the development and are to stay within the demarcated building zone on each stand at all times.

7. CONSTRUCTION SITE:

Staff are to be properly controlled, no misbehaviour or illegal actions will be permitted.

No poaching will be permitted.

No vegetation may be harmed or used for fire wood.

No pollution or littering will be tolerated.

Preventative measures need to be implemented to stop dust pollution.

Construction vehicles are to be kept in good working order.

The main contractor will be responsible to leave the site free of any rubble after completion.

8. STORAGE AREAS AND HAZARDOUS MATERIAL HANDLING:

Hazardous waste and materials are to be treated and managed in accordance with the EMP.

All domestic waste generated on site needs to be collected and removed to a registered landfill site.

Any accidental chemical / fuel spills need to be corrected immediately.

9. LIQUID AND SOLID WASTE MANAGEMENT:

Refuse needs to be collected and stored in suitable bins and marked according to their content (Separate bins for general, building, hazardous wastes).

Waste facilities need to be placed within the construction site and emptied regularly.

The site needs to be kept clean and litter free.

Recycling needs to be implemented.

Solid waste may not be burned on site.

Chemical toilets must be cleaned regularly and waste disposed of by a registered waste collector.

Hazardous waste disposal must be carried out by a registered hazardous waste disposal company.

Hazardous waste must be collected in drip trays and removed regularly.

10. STAFF CONDUCT:

Staff must regard the ecological integrity of the areas surrounding the site, especially the wetlands and rivers.

Workers must be aware of and follow the rules of conduct as set out in the EMP.

No alcohol or drug use permitted.

No fire arms permitted on site.

No excessive noise.

No unsocial behaviour.

No pets allowed on site.

No harvesting of fire wood.

No trespassing onto adjacent lands.

Faunal species found on and adjacent to the site are to be left undisturbed.

Vehicles travelling to and from the construction site must adhere to rules and regulations.

11. WATER QUALITY:

Care must be taken to ensure that no pollution stemming from vehicle and equipment washing pollutes the site or any water sources.

12. KEEPING OF RECORDS, PROCEDURES AND REGISTERS:

Incident Reporting Procedure must be put in place.

All should have valid vehicle permits.

All staff and sub-contractors must be made aware and strictly abide by these Guideline and the Likweti Bushveld Farm Estate Rules of Conduct.

A proper Induction System must be in place, where all new Employees are made aware of all relevant documents.

13. SECURITY:

Each contractor will provide the EC with a list of names of his employees together with a copy of the identity document of each employee before any work on site may be started.

Each contractor shall take responsibility for the conduct of all drivers and co-drivers doing the deliveries to site.

14. BUILDING PLANS:

All construction requires the submission of a building plan for approval as per the stipulations contained in the Architectural Guidelines.

15. FURTHER CONDITIONS:

The LEHOA reserves the right to issue further conditions or controls from time to time in the form of written notification as deemed necessary.

16. CONTRACTORS DETAILS AND DOMICILIUM

Contractor:

Contact

Person:

Physical

Address:

Postal _____ Address:

Telephone _____ No.:

Fax _____ No.:

Cell _____ No.:

Erf _____ No.:

17. OWNER'S DETAILS AND DOMICILIUM

Owner: _____

Physical _____ address:

Postal _____ Address:

Telephone _____ No.:

Fax No.: _____

Cell No.: _____

18. ARCHITECT'S DETAILS AND DOMICILIUM

Architect: _____

Contact _____ Person:

Physical _____ Address:

Postal address: _____ -

Telephone _____ No.:

Fax _____ No.:

Cell _____ No.:

Erf _____ No.:

19. UNDERTAKING

By their signatures hereto the owner and main contractor acknowledge that they understand the contents of this document and agree to be bound by its provisions and by those conditions and/or amendments to its provisions which may be introduced from time to time.

Signed at _____ on the _____ day of _____
20__.

AS WITNESSESS

1. _____

2. _____
_____ Owner

Signed at _____ on the _____ day of _____
20__.

AS WITNESSESS

1. _____

2. _____
_____ Contractor