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Department:
Public Works
REPUBLIC OF SOUTH AFRICA

EXPANDED PUBLIC WORKS PROGRAMME

GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

THIRD EDITION 2015

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Pretoria
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FOREWORD

The Expanded Public Works Programme (EPWP) is one of government's medium-to-long term programmes aimed at alleviating poverty and reducing unemployment. The EPWP will achieve this aim through the provision of work opportunities coupled with project based training. It is a national programme covering all spheres of government and state-owned enterprises (SOE's). The programme spans four Sectors comprising Infrastructure, Social, Non-State and Environment and Culture.

Government's medium-to-long term programmes to address unemployment include increasing economic growth, improving skills levels through education and training, and improving the enabling environment for industry to flourish. The EPWP will continue to exist until these medium-to-long term programmes are successful in reducing unemployment.

The programme involves the use of line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. EPWP projects will therefore, be funded through the normal budgetary process, through the budgets of line-function departments, provinces and municipalities. The National Department of Public Works (NDPW) has the mandate for overall coordination of the programme.

Opportunities for implementing the EPWP have been identified in the Infrastructure; Environment and Culture; Social and Non State Sectors. In the Infrastructure sector the emphasis is on optimising the creation of work opportunities through the use of labour-intensive construction and maintenance methods. Labour-intensive construction methods involve the use of an appropriate mix of labour and machines, with a preference for labour where technically feasible and economically viable, without compromising the quality of the product.

All public bodies involved in infrastructure provision are expected to contribute to the programme. As part of this initiative, the national government has through the Division of Revenue Act (DORA) placed additional conditionalities on infrastructure grants. The grants call for increased focus in the cost efficient use of labour absorptive methodologies in the provision of infrastructure. These additional conditionalities require provinces and municipalities to use the "Guidelines for the implementation of labour-intensive infrastructure projects under the EPWP" for identification, design, construction and maintenance of assets. This document contains those guidelines.

International and local experience has shown that, with well-trained supervisory staff and an appropriate employment framework, labour-intensive methods can be used successfully for infrastructure projects such as those involving roads, sidewalks, stormwater drains, trenches, buildings, water and sanitation. On the basis of this experience, and in the context of high levels of unemployment, the national government has directed that these infrastructure projects must contribute to employment creation.

These guidelines aim to provide Government and its partners implementing Infrastructure Sector programmes/projects with the necessary tools to successfully implement these projects using Labour-Intensive Construction and Maintenance methods. These guidelines have been designed with the aim of minimising the additional work required from provincial and municipal officials. The National Department of Public Works is partnering with public and private institutions to develop the capacity of the construction industry to design and manage labour-intensive infrastructure projects successfully.

PREFACE

The guidelines contain sections which should be adapted into the relevant parts of the contract documentation for consulting engineers and contractors, based on the specific need. These sections introduce a requirement that certain construction and maintenance activities must be carried out by hand. Furthermore, client public bodies must ensure that both consultants and contractors comply with EPWP reporting frameworks. These requirements were formulated on the basis of a review of international and local experience of labour-intensive construction and maintenance, in order to identify the activities for which it is technically feasible and economically viable to use labour-intensive methods. The guidelines therefore conform to the Public Finance Management Act requirement for assessing the cost-effectiveness of capital projects. The normal tender evaluation processes should be followed when using guidelines, and it is not necessary to apply any special additional preferences for employment creation.

The guidelines include the contents of the Code of Good Practice for the Expanded Public Works Programme, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects.

In terms of the Code of Good Practice for the Expanded Public Works Programme, training is regarded as an important component of the EPWP. Each project should have a clear training programme for its workers to improve their work performance. Training will focus on needs and will be implemented based on a programme by programme basis.

In order to develop the capacity of the construction industry to manage labour-intensive projects, these guidelines also include an eligibility requirement for the appointment of contractors and consulting engineers, i.e. that all key staff involved in the project must undergo special NQF-accredited training programmes in labour-intensive construction at all levels.

As an additional means of addressing the capacity in the labour-intensive construction sector, NDPW together with the CETA has established a labour-intensive contractor learnership programme called the Vuk'uphile Contractor Learnership Programme. The aim of this learnership programme is to develop emerging contractors to execute work in accordance with these guidelines. As part of this learnership programme, learner contractors need to execute projects to gain practical experience under the guidance of a mentor. Partnering provinces and municipalities should allocate projects identified and designed using these guidelines to the learner contractors on a negotiated price basis in accordance with Treasury Learnerships waiver letter (obtainable from www.epwp.gov.za) from open competitive tendering of learnership projects.

Whereas during Phase 1 of the EPWP the main parameter for measuring the employment created was work opportunities, in Phase 2 another parameter, Full Time Equivalent (FTE) employment was added. FTE refers to employment that is equivalent to employing one person for one year of 230 effective working days. Employment targets were also set for government bodies based on allocated grants. Another feature that was introduced in Phase 2 of the EPWP is the Incentive Grant. This is intended to incentivise public bodies to perform beyond their EPWP targets. In EPWP Phase 3 the reporting on labour intensity (expenditure on wages expressed as a percentage of total expenditure) and quantity and impact of assets created has been introduced and is measured in accordance with the EPWP Monitoring and Evaluation (M & E) Framework.

The latest electronic version of these guidelines and electronic copies of the following documents can be downloaded from www.epwp.gov.za:

- Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme.
- Ministerial Determination for the Expanded Public Works Programmes issued by the Minister of Labour.
- EPWP conditions as gazetted in the Division of Revenue Act (DORA).

Amendments to the Second Edition incorporated in this Third Edition

Amendments to the text of the second edition have been made to:

i. align the text to developments and changes to EPWP policy and institutional arrangements;
ii. align the text with the requirements of the Construction Industry Development Regulations;
iii. delete text that has now become redundant; and
iv. update applicable labour conditions to EPWP workers as per the latest Ministerial Determination for EPWP.

ABBREVIATIONS

CETA: Construction Education and Training Authority

CIDB: Construction Industry Development Board

DOL: Department of Labour

ECSA: Engineering Council of South Africa

EPWP: Expanded Public Works Programme

FIDIC: French acronym for the International Federation of Consulting Engineers

FTE: Full Time Equivalent

GCC: General Conditions of Contract

JBCC: Joint Building Contracts Committee

LI: Labour Intensity

M & E: Monitoring and Evaluation

MIS: Management Information System

NDPW: National Department of Public Works

NEC: New Engineering Contract

NQF: National Qualifications Framework

QCTO: Quality Council for Trades and Occupations

SANS: South African National Standard

WO: Work Opportunities

TERMINOLOGY

Actual Expenditure: the expenditure on activities implemented labour-intensively on the project by the contractor added to the expenditure by the professional service provider appointed to design and supervise the project. The actual expenditure excludes expenditure on government management and administration.

Actual Labour Intensity: Actual labour intensity = actual expenditure on wages expressed as a percentage of the total actual expenditure on activities implemented labour-intensively

Actual Output: achieved physical quantities (e.g. km or road, pipeline) corresponding to the actual expenditure.

By hand: refers to the use of tools which are manually operated and powered.

Convergence: is the fostering of synergies within and amongst sectors and programmes of the Expanded Public Works Programme (EPWP) to ensure that resources are efficiently and effectively utilised to optimise benefits for sectors, programmes, and participants.

Daywork: is work done that is paid on a daily basis in situations where it is impossible to estimate the quantity of the required input in advance. It is usually applied in situations where the quantitative measurement or setting of task including pricing is not possible.

Demographic Characteristics of Workers

The number of workers that fall within the following categories must be recorded:

	Demographic	**EPWP Target**
	Youth (i.e. 16 – 35 years of age)	55%
	Women	55%
	People with Disabilities	2%

EPWP Integrated Grant: refers to funds payable to public bodies through a conditional grant to incentivise employment creation under the EPWP.

EPWP Project: refers to a project that incorporates the following elements to the extent possible: employment creation, labour-intensive methods, local resource optimisation (only use equipment for activities that cannot be effectively done by the use of labour), quality is not compromised, skills development and transfer, community ownership, optimisation of quality cost and time, decent working conditions (fair wages, appropriate provision for safety and health and freedom of association) and lays the foundation for sustainability.

EPWP Target: refers to a target set by the National Department of Public Works specifying the number of work opportunities and FTEs that a public body should endeavour to create

Expanded Public Works Programme (EPWP): refers to a programme to provide public or community assets or services through labour-intensive approach(ies) initiated by government and funded from public resources.

Form of contract: refers to a document (conditions of contract) published by industry which establishes the rights, liabilities and obligations of the contracting parties and the procedures for the administration of the contract.

Full Time Equivalent (FTE) Employment Created: refers to one person-year of employment. One person year is equivalent to 230 person days of work. The 230 days are effective days of work after subtracting provision for non-productive days in a year (e.g. leave, holidays, etc.).

1 FTE = person days divided by 230.

Gravel: is defined (according to soil classification) as a mixture of stones (2-60mm), sand, and clay which is composed of unconsolidated rock fragments.

Green Jobs: are understood as "green" when they help reduce negative environmental impact, ultimately leading to environmentally, economically and socially sustainable enterprises and economies. Green jobs are also decent (ILO, 2015) jobs that provide adequate incomes, social protection and ensure the respect for the rights of workers. Green jobs can cover a variety of employment ranging from jobs that improve energy and raw materials efficiency, limit greenhouse gas emissions, minimize waste and pollution, protect and restore ecosystems, and support adaptation to the effects of climate change.

Group task: is a work method whereby tasks are organised on the basis of many people completing one task (to produce a defined output in a day).

Identity Documents: refers to South African identity registration document.

Labour-Intensity: refers to the expenditure on wages expressed as a percentage of the total expenditure on activities implemented labour-intensively.

Labour-intensive: refers to methods of construction and maintenance involving a mix of labour and machines without compromising on quality, where labour is the primary resource supported by plant and equipment for activities that cannot be feasibly done by labour only.

Large Project: is an infrastructure project with a value of more than R 30 million (including VAT) that involves the use of labour-intensive methods on a significant scope of the works to maximise the creation of work opportunities.

Learnership: is a structured learning programme which involves theory, practical and workplace learning and leads to a registered qualification on the National Qualifications Framework (NQF).

Ministerial Determination: refers to a determination issued by the Minister of Labour in terms of the Basic Conditions of Employment Act of 1997. It applies to Expanded Public Works Programmes. The Ministerial Determination must be read in conjunction with the Code of Good Practice for the Expanded Public Works Programme.

Person-days of Employment Created: refers to the number of people who worked on a project multiplied by the number of days each person worked.

Planned Labour Intensity: is the planned wages budget expressed as a percentage of the total planned budget for activities to be implemented labour-intensively.

Planned Output: refers to planned physical quantities (e.g. km or road, pipeline) corresponding to the planned budget.

Public body: refers to a department, state owned entity, constitutional institution, municipality, public entity or municipal entity.

Project Budget: refers to the planned budget on activities to be implemented labour-intensively + the professional fees for the professional service provider appointed to design and supervise the project. The project budget excludes government management & administration costs.

Project Wage Rate: is the daily wage (whether task-rated or time-rated) per individual. This wage rate must be inserted in the Project tender document as per the EPWP Guidelines.

Task: refers to the amount of work to be performed to a defined quantity and quality.

Task rate: refers to the amount of work to be performed by a worker to a defined quantity and quality and be completed in a working day.

Training Person-Days: is the number of people who attended training x the number of days of training per person.

Training should be reported as follows;

1. Number of people trained
2. Number of people that received accredited training
3. Number of people that received non-accredited training
4. Profile of the participants (Women, Disabled, Youth)
5. Percentage of participants who worked on the project after receiving training.

Scope of work: refers to a specification and description of the services or construction/maintenance works which are to be provided and any other requirements and constraints relating to the manner in which the contract is to be performed.

Semi-skilled work: refers to work requiring a person to have some degree of training or familiarisation with the task to be performed before being able to operate at optimal efficiency.

Sustainable Livelihoods: a livelihood comprises the capabilities, assets (including both material and social resources) and activities required for a means of living. A livelihood is sustainable when it can cope with and recover from the stresses and shocks and maintain or enhance its capabilities and assets both now and in the future without undermining the natural resource base. It is not just about the means to survive, but the capability to thrive.

Unskilled work: refers to work that does not require a person to have received prior training related to the task to be performed and being able to operate to a satisfactory standard.

Wage Rate: refers to the set wage (whether task-rated or time-rated) to be paid to a worker who completes assigned work for the day.

Work Opportunity: refers to paid work created for an individual on an EPWP project for any period of time, within the employment conditions of the Code of Good Practice for the Expanded Public Works Programme. Learnerships will also constitute work opportunities. The same individual can be employed at different times on different projects (not concurrently) and each period of employment will be counted as a work opportunity.

1 INTRODUCTION

The objectives of implementing labour-intensive infrastructure projects under the EPWP include:

- providing employment opportunities and distribution of income through injecting some project funds into the local economy in the form of wages to local poor and unemployed people;
- providing training or skills development to locally employed workers;
- building cost-effective and quality assets.
- development of labour-intensive capacity in the construction industry.

This document is a guiding framework for the implementation of labour-intensive projects under the Expanded Public Works Programme. It provides the means by which labour-intensive works can be implemented under the most commonly encountered delivery model, namely design by employer (i.e. the model in which the contractor undertakes construction and maintenance on the basis of full designs issued by the employer.) It also assumes that the public body will appoint a consultant to design the works and to administer the contract. Local customisation of some elements of these guidelines will be necessary to accommodate other delivery models. Where no consultants are appointed, the staff of the public body needs to perform the activities assigned to consultants in this document.

The document in addition provides guidance on the:

- identification of suitable projects;
- appropriate design for labour-intensive construction/maintenance;
- specification of labour-intensive works; and
- compilation of contract documentation for labour-intensive projects.

Specific direction is given regarding contract clauses which must be included to amend or augment standard documentation, in order to implement labour-intensive projects.

These guidelines must be applied to all projects that are implemented under the EPWP. Appendix A provides sources of additional information.

The employment of locally recruited temporary workers on all EPWP labour-intensive infrastructure projects must be in accordance with the current Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme; issued in terms of the Basic Conditions of Employment Act, 1997 (Act No 75 of 1997) and promulgated in the Government Gazette. Extracts of this Code have been included in this Guidelines document. However, reference should be made to the full text of the latest versions of the Code of Good Practice and the related Ministerial Determination.

2 EPWP UNIVERSAL PRINCIPLES

Effective from 1 April 2014 the EPWP adopted four universal principles to guide the implementation of the programme. This is not an exhaustive list, but lays fundamental requirements that every EPWP project is expected to comply with. The M&E framework provides details on mechanisms to respond to non-compliance.

2.1 Workers Are Recruited Through a Fair and Transparent Process

The selection of each worker must be done based on a clear set of criteria and should follow a fair and transparent process to minimize patronage and abuse. The criteria for selection of participants in EPWP Phase 3 are that they:

1. Are willing and able to take up the offered work,
2. Can be categorised as poor,
3. Are unemployed or underemployed, and
4. Live close to the project area (i.e. local).

2.2 Adherence to the Minimum Wage

This principle calls for adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination. The EPWP Ministerial Determination, as revised from time to time, sets out a minimum wage and minimum conditions of employment for the EPWP and implementers must comply with its requirements. All EPWP Coordinating structures will collaborate with the DOL in monitoring compliance by implementers.

2.3 Work provides or enhances public goods or community services

The work output of each EPWP project should contribute to enhancing public goods or community services. A record of outputs forms part of reporting for all EPWP Phase 3 projects and programmes. All projects and programmes must measure and report the productivity and outputs of all work to achieve meaningful impact and ensure the state receives value for money. The M&E framework provides details of sector specific output indicators to be reported.

2.4 Compliance with minimum labour-intensity appropriate to Sector

A minimum labour-intensity benchmark appropriate to each sector has been set. Furthermore, programmes within each EPWP Sector have their own minimum labour intensity threshold. It cannot be over-emphasised that the minimum labour intensity is not the default target that should be achieved, but the lowest threshold, above which the target must be set. There is no maximum labour intensity defined as this will be dictated by the type and nature of the project. However, in any case labour intensity cannot exceed 100%.

Projects that do not comply with this standard will be supported to increase their labour intensity. However, if they still fail to achieve their minimum labour intensity they shall be excluded from the final report. Appendix D provides details of minimum labour intensity thresholds for each sector and their programmes.

3 EPWP CROSS CUTTING ISSUES

3.1 Convergence

More emphasis will be placed on convergence between sectors in the implementation of EPWP Phase 3.

The rationale for Convergence is that;

- It will build synergies within EPWP.
- It will reduce duplication and overlap of programmes.
- Convergence will reduce potential for duplicate reporting of the same work opportunities.
- Maximum benefits will be achieved in the implementation of projects through alignment of sectors and programmes within sectors.

Areas of Convergence in EPWP include the following;

- Recruitment and selection – in accordance with the standard EPWP recruitment procedures;
- Payment of stipends and wages - all sectors to pay at least the EPWP minimum wage;
- Convergence between and amongst sectors – e.g. joint planning and pooling of resources;
- Convergence between and amongst programmes within the same sector e.g. uniform norms and standards; and
- Business process convergence – e.g. planning, financing, reporting, branding.

3.2 Sustainable Livelihoods

In EPWP, Sustainable Livelihoods are supported both during participation in the programme and post participation. EPWP participants receive income to sustain themselves and their dependants. Furthermore, skills acquired from the programme can be used for future employability and/or entrepreneurship initiatives.

Infrastructure is one of the core elements of sustainable livelihoods, both during the construction and maintenance phases of the assets. It consists of changes to the physical environment that help people to meet their basic needs and to be more productive. EPWP promotion of the following components of infrastructure are essential for sustainable livelihoods:

Secure shelter and buildings;

Adequate water supply and sanitation;

Clean, affordable energy;

Access to information (communications); and

Affordable transport.

3.3 Green Jobs

Green Jobs can be created through a deliberate choice of materials, processes and work methods that rely mainly on renewable sources.

The following are examples of infrastructure related elements that can create Green Jobs.

Green Buildings

- ❑ Retro fitting using Green materials
- ❑ Thermal Insulation to reduce energy demand
- ❑ Solar energy system
- ❑ Rain water harvesting and storage
- ❑ Water saving devices

Roads Infrastructure (Construction & Maintenance)

- ❑ Drainage structures and protection works using natural and locally-based resources
- ❑ Appropriate choice of technology and construction materials
- ❑ Non-motorised transport infrastructure e.g. Sidewalks and cycle lanes

Water

- ❑ Stormwater management infrastructure
- ❑ Irrigation infrastructure
- ❑ Water harvesting infrastructure

Energy

- ❑ Renewable energy e.g. Solar, wind, wave, hydro
- ❑ Efficient lighting (new construction and retrofitting)

Erosion Protection

- ❑ Slope Protection e.g. Grassing
- ❑ Gulley Protection e.g. Use of local rock materials
- ❑ Construction of Gabions

Waste Management

- ❑ Recycling Infrastructure

4 RESPONSIBILITIES OF THE PUBLIC BODY

4.1 Selection of projects

The public body must implement EPWP projects not limited to the following types of infrastructure labour-intensively, in accordance with these guidelines (see Appendix B):

- roads
- sidewalks and non-motorised transport infrastructure
- stormwater drainage;
- water and sanitation
- buildings
- landscaping; and
- electricity

Where such projects contain a significant amount of the construction/maintenance activities for which the use of labour is specified, the Generic Labour-Intensive Specification in section 5.5 should be applied, i.e. excavation, loading, short-distance hauling, offloading, spreading, grassing, and stone-pitching.

The public body must be satisfied that sufficient local labour (willing to work) is available for the project, before proceeding with the project as a labour-intensive project.

The public body is expected to send its relevant managers on the applicable skills programmes in labour-intensive construction (See Appendix C).

4.2 Large Projects

A Large Project is an infrastructure project with a value of more than R 30 million (including VAT) that involves the use of labour-intensive methods on a significant scope of work to maximise the creation of work opportunities. Large projects can be singular or aggregation of smaller projects, culminating in a monetary value of at least R 30 million. For singular large projects, only the scope of works that can be implemented labour-intensively is reported under the EPWP. For aggregated large projects, the entire scope is considered to be amenable to use of labour-intensive methods. Large Projects should be designed and packaged to promote participation of small to medium term contractors.

4.3 Setting of rate of pay

In accordance with the Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme, the public body must set a rate of pay (not less than the minimum EPWP rate as stipulated in the Ministerial Determination) for workers to be employed on EPWP projects.

The following principles should be considered when setting rates of pay for workers:

- *The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary.*
- *The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure the desired quality of work. It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.*

- *Men, women, disabled persons and the aged must receive the same pay for work of equal value.*

The minimum wage is reviewed annually effective 1st November of each year. The review is based on the inflation and the new wage rate is announced six weeks before it becomes effective.

As per the Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme, task rates are applicable with recommended rates as shown in Appendix G.

4.4 Appointment of consulting engineers/ project managers and contractors

The public body must ensure that:

i) the design of the labour-intensive works by consultants is overseen by persons in their employ who have completed the necessary skills training (see Appendix C);

ii) works contracts are administered by persons in the employ of consultants who have completed the necessary skills training (see Appendix C); and

iii) works contracts are awarded to contractors who have in their employ managers who have completed the necessary skills training (see Appendix C).

iv) consultants are expected to sign an undertaking confirming they have complied with EPWP requirements at design and implementation stages. A sample is provided in (Appendix E).

Ideally, everyone involved in the implementation of EPWP projects should be competent in labour-intensive methods of construction and/or maintenance as necessary.

4.5 Participants' Training

Public bodies should ensure that participants employed on their EPWP projects receive accredited training whenever possible. This may be done through submission of training applications to the relevant Regional Office of the Department of Higher Education and Training. Personnel from the National Department of Public Works or Provincial Coordinating Department EPWP units will assist the Public Body to prepare and submit the training applications to relevant Provincial office of the Department of Higher Education and Training or to any other funders like SETAs.

4.6 Monitoring and Reporting

Public bodies must ensure effective monitoring of the labour-intensive activities and reporting of EPWP projects on the EPWP reporting system. For effective project monitoring, the Compliance Checklist provided in Appendix F is recommended for use by Public Bodies.

5 CONTRACT DOCUMENTATION FOR CONSULTING ENGINEERS/ PROJECT MANAGERS AND CONTRACTORS FOR LABOUR-INTENSIVE CONSTRUCTION/MAINTENANCE PROJECTS

5.1 General

All the standard forms of contract listed in the CIDB Standard for Uniformity in Construction Procurement may be used for labour-intensive projects. It is not necessary to create new forms of contract or to amend the approved forms of contract to implement labour based works.

Requirements for labour-intensive works need to be established in the scope of works, special conditions of contract and specifications associated with contract documentation.

The approved standard forms of contract for professional services use different terms to describe the parties to the contract. These guidelines use the terms employer and consultant for the parties engaged in professional service contracts and scope of work for requirements in both professional service and construction/maintenance contracts.

5.2 Documentation for Professional Services Contracts

The scope of work must establish the manner in which the consultant is to provide the Professional services associated with labour-intensive works.

All services relating to the implementation of the works which are to be provided in terms of these Guidelines are normal services in terms of the Guideline Scope of Service and Tariff of Fees for Persons Registered in terms of the various Built Environment Professions Acts. Any changes in the design of the works to incorporate labour-intensive works should not constitute a change in scope or an additional service where the scope of work is framed around such publications.

The following must be included in the scope of works in the contract of employment with a Professional services Consultant:

Labour-intensive works

1. The Consultant shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed the NQF level 7 unit standard "Develop and Promote Labour-Intensive Construction Strategies" or equivalent QCTO qualifications (See Appendix C).

2. The staff member of the consultant who is responsible for the administration of any works contract involving labour-intensive works must have completed the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" or equivalent QCTO qualifications (See Appendix C).

   The Consultant must provide the Employer with satisfactory evidence (e.g. letter of competency) that staff members satisfy the requirements of 1 and 2.

3. The Consultant must design and implement the construction/maintenance works in accordance with the latest version (download at www.epwp.gov.za) of Guidelines for the Implementation of the Labour-Intensive Projects under the Expanded Public Works Programme (these Guidelines) published by the National Department of Public Works. The Consultant must sign the undertaking (Appendix E) confirming they have complied with EPWP requirements at design and implementation stages.

4. The Consultant shall, for monitoring purposes, keep monthly records and transmit to the Client data on the following indicators with regard to the EPWP projects implemented:

- ❑ Project budget and planned output according to EPWP requirements
- ❑ Actual Project Expenditure and actual output according to EPWP requirements
- ❑ Planned and achieved labour intensity
- ❑ Number of work opportunities created
- ❑ Demographics of workers employed (disaggregated by women, youth and persons with disabilities)
- ❑ Wage rate earned on project
- ❑ Number of person-days of employment created
- ❑ Copies of Identity documents of workers
- ❑ Number of persons who have attended training including the nature and duration of training provided
- ❑ Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M & E Framework
- ❑ Services provided or delivered in accordance with indicators in the EPWP M & E Framework

5. The values for the indicators shall be submitted to the Employer according to agreed time frames on the prescribed reporting template (from the EPWP Unit in the DPW) and obtainable from www.epwp.gov.za.

6. The Consultant shall, before certifying a contractor's payment certificate, ensure that the contractor has submitted labour information in a format and timeframe specified by the employer. If the information submitted by the contractor is inadequate the consultant shall not submit the payment certificate to the employer for payment of the relevant outputs.

7. The Consultant shall certify that the works have been completed in accordance with the requirements of the Guidelines and the Contract:

   a) whenever a payment certificate is presented to the Employer for payment; and

   b) immediately after the issuing of a practical completion certificate that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

5.3 Contract Documentation for the Works

Applicable standard contract documents will apply incorporating specific EPWP/LIC conditions and specifications as outlined below.

EPWP documents and projects should be branded in accordance with the latest Corporate Identity Manual obtainable from www.epwp.gov.za

5.3.1 Notice and Invitation to tender / Conditions of tender

Public bodies must only award contracts to contractors who have demonstrated that they will have in their employ (if awarded the contract) suitably qualified senior and middle supervisory staff to supervise the labour-intensive works during the validity of the contract. Tenderers must be made aware of this requirement in tender documents. Those responsible for evaluating tenders must confirm that the contractor has signed agreements with such staff during the tender evaluation process.

The following must be included in the notice and invitation to tender: "*Only tenderers who can demonstrate that they will have in their employ staff which satisfy EPWP requirements during the contract validity are eligible to submit tenders*".	
The following must be included in the tender data in accordance with the provisions of the CIDB Standard for Uniformity in Construction Procurement:	
F.2.1	Only those tenderers who *can demonstrate that they will* have in their employ management and supervisory staff satisfying the requirements of the scope of work for labour-intensive competencies for supervisory and management staff *during the validity of the contract* are eligible to submit tenders.
F.2.18	The tenderer must submit to the Employer, names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.

5.3.2 Contract Data

The following must be included in the contract data in the contract with the Employer:

Payment for the labour-intensive component of the works

Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

Linkage of payment for labour-intensive component of works to submission of project data

The Contractor's payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractor chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor's invoices shall not be paid until all pending labour information has been submitted.

Applicable labour laws

The current Ministerial Determination (also downloadable at www.epwp.gov.za), Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice , shall apply to works described in the scope of work as being labour-intensive and which are undertaken by unskilled or semi-skilled workers.

5.3.3 Scope of work

Applicable Standard specifications are to be utilised. It is necessary, however, to include certain requirements (special specifications) in the scope of works to implement labour-intensive works in accordance with the provisions of these Guidelines.

The following wording, as appropriate, must be included in the scope of work in the contract with the contractor.

DESCRIPTION OF THE WORKS

1. Employer's objectives

The employer's objectives are to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines.

2. Labour-intensive works

Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work.

3. Labour-intensive competencies of supervisory and management staff

Contractors shall only engage supervisory and management staff in labour-intensive works that have completed the skills programme including Foremen/ Supervisors at NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes" and Site Agent/ Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent QCTO qualifications (See Appendix C) at NQF outlined in Table 1.

5.4 Labour Issues

In the following sections are some of the considerations that are elaborated in the Code of Good Practice for Expanded Public Works Programme:

5.4.1 Requirements for the sourcing and engagement of labour

Unskilled and semi-skilled labour required for the execution of all labour-intensive works shall be engaged strictly in accordance with prevailing legislation, in accordance with the Code of Good Practice for the Expanded Public Works Programme and the EPWP Standard Recruitment Directives.

5.4.2 Training of targeted labour

1. The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.
2. Accredited training should ideally be provided before commencement or during implementation of a project.
3. The cost of accredited training of targeted labour will be funded through various funding sources such as National Skills Fund from the Department of Higher Education and Training, funds from the Implementing Public body, funding from SETAS etc. This training should take place as close to the project site as practically possible. The Public Body implementing the project must ensure that training applications for participants are made by its relevant project manager assisted by relevant training officials from the National Department of Public Works.
4. The Public Body must ensure that preference of the training of participants in technical skills over life skills is made. In addition, the Public Body is required to maximize opportunities for training of participants carried out before the implementation of projects.
5. The Public Body must ensure that workers who have received training will be placed on the project to work after receiving the training.
6. If a provisional sum for training is made in the contract the contractor shall pay an allowance equal to 100% of the daily wage rate to workers who attend accredited training.

5.5 Generic Labour-Intensive Specification

The Generic Labour-intensive specification below (informed by SANS 1921-5, Construction and management requirements for works contracts - Part 5: Earthworks) covers activities which are to be performed by hand, and should be included in the scope of works without amendment or modification as set out below.

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- ☐ trenches having a depth of less than 1.5 metres
- ☐ stormwater drainage
- ☐ roads
- ☐ sidewalks and non-motorised transport infrastructure
- ☐ water and sanitation

Precedence

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

Hand excavateable material

Hand excavateable material is:

a) granular materials:

i) whose consistency when profiled may in terms of table 2 be classified as very loose, loose, medium dense, or dense; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

b) cohesive materials:

i) whose consistency when profiled may in terms of table 2 be classified as very soft, soft, firm, stiff and stiff / very stiff; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note

1) A boulder is material with a particle size greater than 200mm, a cobble and gravel is material between 60 and 200mm.

2) A dynamic cone penetrometer is an instrument used to measure the in-situ shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60° with respect to the horizontal) into the material being used.

Table 2: Consistency of materials when profiled			
GRANULAR MATERIALS		**COHESIVE MATERIALS**	
CONSISTENCY	**DESCRIPTION**	**CONSISTENCY**	**DESCRIPTION**
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.
Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in up to 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of a geological pick; requires many blows for excavation.	Stiff	Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumb-nail with difficulty; slight indentation produced by blow of a geological pick point.

Trench excavation

All hand excavateable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

Compaction of backfilling to trenches (areas not subject to traffic)

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers;

a) to 90% Mod AASHTO;

b) such that in excess of 5 blows of a dynamic come penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or

c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

Excavation

All excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand. Any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

Clearing and grubbing

Grass and bushes shall be cleared by hand.

Shaping

All shaping shall be undertaken by hand.

Loading

All loading shall be done by hand. Haulage equipment should be selected in a manner that allows loading by hand to the greatest extent possible.

Haul

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Offloading

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.

Spreading

All material shall be spread by hand.

Compaction

Small areas may be compacted by hand provided that the specified compaction is achieved. Appropriate rollers should be used where higher (than can be achieved by hand) levels of compaction are required or for large areas.

Grassing

All grassing shall be undertaking by sprigging, sodding, or seeding by hand.

Stone pitching and rubble concrete masonry

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must to be collected, loaded, off loaded and placed by hand.

Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.

Manufactured Elements

Elements manufactured or supplied by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. Where the mass of an element exceeds 55 kg, consideration should be given to the size of the element relative to its total mass related to the number of workers who would be needed to lift such mass

5.6 Bill of Quantities

Labour-intensive works must be highlighted in the bills of quantities for the payment items relating to labour-intensive works. The following wording, as appropriate, should be included in the pricing Instructions and in the bills of quantities in the pricing data:

1. Those parts of the works to be constructed using labour-intensive methods should be marked in the bill of quantities with the letters LI either in a separate column or as a prefix or suffix against every item so designated (as illustrated in the table below). The works, or parts of the works so designated are to be constructed using labour-intensive methods only. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a deviation from the contract. The items marked with the letters LI are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour-intensive specification in the Scope of Works.
2. Where minimum labour intensity is specified by the design the contractor is expected to use their initiative to identify additional activities that can be done labour-intensively in order to comply with the set minimum labour intensity target.
3. Payment for items which are designated to be constructed labour-intensively (either in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
33.07LI	Removal of unsuitable material (including free-haul to 0.5km)	m^3			

6 PLANNING AND IMPLEMENTATION CHECKLIST

6.1 Design of Labour Intensive Works

Cognisance of the following should be taken in the design of labour-intensive works:

1. Project identification – Is the location of the project suitable for labour-intensive construction/maintenance methodology.
2. Earthworks must be designed taking consideration of the labour-intensive construction/maintenance methodology.
3. Vertical and horizontal alignment of the works (roads, trenches, pipelines and stormwater channels) should be such to optimise cut and fill, minimise deep or hard excavation or areas requiring specialist engineering input for example dewatering or specialist ground stabilisation.
4. During the design of gravel roads, suitable construction material should be sourced in close proximity to the site of the Works.
5. Drawings must be produced and presented in a clear easily understandable way. Where setting out information is provided in the form of coordinates it should be backed up with methods, not relying on sophisticated surveying instruments, such as offsets measurable with the use of a standard tape. Where possible, appropriate drawings should be produced using a background of ortho photos to provide for easy identification of surrounding features.
6. Is there sufficient resources within close proximity of the project – labour and material (within 150m to 5000m from project)?
7. Where the haul distance is greater than 150m, and less than 5000m the use of small volume local transport, should be considered.
8. Excavation in material which may constitute a safety hazard for workers should not be done using labour.
9. Is there any preliminary work required prior to labour-intensive construction/maintenance methods being implemented?
10. Is the design related and supportive of labour-intensive construction/maintenance methodology – such as appropriate information to facilitate manual setting out of the works or setting out information not reliant on sophisticated survey equipment.
11. All pre-manufactured materials which are incorporated into the Works must be sized such that the mass of individual elements does not exceed 320kg. Men should not lift individual loads exceeding 55kg and for women the limit is 35kg.
12. Are the materials required checked so that labour can easily work with them without unnecessary strain.
13. Stone masonry and grouted stone pitching should be included wherever suitable material is available and structurally suitable, to the exclusion of pre-cast or cast in situ concrete stormwater structures.
14. Where compaction of road layer works is required, it must be carried out using conventional compaction equipment (pedestrian rollers where possible). Compaction of small areas and in trenches may be carried out using hand stampers.
15. Consideration must be given to alternate design of gravity pipework to reduce depth of excavation.
16. Where there is an indication of local skills, e.g. bricklaying, structures should be designed to make use of such skills.
17. There are appropriate designs for labour-intensive construction/maintenance of low-cost surfacing for roads. Refer to Appendix A for further details.

18. Are the items of work on projects checked for labour-intensive construction and maintenance suitability?
19. Are there any statutory obligations required such as Environment Management Plans (EMP)?
20. Are the site safety conditions not compromised by suggested labour-intensive construction and maintenance methods and are the safety statutory requirements adequate for the number of labour employed?
21. Has the Contractor timely provided the workers with sufficient and good quality handtools?
22. Have procedures been streamlined to ensure prompt payments to the contractor, and workers respectively?
23. Are the supervisory staff suitably qualified?
24. Green Jobs - Principles of Green Jobs should be integrated in the design and implementation of various types of infrastructure. This includes materials and physical assets.
25. Is it possible to integrate elements of sustainable livelihoods.

6.2 Task Work and Inclement Weather

If work is stopped due to inclement weather the following is recommended for the EPWP task rated workers;

1. If work is stopped and workers are released they shall be paid as if the day's task was completed.

2. If work is stopped temporarily and the site agent deems it possible to still complete the task on the same day the workers shall complete their task.

3. If the workers are informed not to come to work the following and/or subsequent days they shall not be paid for the days not worked.

7 REPORTING

All EPWP projects have to be registered and progress reports submitted according to agreed formats and timeframes. Appendix H provides forms that are recommended for use by public bodies, consultants and contractors implementing the EPWP.

8 APPENDIX A: SOURCES OF ADDITIONAL INFORMATION

The following sources provide comprehensive information in respect of the following topics:

TOPIC	REFERENCE	OBTAINABLE FROM
Alternative building technologies referred by Agrement SA	Agrement South Africa's Guideline 1, The Manufacture of BESA Blocks. Agrement Open Certificate OC-1/2003. Agrement Open Certificate OC-2/2003. CIDB. Best Practice Guidelines for Labour-based. Methods and Technologies for Employment Intensive Construction Works. Part 3: Section 2- The BESA Building System.	Agrement South Africa www.agrement@csir.co.za Construction Industry Development Board www.cidb.org.za under the section "job creation"
Brick and block making	CIDB. Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive. Construction Works. Part 3: Section 1- Precast Concrete Products, Brick and Block Making.	Construction Industry Development Board www.cidb.org.za under the section "job creation"
Bituminous Surfacings	Methods and Procedures for Labour Enhanced Construction for Bituminous surfacings Manual 12, 2011. SABITA. Methods and Procedures Labour Enhanced Construction for Bituminous surfacings Manual 11`, March 1993. SABITA.Construction of Low Volume Sealed Roads; Good Practice Guide to Labour Based Methods, ILO A. Asare et. al. 2013.	Southern African Bitumen and Tar Association. www.epwp.gov.za
Conditions of Employment	Code of Code of Good Practice for Employment and Conditions of Work for EPWP. Ministerial Determination.	EPWP Branch of the Department of Public Works www.epwp.gov.za
Concrete Block Paved Roads	Publications by Cement and Concrete Institute. Development .Series, Number 8. Development Bank of Southern. Africa. September, 1993.	Development Bank of Southern Africa.
Concrete roads	Low-volume concrete roads by Bryan Perrie.	Cement and Concrete Institute www.cnci.org.za
Earthworks	CIDB. Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works. (Download from www.cidb.org.za). • Part 2: Labour-based construction methods for earth works. • Appendix 1: Quantitative Employment Data on Selected Construction Activities.	Construction Industry Development Board www.cidb.org.za under the section "job creation"

TOPIC	REFERENCE	OBTAINABLE FROM
Labour-intensive projects and programmes	McCutcheon, RT (ed) (1993). Interim Guidelines for employment-intensive construction projects. Construction and Development Series Number 2. Midrand: Development Bank of Southern Africa, February 1993. McCutcheon, RT and Marshall J (1996). Labour-intensive Construction and Maintenance of Rural Roads : Guidelines for the Training of Road. Builders, Construction and Development Series, Number 14 (Midrand: DBSA, November 1996). McCutcheon, RT and Taylor Parkins, FLM (ed). Employment and high -standard infrastructure. Work Research Centre for Employment Creation in Construction (2003).	Development Bank of Southern Africa School of Civil Engineering, University of the Witwatersrand.
Labour productivities	CIDB. Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works. • Appendix 1: Quantitative Employment Data on Selected Construction Activities. Technical Briefs on Task System, ILO.	Construction Industry Development Board (CIDB) website: www.cidb.org.za under the section “job creation” www.epwp.gov.za
Minimum wages	• Wage determination for the Civil Engineering Sector. • Ministerial Determination for EPWP.	www.safcec.org.za under the section “human resources” EPWP Unit of the Department of Public Works
Monitoring the employment of workers / compliance with the provisions of SANS 1914-5	SANS 10396, Implementing Preferential Procurement Policies Using Targeted Procurement Procedures. • Annex G: Implementing employment intensive infrastructure projects which target the increase of employment opportunities generated per unit of expenditure. • Annex J: Third party management support.	Standards South Africa (division of the South African Bureau of Standards)
Pre-cast concrete works	CIDB Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive. Construction Works. • Part 3: Section 1- Pre-cast Concrete Products, Brick and Block Making.	Construction Industry Development Board www.cidb.org.za under the section “job creation”
Preparing procurement documents	CIDB Best Practice Guidelines for Procurement C1: Preparing Procurement Documents SANS 10403, Formatting and Compilation of Construction Procurement Documents.	Construction Industry Development Board www.cidb.org.za under the section “job creation” Standards South Africa (division of the South African Bureau of Standards)
Costing Labour Based Road Works	Guidelines for Costing Labour Based Road Works. ILO. A. O. Asare, 2015.	EPWP website: www.epwp.gov.za

TOPIC	REFERENCE	OBTAINABLE FROM
Roads	CIDB Best Practice Guidelines for Labour-based. Methods and Technologies for Employment Intensive Construction Works. • Part 2: Labour-based construction methods for earthworks. • Part 4: Section 4 - Foam bitumen gravel. • Part 4: Section 5 - Cast in-situ block pavements (hyson cells). • Part 4: Section 6 - Emulsion treated gravel. • Part 4: Section 7 - Waterbound macadam. • Part 4: Section 8 - Slurry bound and composite macadams • Part 4: Section 9 - Labour-based methods for unsealed roads. • Appendix 1: Quantitative Employment Data on Selected Construction Activities. • Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013.	Construction Industry Development Board (CIDB) website: www.cidb.org.za under the section "job creation" EPWP Website: www.epwp.gov.za
Rubble concrete masonry	CIDB Best Practice Guidelines for Labour-based. Methods and Technologies for Employment Intensive Construction Works. • Part 4: Section 2 – Rubble masonry dam construction technology. • Part 4: Section 3 – Rubble masonry concrete arch bridge construction technology.	Construction Industry Development Board www.cidb.org.za under the section "job creation"
Stormwater drainage	CIDB Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works. • Part 4: Section 1 – Labour-based Open Channel Flow Technology.	Construction Industry Development Board www.cidb.org.za under the section "job creation"
Technical Briefs	Principles for Project Cost Estimating, ILO. EPWP Infrastructure Project Cycle Management, ILO. Roles of Stakeholders During the Various Stages of the EPWP Project Cycle, ILO. EPWP Site Recording for Labour Intensive Projects, ILO.	www.epwp.gov.za

TOPIC	REFERENCE	OBTAINABLE FROM
Trenches	CIDB Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works. (Download from www.cidb.org.za) • Part 2: Labour-based construction methods for earthworks. • Appendix 1: Quantitative Employment Data on Selected Construction Activities.	Construction Industry Development Board www.cidb.org.za under the section "job creation"
Water Provision, Sanitation, Solid Waste, and Buildings	Labour-Intensive Construction Guidelines for Water Provision, Sanitation, Solid Waste, and Buildings. ILO. D. Tshabalala et al., 2012.	EPWP Website: www.epwp.gov.za

9 APPENDIX B: TYPES OF INFRASTRUCTURE WHICH ARE SUITABLE FOR CONSTRUCTION/MAINTENANCE USING LABOUR-INTENSIVE METHODS

B.1 Roads

The following operations may be carried out using labour-intensive methods:

1. Site clearance.

2. Layer work construction/maintenance including loading, hauling and spreading material.

   Note: All compaction should be done using conventional compaction equipment and where necessary the use of heavy machinery may be employed to loosen material for excavation by hand. Where significant use of blasting is indicated, then the Works are probably not suitable for labour-intensive methods.

3. Labour-intensive methods may be used when carrying out the following operations:

   - ☐ Macadam base course either dry, water bound or emulsion bound; foamed bitumen gravel; emulsion treated gravel; or slurry bound or composite macadams.
   - ☐ Application of bitumen bound surface treatment (cold) including spreading and dragging of chips.
   - ☐ Slurry treatments to existing or new road surfaces.
   - ☐ In situ concrete roads.
   - ☐ Segmented block paved roads.
   - ☐ Cast in-situ concrete pavements (including Ultra-Thin Reinforced Concrete)
   - ☐ Hyson-cells;
   - ☐ Road markings.

4. Fencing.

5. Erection of road signs.

6. Grass maintenance.

7. Road reserve maintenance.

8. Rubble masonry bridges, culverts and retaining walls.

B.2 Stormwater

The following operations may be constructed and maintained using labour-intensive construction/maintenance methods:

1. Gabions and Reno mattresses.

2. Small diameter pre-cast concrete elements (pipes and arches).

3. Grassed or lined water channels.

B.3 Sewers

The following operations may be constructed or maintained using labour-intensive construction/maintenance methods:

1. Sewer manholes either in brickwork or using specially manufactured pre-cast manhole rings (individual mass less than 320kg).

2. Sewer manhole covers and lids using specially designed pre-cast units.

3. Shallow maturation or facultative pond of a maximum depth of 2m.

4. Sewer pipe work, particularly small bore/ solids free sewers designed and specified to reduce trench depth.

B.4 Water

The following operations may be constructed or maintained using labour-intensive construction/ maintenance methods:

1. Laying of water pipelines, fittings and house connections in all materials (including steel) where the mass of individual pipe lengths does not exceed 320kg.

2. Construction of Ferro-cement reservoirs.

3. Excavation for membrane lined and floating roof reservoirs.

4. Construction of small masonry reservoirs.

5. Spring and well protection measures.

6. Construction of valve and hydrant boxes.

B.5 Haul of Material

Where the haul of any material does not exceed 150m, consideration should be given to the use of local resources for transporting material. This includes the use of animal drawn vehicles and small trailer combinations utilising locally sourced tractors. All loading and offloading can be done by hand.

B.6 Electricity

The following operations may be constructed using labour-intensive methods:

1. Excavation of trenches for reticulation of all voltages.

2. Excavation for and erection of poles for overhead lines.

3. Installation of all electricity cables (joints and terminations by qualified persons).

B.7 Houses, schools and clinics

Housing is seen as labour-intensive, but the number of local people that could be employed may be enhanced by one or more of the following:

1. Manufacture of masonry elements on site.

2. Excavation of all foundation trenches by hand.

3. Manufacture of roof trusses on site.

4. Alternative building technologies referred by Agrément SA.

B.8 Green Jobs

Principles of Green Jobs should be integrated in the design and implementation of various types of infrastructure mentioned in Sections B.1 to B.7. This includes materials and physical assets.

10 APPENDIX C: REQUIRED SKILLS PROGRAMMMES

C.1 Client/ Employer

It is recommended that personnel within public bodies complete skills programmes for NQF registered unit standards or equivalent QCTO qualifications, as set out in Table C.1.

Table C.1: Skills programme for client / employer staff

Personnel	NQF	Unit Standard Title	Skills Programme Description
Senior management and professionals	7	Develop and Promote Labour-Intensive Construction Strategies or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification
Middle (technical)	5	Manage Labour-Intensive Construction Projects or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification

C.2 Consultants

The person responsible for the design and documentation of the labour-intensive works, must have completed the NQF level 7 unit standard "Develop and Promote Labour-Intensive Construction Strategies" or equivalent QCTO qualification. (See Table C.2).

The Employer's Representative must have completed the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" or equivalent QCTO qualification. (See Table C.2).

Table C.2: Skills programme for consultants

Personnel	NQF	Unit standard Title	Skills Programme Description
Employer's Representative / Site Supervisor	5	Manage Labour-Intensive Construction Projects or equivalent QCTO qualification	Supervisor Skills Programme against this single unit standard or part qualification
Designer	7	Develop and Promote Labour-Intensive Construction Strategies or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification

C.3 Contractors

The unit standards for contractors or equivalent QCTO qualification are outlined in Table C.3.

Personnel	NQF	Unit standard Titles	Skills Programme Description
Foreman / Supervisor	4	Implement Labour-Intensive Construction Systems and Techniques or equivalent QCTO qualification	This unit standard or qualification must be completed, **and**
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage or equivalent QCTO qualification	any one of the 3 unit standards or part qualifications must be completed
		Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services or equivalent QCTO qualification	
		Use Labour-Intensive Construction Methods to Construct, Repair and Maintain Structures or equivalent QCTO qualification	
Site Agent / Manager	5	Manage Labour-Intensive Construction Processes or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification

11 APPENDIX D: PROGRAMMES, INDICATORS AND MINIMUM LABOUR INTENSITY TARGETS

D.1: EPWP INFRASTRUCTURE PROGRAMMES AND SUB-PROGRAMMES FOR PHASE 3

	Programmes	**Sub-programmes**
1.	National Youth Service (NYS)	National Youth Service - National National Youth Service - Provincial
2.	Large Projects	Roads and storm water Construction Roads and storm water Maintenance Buildings Construction Buildings Maintenance Water reticulation construction Water reticulation maintenance Bulk water supply Sewer reticulation Electrification Sanitation Other (Must be described)
3.	Municipal Infrastructure	Roads and storm water Construction Roads and storm water Maintenance Buildings Construction Buildings Maintenance Water reticulation construction Water reticulation maintenance Bulk water supply Sewer reticulation Electrification Sanitation Other (Must be described)
4.	Vuk'uphile programme	Roads and storm water Construction Roads and storm water Maintenance Buildings Construction Buildings Maintenance Water reticulation construction Water reticulation maintenance Bulk water supply Sewer reticulation Electrification Sanitation Other (Must be described)

	Programmes	**Sub-programmes**
5.	Provincial Roads	High volume roads construction High volume roads maintenance Low volume roads construction Low volume roads maintenance Zibambele road maintenance Iterele road maintenance Siyatentela road maintenance Household contractor road maintenance
6	Provincial Infrastructure –Non Roads	Building construction Building Maintenance Dam construction
7.	National / State Owned Enterprises	Building construction Building maintenance Dam construction Bulk water supply Sanitation Energy generation Energy transmission Other (must be described)

D.2: INDICATORS AND RECOMMENDED LABOUR INTENSITY FOR INFRASTRUCTURE PROJECTS

A minimum labour-intensity threshold appropriate to each sector has been set. Furthermore, programmes within each sector have their own minimum labour intensity thresholds according to categories and sub-categories. It cannot be over-emphasised that the minimum labour intensity is not the default target that should be achieved, but the lowest threshold, above which the target must be set. There is no maximum labour intensity defined as this will be dictated by the type and nature of the project. However, in any case labour intensity cannot exceed 100%. Table D1 provides the minimum Labour intensity indicators for all Infrastructure Sector categories.

Table D1: Indicators and Recommended Labour Intensity for Infrastructure Projects

Category	Sub-Category	Indicators	Recommended Minimum Range of LI
Buildings	Construction	No., m^2	10-30%
	Maintenance	No., m^2	20-70%
	Landscaping	m^2	40-70%
Roads and Stormwater – High Volume	Construction/ Upgrading/ Rehabilitation	Km., lane-km	10-30%
	Maintenance – Routine	Km., lane-km, m^2	40-90%
	Maintenance – Periodic	Km., lane-km, m^2	15-40%
	Fencing	Km., m	20-50%
Roads and Stormwater – Low Volume	Construction/ Upgrading/ Rehabilitation (Gravel/ Sealed)	Km., lane-km	15-35%
	Maintenance – Routine	Km., lane-km, m^2	70-90%
	Maintenance – Periodic	Km., lane-km, m^2	20-50%
	Non-Motorized Transport/ Sidewalks (Exclusive of Rehabilitation of Structures)	Km., m^2	15-40%

Stormwater	Construction	Km.	15-30%
	Maintenance	Km.	40-90%
Water Reticulation	Construction	Km.	10-35%
Bulk Water Supply	Construction	Km.	10-25%
Sewer Reticulation	Construction	Km.	10-35%
Sanitation	Construction	No.,	10-30%
Water and Sewer Reticulation Maintenance *	Maintenance	Km., No.	15-40%
Solid Waste Management	Land Fill Sites	m^3, m^2, No.	10-25%
Electricity	Reticulation	Km., No. of Households/ Units	20-40%
	Generation	**	**
Railway	Lines Refurbishment	Km.	10-30%

* Minimum labour intensity for water and sewer reticulation Maintenance requiring heavy plant/equipment should be treated on a case by case basis.

** For energy generation the indicators and minimum labour intensity will be determined on a case by case basis as there are many options for energy generation.

D.3: OTHER INDICATORS FOR INFRASTRUCTURE SECTOR SERVICES AND ASSETS

National Youth Service and Building Maintenance Programme

SERVICE	INDICATORS
Employment	No. of Work opportunities
Class room Training	No. of certificates issued
Work placement	No. of youth placed
Exits	No. of workshops held, youths exit

Vuk'uphile Contractor Development Programme

ASSET	INDICATORS
Employment	No. of Work opportunities
Learnership	No. of people trained
Work placement	No. of contractor entities developed
Exits	No. of learners exited

State Owned Enterprises

ASSET	INDICATORS
Water pump stations	No. of pump stations
Dams	No. of dams
Power stations and substations	No. of Power stations/substations
Railway station maintenance	No. of stations

12 APPENDIX E: CONSULTANT'S COMPLIANCE DECLARATION

Public bodies shall use the form (E1) as a guideline for agreements with consultants responsible for designing; and (E2) for project managers supervising implementation of labour-intensive projects.

E.1: EPWP Project Design Compliance Declaration

(to be inserted in Consultancy Agreement and filled-in by Consultant[1])

Name of Implementing Agency: ……				FY……	
Project Name:	……		Project/Contract No.:	……	
Consulting Firm:	……		Project Manager:	……	
Stage/ Element/ Process	**Procedure and/or Activity**	**Compliance requirement**	**Reference: EPWP Guidelines, DORA Frameworks & Business Process**		**Compliant? Yes/No**
			EPWP Clause	**Page**	
Qualification and Experience of Service Providers	Consultant Qualified in terms of EPWP Guidelines	Relevant NQF Qualification and Experience for Designers and Supervisors of LI Projects	Appendix C. Table C.2		
Design	Design compliance to EPWP	Design amenable to use of Labour-Intensive Methods			
	Labour intensity (LI)	Minimum L.I. Set & included in Tender document	Appendix D Table D1		
	Optimization of employment Creation	- Use of materials with high LI - Identification of L.I. work items in Bills of Quantities - Labour-Intensive Work Methods - Appropriate Tools and Equipment - Applicable task rates based on site conditions - Convergence with other Programmes and Sectors - Green Jobs - Sustainable Livelihoods			
Standard EPWP-complaint Tender & Contract Document	Standard EPWP-Compliant Procurement Doc. adapted to specific project	Rate of pay set by Implementing Agency in Tender Document	2.2		
		Tender Eligibility	3.3.1		

		Contract Data	3.3.2		
		Scope of Works	3.3.3		
		Demographic requirements			
		Code of Good Practice for EPWP; Applicable labour laws, health & safety and environmental requirements	3.3.2		
		Pricing Instructions on L.I.	3.3.4		
		SANS 1914-5 Recruitment of Local Labour			
		Generic L.I. Specification			

Declaration:

I, ……(*Name of Designer*) hereby certify that the above-mentioned project has been appropriately designed; procurement documents and reporting templates prepared in accordance with the "*Code of Good Practice for EPWP"* and the latest edition of "*EPWP Guidelines for Implementation of Infrastructure projects*", in order to optimise employment creation to achieve the stipulated minimum project Labour Intensity (LI).

Signature: ……. Date: ……..

E.2.: EPWP Project Supervision Compliance Declaration

(to be inserted in Consultancy Agreement and filled-in by Consultant/Project Manager)

Name of Public Implementing Body:

…… FY……

Project Name:	……	Project/Contract No.:	……
Consulting Firm:	……	Project Manager:	……

Stage/ Element/ Process	**Procedure and/or Activity**	**Compliance requirement**	**Reference: EPWP Guidelines, DORA Frameworks & Business Process**		**Compliant? Yes/No**
			EPWP Clause	**Page**	
Project Management	Supervision, Monitoring & Evaluation	Records per EPWP Reporting System	3.2		
		Registration of Project on Reporting System			
		Compliance on:			
		- Code of Good Practice for EPWP			
		- L.I items			
		- Quality standards achieved			
		- Convergence with other programmes and sectors incorporated			
		- Green Jobs Principles incorporated			
		- Sustainable Livelihood Principles incorporated			
		Certification of Works: Payment Certificates include EPWP Report	6 – Consultant Scope of works		

Declaration:

I, ……(*Name of Supervising Consultant/ Project Manager*) do certify that the project has been supervised in compliance with all EPWP requirements in accordance with the "*Code of Good Practice for EPWP"* and the latest edition of "*EPWP Guidelines for Implementation of Infrastructure projects*", have optimised employment creation and achieved the stipulated minimum project Labour Intensity (LI).

Signature: ……Date……...

13 APPENDIX F.1: IMPLEMENTING PUBLIC BODY MONITORING COMPLIANCE TEMPLATE

EPWP Compliance Checklist to be filled in by Public Implementing Body (I.B.)

Name of Public Implementing Body: ……
FY:……

Institutional /Business Process	Procedure and/or Activity	Compliance requirement	Reference: EPWP Guidelines, DORA Frameworks & Business Process		Compliant? Yes/No
			EPWP Clause	Page	
IDP/ Strategic Planning	Project Selection/ Prioritization	Policy Statement on Construction Method for applicable IDP Projects	2.1		
Institutional Capacity	Institutional Structure	Political & Administrative Structure in Place	EPWP Policy Guideline		
		EPWP Champion Appointed			
		EPWP made part of Key Performance Areas(KPAs) of Senior Management			
	Qualification of Staff	I.A. Staff meet qualification requirements	Annex C. Table C.1		
Supply Chain Management & Business Process/ Procedures	Qualification of Service Providers	Service Providers database : Qualification Requirements for Consultants	Annex C. Table C.2		
		EPWP-Compliant Standard documents for Appointment of Consultants	3.2; Annex C, Table C.2		
		EPWP Reporting requirements for Consultants & Contractors	3.2		
		Service Providers database : Qualification Requirements for Contractors	Annex C, Table C.3		
		Streamlined Payment Procedures			
	Standard Procurement Documents	EPWP-Compliant Standard Procurement Documents used incorporating Universal Principles, Convergence, Sustainable Livelihoods and Green Jobs.	3.3		
		EPWP Project Document- Branding	EPWP Corporate Identity Manual		
	Prioritization of EPWP Projects	Project Budget from Conditional Grants sufficient to meet EPWP Projects	DORA Conditional Grant Frameworks		
	Project List/Annual Business Plan	Employment targets estimated per project	Business Plan Annex 1.		
	Annual Procurement Plan	Aligned to EPWP Conditional Grant Framework Timelines	DORA Conditional Grant Frameworks		
Project management	Business Plan	Monitoring Plan/Templates in place	Business Plan		
		Procedure for Registration of Projects on IRS	IRS Procedure		
		Project Bill Boards have EPWP Branding			
	Payments	Timely payments for work done			
		Payment Certificates include EPWP Report	Project Compliance Checklist		

*EPWP Guidelines

Name……..Title……..Signature……Date……

Appendix F.2: EPWP Business Plan Template

PROJECT LIST FOR:										
Sector	**Focus Area**	**Project Name**	**Project Number**	**Date of approval of project**	**Project Budget in 201../1..**	**Funding from EPWP Grant**	**Number of WOs**	**Number of FTEs**	**Start date**	**End date**

Official's Name:	**Designation:**	**Signature:**	**Date:**

Appendix F.3: EPWP Business Process Monitoring Template

Implementing Agency:…… FY…… Quarter…… Month…… Date……

S/N	Project name	Budget (Rand) X 1000	Budget Breakdown by Source of Funding (Rand) x 1000			Est. Employment Target				Project Status (Tick)			Labour Requirements Met? (Y/N)				Plan of Action	
			MIG	Integrated Grant	Other	Estimated		Actual to-date					UIF	COIDA	OHS	EPWP Min. Wage	Challenges	Mitigation
						WO	FTE	WO	FTE	Planning	Procurement	Implementation						

14 APPENDIX G: TASK RATES

Appendix G 1 shows typical and indicative task rates ranges for various types of infrastructure activities. Appendix G 2 shows references to detailed information on task rates.

G.1.: TYPICAL AND INDICATIVE TASK RATES

	ACTIVITY	UNIT	TASK RATE RANGE	REMARKS
Road/Building/water and Sanitation works	Bush clearing	m^2	200 - 350	
	Clearing & Grubbing	m^2	100 - 150	
	Stump removal	No.	Day work	Depends on size
	Boulder removal	No.	Day work	Depends on size
	Excavation			
	Soft/loose soil	m^3	2.0 - 4.0	
	Medium	m^3	2.0 - 3.0	
	Stiff/Hard	m^3	1.0 - 2.0	
	Very hard	m^3	0.8 - 1.0	
	Gravel excavation	m^3	1.0 - 3.0	
	Compaction (pedestrian-ride on roller)	m^2	700 - 1000	
	Camber Formation	m^2	60 - 80	
	Loading	m^3	5 – 8	
	Unloading	m^3	8 - 10	
	Spreading /soil	m^3	12 – 15	
	Spreading/Gravel	m^3	8 – 12	
	Wet stone masonry	m^3	0.5 - 1.0	
	Stone pitching	m^2	6 - 10	
	Dry stone masonry	m^3	1.0 - 2.0	
	Gabion (including assembling & placing rocks)	m^3	1.8 - 2.0	
	Concrete/mix & place	m^3	0.5 - 1.0	
	Wheelbarrow haulage (haul distance)			
	0 - 20m	m^3	7.0 - 8.5	
	20 – 40m	“	6.5 - 7.5	
	40 – 60m	“	5.5 - 6.5	
	60 – 80m	“	5.0 - 5.5	
	80 – 100m	“	4.0 - 5.0	

Road works	Install precast concrete culverts (excavation of trench and backfilling)			
	Ø450 mm	m	1.0 - 1.5	
	Ø 600 mm	m	0.9 - 1.2	
	Ø 900 mm	m	0.5 - 0.8	
	Paving: Concrete block placing	m^2	150 - 200	Team task (10 workers)
	Compaction/block paving units/filling joints	m^2	15 - 25	
	Lay precast kerb units/concrete beam	m	8 - 12	
	Sealing work			
	Cold mix asphalt	m^2	900 - 1,000	Team task (16 workers)
	Otta seal	m^2	5,400 - 5,500	Team task (60 workers)
	Sand seal	m^2	2,800 - 3,000	Team task (20 workers)
	Modified Otta seal (using emulsion binder)	m^2	1,300 - 1,500	Team task (16 workers)
	Ultra-thin reinforced concrete	m^2	400 - 500	Team task (25 workers)
Building works	Plastering	m^2	15 - 20	
	Brick masonry	m^3	0.7 - 1.0	
	Formwork	m^2	15 - 22	
	Ceiling work including brandering	m^2	25 - 30	
	Roof Coverings	m^2	30 - 35	
	Tiling/glazed tiles to walls	m^2	15 - 20	
	Tiling/Ceramic tiles to floors	m^2	18 - 22	
	VA tiles to floor	m^2	70 - 80	
	Glazing/4mm Clear float glass	m^2	28 - 32	
	Paint/On ceilings	m^2	30 - 34	
	On walls	m^2	35 - 40	
	On doors/door frames	m^2	15 - 20	
	On Windows with metal bars	m^2	25 - 30	
	Two coats of varnish to woodwork	m^2	30 - 35	

Routine road maintenance	Cut grass /on verge/ side drains	m^2	100 - 150	
	Clean culvert /inlet, outfall	m^3	1.5 - 2.0	
	Clean side/mitre drains	m^3	2.0 - 3.0	
	Repair side drain erosion	m^3	3.0 - 5.0	
	Fill pot holes on carriageway	m^3	2.0 - 3.0	Gravel roads
	Fill ruts/minor gullies on carriageway	m^2	5.0 - 10	
	Grub edge/shoulder	m^2	80 - 100	
	Repair shoulder erosion	m^2	5.0 - 10	
	Repair culvert headwalls	No	Day work	

G.2. REFERENCE TO DETAILED INFORMATION ON TASK RATES

Category	**Operation**	**References: Source documents**	**Tables- Figures-**	**Pages**
Roadwork				
Construction	Earthwork/formation	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007- Manual 3	Table	PP 110-111
	Earthworks	*Best practice guide labour-based methods and technologies for employment intensive construction works* January 2002 (document commissioned by the department of public works (construction industry development programme	Table G 1 & G2 Table N1 & O 1	Page 1.19 Page 1.39-41
	Earthworks	Labour-based technologies and methods for employment intensive construction works best practice guideline 2 labour-based construction methods for Earthworks April 2004	Table 1 & 2 Table 8 & 9 Table 10 Table 12	PP 3-4 Page 13 Page 14 Page 15
		Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013	Table 4-4 Table 4-17	Page 4-5 Page 4-20

Category	Operation	References: Source documents	Tables- Figures-	Pages
	Drainage structures (Concrete & masonry works)	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 5		Page 100
	Concrete block paving	*Best practice guide labour-based methods and technologies for employment intensive construction works* January 2002 (document commissioned by the department of public works (construction industry development program	Table C1 Table A 13 and 14	Page 1.15 Page 1.9
	Gravel surfacing	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 3	Table -Module 6	PP 110-111
	Stone pavement	*Best practice guide labour-based methods and technologies for employment intensive construction works* January 2002 (document commissioned by the department of public works (construction industry development program	Table F 1	Page 1.18
		Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013	Table 8-23	Page 8-56
	Pavement/layer works (bituminous pavement seals)	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 4	Table –Module 7	PP 90-91
		Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013	Table 5-6 Table 8-25	Page 5-23 Page 8-59 & 60

Category	Operation	References: Source documents	Tables- Figures-	Pages
		Best practice guide labour-based methods and technologies for employment intensive construction works January 2002 (document commissioned by the department of public works (construction industry development program	Table J1 Table N1	Page 1.21 Page 1.40
	Concrete and masonry drainage works and structures	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 5	Table – Module 8	Page 100
Maintenance	Road Maintenance	**Common Routine maintenance activities** Study on Enhancing Labour Intensity in the **Expanded Public Works Programme** Road Infrastructure Projects **South Africa 2012**		Page 51
		Maintenance of minor roads using the length man contractor system; Jones, T E and R C Petts, 1991. Maintenance of minor roads using the lengthman contractor system. *Fifth International Conference on Low Volume Roads, Raleigh North Carolina, 19-23 May 1991. Transportation Research Record 1291, Volume 1*. Washington DC: Transportation Research Board, National Research Council, 41-52.)	Table 1 Table 2	Page 3-4 Page 5
		Labour-based Road Works Technical Manual: Appropriate Technology Unit (ATU) Tanzania Ministry Of Works International Labour Organization (ILO) & Intech-Associates Consulting Engineers: May 1997 Productivity Standards for Routine Maintenance and Routine Maintenance Productivity Guideline	Figure D1.1 and D1.2	

Category	Operation	References: Source documents	Tables- Figures-	Pages
	Road and drainage works	***Productivity Norms for Labour-Based Construction. ASIST Information Service Technical Brief No. 2. International Labour Organisation 1998.*** ***Includes Roadwork and drainage Productivity Norms Data from countries.***	***Tables M1-22***	
Building/ Housing related works	Various activities	*Best practice guide labour-based methods and technologies for employment intensive construction works* January 2002 (document commissioned by the department of public works (construction industry development programme)	Table-1 Table A 1-6	Page 3 PP-1.1-1.5
	Concrete and masonry drainage works and structures	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 5	Table –Module 8	Page 100
Water and sanitation	Storm water drainage	*Best practice guide labour-based methods and technologies for employment intensive construction works* January 2002 (document commissioned by the department of public works (construction industry development programme)	Table H1	Page 1.20

15 APPENDIX H: EPWP REPORTING FORMS

H.1A: NATIONAL / PROVINCIAL REGISTRATION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Please complete this section
Project name		
Public Body (National Department /Province) Reference number	*The number used by the public body to identify the project. This number has to be unique for every project*	
Project name	*The project name needs to be unique for projects*	
Project type:		Select one and mark with a X
	Provincial	
	National	
Project location		
Province	*Indicate in which Province the project will be implemented*	
District Municipality/ Metro	*Indicate in which district/Metro Municipality the project will be implemented*	
Local Municipality / Metro region	*Indicate in which local municipality the project will be implemented*	
Primary Ward	*Indicate in which ward the project will be implemented. If the project is implemented in more than one ward, then name the wards in "describe project location"*	
Enter the name of the Municipal Area	*Indicate in which municipal area the project will be implemented*	
Describe the project location	*Short description, including the area or ward within the municipality*	
Project Ownership and Location		
Project Ownership		Select one and mark with a X
Public Body Type	*Provincial Department*	
Project owner (Who is funding the project)	*This refers to the provincial department who is providing the money. It cannot be a metro, district or municipality.*	
Department in the public body that is responsible for the project	*This refers to the department within the provincial department*	

Field requested	Description if needed	Please complete this section
Implementing public body type (Implementer)	*This can be the same provincial department, another provincial department, a metro, district or municipality.*	
Project implementer	*The name of the provincial department, metro, district or province*	
Implementing department	*This refers to the department within the public body who is responsible for the implementation of the project*	
Project Implementation		
Source of Reference number	*Indicate the source of the reference number.*	
IGP Registered?	*Indicate yes/no*	
If the project is IGP registered, what is the IGP reference number?	*Provide the IGP number*	
EPWP Information		
Choose EPWP Programme		Select one EPWP Programme and mark with a X
	-Not part of a programme-	
	Contractor Development	
	Facilities & Infrastructure Development Programme	
	Housing Delivery	
	Labour Based Construction Programme	
	Labour-Intensive Programme	
	EPWP Provincial	
	MIG	
	NYS Provincial	
	National Youth Service	
	Subsidised Housing	
	Vuk'uphile	
	Vukuzakhe	
	Zibambele	
	Community based	
	NGO	

Field requested	Description if needed	Please complete this section
Project Priority		Select one priority and mark with a X
	1: Labour-intensive and training	
	2: Vuk'uphile learnership	
	3: Labour-intensive, no training	
	4: Other	
	5: Large Projects	
	6: Provincial Access Roads	
	7: EPWP Provincial Maintenance	
	8: EPWP High Volume	
Sector	*Infrastructure*	
Project sub-sector	*Please choose from the following:*	Select one sub-sector and mark with an X. If sub-sector is other, then mark with an X and provide name of "other"
	Infrastructure Roads	
	Ground Rehabilitation	
	Roads and Stormwater	
	Settlements and Services	
	Housing	
	Park Development	
	Water Infrastructure Upgrade	
	Sewer upgrade	
	Pipelines	
	Stormwater drains	
	Sidewalks	
	Multipurpose	
	Other	
	Lights Reticulation	
	Paving of parks	
	Parking lots	

Field requested	Description if needed	Please complete this section
If Other, describe		
Project details		
Estimated project start date	*Provide start date of the project. This is the construction start date*	
Estimated project end date	*Provide estimated project end date.*	
Please give a short project description	*Short description, no longer than one line.*	
Project type:	*Infrastructure*	
Project Environment		Select one project environment and mark with a X
	Urban	
	Rural	
	Both Urban and Non-Urban	
Budget allocated		
Source of funds	*Which organisations will be contributing to the funding of the project? Please choose from the following:*	Select one or more sources of funds and mark with a X
	Donors	
	EPWP	
	IGP	
	Loans	
	National	
	Provincial Capital Budget	
	Provincial Department	
	Provincial Maintenance Budget	
	Up-scaling Grant	
Total Amount of budget	*Provide budget amount*	
Project Contact in public body		
Name and Contact		
Title:	Provide information	
Surname:	Provide information	

Field requested	Description if needed	Please complete this section
Initials:	Provide information	
E-mail address	Provide information	
Cellular:	Provide information	
Telephone (Office):	Provide information	
Fax:	Provide information	
Cellular:	Provide information	
Physical Address:	Provide information	
Postal Address: (if different from Physical)	Provide information	

H.1B: MUNICIPAL REGISTRATION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Please complete this section
Project name		
Public Body (Municipal) Reference number	*The number used by the public body to identify the project. This number has to be unique for every project*	
Project name	*The project name needs to be unique for projects*	
Project type:		Select one and mark with a X
	Municipal	
Project location		
Province	*Indicate in which Province the project will be implemented*	
District Municipality/ Metro	*Indicate in which district/Metro Municipality the project will be implemented*	
Local Municipality / Metro region	*Indicate in which local municipality the project will be implemented*	
Primary Ward	*Indicate in which ward the project will be implemented. If the project is implemented in more than one ward, then name the wards in "describe project location"*	
Enter the name of the Municipal Area	*Indicate in which municipal area the project will be implemented*	
Describe the project location	*Short description, including the area or ward within the municipality*	
Project Ownership and Location		
Project Ownership		
Public Body Type		Select one and mark with a X
Project owner (Who is funding the project)		
Department in the public body that is responsible for the project	*This refers to the department within the municipality*	
Implementing public body type (Implementer)	*This must be a district, local or metro municipality*	
Project implementer	*The municipality responsible for implementing the project.*	
Implementing department	*This refers to the department within the municipality who is responsible for the implementation of the project*	

Field requested	Description if needed	Please complete this section
Project Implementation		
Source of Reference number	*Indicate the source of the reference number.*	
IDP Reference Number allocated to the project		
MIG Registered?	*Indicate yes/no*	
If the project is MIG registered, what is the MIG reference number?	*Provide the IGP number*	
EPWP Information		
Choose EPWP Programme		Select one EPWP Programme and mark with a X
	-Not part of a programme-	
	Contractor Development	
	Facilities & Infrastructure Development Programme	
	Housing Delivery	
	Labour-Based Construction Programme	
	Labour-Intensive Programme	
	EPWP Provincial	
	MIG	
	NYS Provincial	
	National Youth Service	
	Subsidised Housing	
	Vuk'uphile	
	Vukuzakhe	
	Zibambele	
	Community based	
	NGO	
Project Priority		Select one priority and mark with a X
	1: Labour-intensive and training	
	2: Vuk'uphile learnership	
	3: Labour-intensive, no training	

Field requested	Description if needed	Please complete this section
	4: Other	
	5: Large Projects	
Sector	*Infrastructure*	
Project sub-sector	*Please choose from the following:*	Select one sub-sector and mark with an X. If sub-sector is other, then mark with an X and provide name of "other"
	Infrastructure Roads	
	Ground Rehabilitation	
	Roads and Stormwater	
	Settlements and Services	
	Housing	
	Park Development	
	Water Infrastructure Upgrade	
	Sewer upgrade	
	Pipelines	
	Stormwater drains	
	Sidewalks	
	Multipurpose	
	Other	
	Lights Reticulation	
	Paving of parks	
	Parking lots	
If Other, describe		
Project details		
Estimated project start date	*Provide start date of the project. This is the construction start date*	
Estimated project end date	*Provide estimated project end date.*	
Please give a short project description	*Short description, no longer than one line.*	
Project type:	*Infrastructure*	
Project Environment		Select one project environment and mark with a X

Field requested	Description if needed	Please complete this section
	Urban	
	Rural	
	Both Urban and Non-Urban	
Budget allocated		
Source of funds	*Which organisations will be contributing to the funding of the project? Please choose from the following:*	Select one or more sources of funds and mark with a X
	District Municipality	
	Donors	
	EPWP	
	IGP	
	Loans	
	Local Municipality	
	MIG	
	National Department	
	Provincial Department	
Total Amount of budget	*Provide budget amount*	
Project Contact in public body		
Name and Contact		
Title:	Provide information	
Surname:	Provide information	
Initials:	Provide information	
E-mail address	Provide information	
Cellular:	Provide information	
Telephone (Office):	Provide information	
Fax:	Provide information	
Cellular:	Provide information	
Physical Address:	Provide information	
Postal Address: (if different from Physical)	Provide information	

H.2A: NATIONAL/PROVINCIAL SUBMISSION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Comment
Budget		
Source of funds	*Which organisations will be contributing to the funding of the project and how much will each organisation contribute? Please choose from the following:*	Budget amounts
	Donors	
	EPWP	
	IGP	
	Loans	
	National	
	Provincial Capital Budget	
	Provincial Department	
	Provincial Maintenance Budget	
	Up-scaling Grant	
What will be the annual budgets of the project?	*Per national financial year. Take into account all financial years in which this project will be active.*	Annual budget amount
	15/16	
	16 / 17	
	17 /18	
	18 /19	
	19/20	
Milestones		
Milestone	*Will this milestone be measured (Yes / No)*	*Target Date*
Project approved		
Consultant appointed		
Detailed Design specifications approved		
Tender report approved		
Construction started		
Implementation complete		

Field requested	Description if needed	Comment
EPWP Indicators		
Indicator	*Indicate Yes or No*	
Consultant contract compliant with EPW guidelines		
Contractor compliant with EPW requirements		
Exit Strategy		
Branding Compliant		
Planned EPWP Infrastructure outputs		
Output	*Tick if applicable*	*Measure in km / sqm / no etc - Indicate value i.e. km of roads to be constructed*
Km of roads constructed to standard		
Km of pipelines installed to standard		
Km of storm water drains constructed to standard		
Km of sidewalks constructed to standard		
No of bridges		
No of connections		
No of pipe / box culverts		
No of pump stations		
No of Reservoirs		
No of retention dams		
No of standpipes		
No of transfer facilities		
No of VIP's		
Sqm of bus ranks		
Sqm of community hall		
Sqm of landfill site		
Sqm of taxi ranks		
Sqm of treatment works		
Sqm of buildings		
Sqm of Grass cutting		

Field requested	Description if needed	Comment
Km of fencing		
Sqm of Clinic Construction and Rehabilitation		
Number of classroom construction and rehabilitation		
Planned training		
Accredited courses		
Cost estimate	*Provide information if available*	
Number or person training days	*The total number of days for all persons to attend training*	
Number of people to attend	*The total number of people that will attend training*	
Number of women to attend	*This includes adult women and youth women*	
Number of youth to attend	*All persons aged 35 and under*	
Non-accredited		
Cost estimate	*Provide information if available*	
Number or person training days	*The total number of days for all persons to attend training*	
Number of people to attend	*The total number of people that will attend training*	
Number of women to attend	*This includes adult women and youth women*	
Number of youth to attend	*All persons aged 35 and under*	
Planned labour		
Employment generation details	Planned Number of Person days of employment	Planned Persons to be Employed
Adult men		
Adult women		
Youth men		
Youth women		
Disabled		
Planned labour		
Minimum daily wage	*As per the contract document*	R
Planned number of employees from the indigent list	*Has this public body specified that a number of persons from the indigent list have to be employed? If so, what number of persons?*	

H.2B: MUNICIPAL SUBMISSION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Comment
Budget		
Source of funds	*Which organisations will be contributing to the funding of the project and how much will each organisation contribute? Please choose from the following:*	Budget amounts
	District Municipality	
	Donors	
	EPWP	
	IGP	
	Loans	
	Local Municipality	
	MIG	
	National Department	
	Provincial Department	
What will be the annual budgets of the project?	*Per national financial year. Take into account all financial years in which this project will be active.*	Annual budget amount
	15/16	
	16 / 17	
	17 /18	
	18 /19	
	19/20	
Milestones		
Milestone	*Will this milestone be measured (Yes / No)*	*Target Date*
Project approved		
Consultant appointed		
Detailed Design specifications approved		
Tender report approved		
Construction started		

Field requested	Description if needed	Comment
Implementation complete		
EPWP Indicators		
Indicator	*Indicate Yes or No*	
Consultant contract compliant with EPW guidelines		
Contractor compliant with EPW requirements		
Exit Strategy		
Branding Compliant		
Planned EPWP Infrastructure outputs		
Output	*Tick if applicable*	*Measure in km / sqm / no etc - Indicate value i.e. km of roads to be constructed*
Km of roads constructed to standard		
Km of pipelines installed to standard		
Km of storm water drains constructed to standard		
Km of sidewalks constructed to standard		
No of bridges		
No of connections		
No of pipe / box culverts		
No of pump stations		
No of Reservoirs		
No of retention dams		
No of standpipes		
No of transfer facilities		
No of VIP's		
Sqm of bus ranks		
Sqm of community hall		
Sqm of landfill site		
Sqm of taxi ranks		
Sqm of treatment works		
Sqm of buildings		

Field requested	Description if needed	Comment
Sqm of Grass cutting		
Km of fencing		
Sqm of Clinic Construction and Rehabilitation		
Number of classroom construction and rehabilitation		
Planned training		
Accredited courses		
Cost estimate	*Provide information if available*	
Number or person training days	*The total number of days for all persons to attend training*	
Number of people to attend	*The total number of people that will attend training*	
Number of women to attend	*This includes adult women and youth women*	
Number of youth to attend	*All persons aged 35 and under*	
Non-accredited		
Cost estimate	*Provide information if available*	
Number or person training days	*The total number of days for all persons to attend training*	
Number of people to attend	*The total number of people that will attend training*	
Number of women to attend	*This includes adult women and youth women*	
Number of youth to attend	*All persons aged 35 and under*	
Planned labour		
Employment generation details	Planned Number of Person days of employment	Planned Persons to be Employed
Adult men		
Adult women		
Youth men		
Youth women		
Disabled		
Planned labour		
Minimum daily wage	*As per the contract document*	R
Planned number of employees from the indigent list	*Has this public body specified that a number of persons from the indigent list have to be employed? If so, what number of persons?*	

H.3: PROGRESS REPORT FORM (NATIONAL, PROVINCIAL AND MUNICIPAL)

Data form for a 12 months period.

	April	May	June	July	August	September	October	November	December	January	February	March
Financial Report												
Expenditure for current month												
EPWP Certified Contractors												
Number of contractors												
Amount Spent												
SMME Contractors												
Number of contractors												
Amount Spent												
Milestones	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.
Project approved												
Consultant appointed												
Detailed Design specifications approved												

	April	May	June	July	August	September	October	November	December	January	February	March
Tender report approved												
Construction started												
Implementation complete												
Actual Outputs												
Type of output												
Quantity achieved												
Date achieved												

H.4: PARTICIPANTS INFORMATION (NATIONAL, PROVINCIAL AND MUNICIPAL)

Please provide participants information on this sheet for each month of the year.

Month of report:	
Contractor Name:	
CIPRO company registration number:	
Type of contractor:	
Project Name:	
Project Type:	
Source of Funding:	
Province:	

Physical Outputs for month:	
Project Number:	
Total Project Expenditure for month:	
Contract Number:	
Invoice Number:	
Project Start Date:	
Project End Date:	
Certified by Project Manager:	
Date of certification:	

									MONTH			
First name	Initials	Last name	I.D. Number	DOB	Gender	Has disability	Education level	Start date	Number of labour days for the month	Daily wage rate for the month the month	Total wages paid for the month	Total number of training days for the Month
				dd/mm/yyyy	M or F	Y or N	See codes at bottom of list	dd/mm/yyyy			DO NOT ENTER DATA IN THIS COLUMN	
											0	
											0	
TOTALS (DO NOT ENTER DATA IN THIS LINE)									**0**		**0**	**0**

Education Levels – use the codes (1,2,3) on the excel spreadsheet

(1) Unknown

(2) No Schooling

(3) Grade 1-3 (Sub A – Std 1)

(4) Grad 4 (Std 2) ABET 1

(5) Grade 5-6 (Std 3-4) ABET 2

(6) Grade 7-8 (Std 5-6) ABET 3

(7) Grade 9 (Std 7) ABET 4

(8) Grade 10-11 (Std 8-9)

(9) Grade 12 (Std 10)

(10) Post Matric

16 APPENDIX I: EPWP BRANDING FORMAT

17 APPENDIX J:

MINISTERIAL DETERMINATION FOR EPWP

(Revised 2012)

GOVERNMENT NOTICE

DEPARTMENT OF LABOUR

No. R. 347 **4 May 2012**

BASIC CONDITIONS OF EMPLOYMENT ACT, 1997

MINISTERIAL DETERMINATION 4: EXPANDED PUBLIC WORKS PROGRAMMES

I, Nelisiwe Mildred Oliphant, Minister of Labour, hereby in terms of section 50 of the Basic Conditions of Employment Act, 1997, make a Ministerial Determination establishing conditions of employment for employees in Expanded Public Works Programmes, South Africa, in the Schedule hereto and determine the second Monday after the date of publication of this notice as the date from which the provisions of the said Ministerial Determination shall become binding.

All the provisions of the Ministerial Determination: Expanded Public Works Programmes published under Government Notice R949 in Government Gazette 33665 of 22 October 2010 will be superseded by this ministerial determination with effect from the date of implementation.

NM OLIPHANT, MP
Minister of Labour
10/04/2012

SCHEDULE

MINISTERIAL DETERMINATION NO: 3 : EXPANDED PUBLIC WORKS PROGRAMMES

Index

1. Definitions
2. Application of this determination
3. Sections not applicable to public works programmes
4. Conditions

1. **Definitions**

1.1 In this determination –

"expanded public works programme" means a programme to provide public or community assets or services through a labour intensive programme initiated by government and funded from public resources.

1.2 Without limiting subsection (1), the following programmes constitute Expanded Public Works Programmes:

(a) Environment and Culture Sector Programmes including: Working for Water, Working on Fire, Working for Wetlands, People and Parks, Working for Energy, Working for Woodlands, Working for the Coast, Landcare, Working on Waste, Working for Tourism, Investing in Culture Programmes

(b) Infrastructure Sector Programmes and Projects declared part of EPWP which may include the construction, rehabilitation and maintenance of: rural and low-volume roads, storm-water drains, water reticulation, basic sanitation, footpaths, sidewalks, bicycle paths, schools and clinics.

(c) Social Sector Programmes including Early Childhood Development, Home, Community Based Care, Community Safety and other community based programmes

(d) All projects and programmes accessing the EPWP wage incentive including those implemented by Non Governmental organisations (NGO) and Community Based Organisations (CBO) and the Community Works Programme.

(e) Any other programme deemed to be part of the EPWP as determined by the Department of Public Works

2. **Application**

This Determination applies to all employers and employees engaged in expanded public works programmes.

3. **The following provisions of the Basic Conditions of Employment Act do not apply to public works programmes –**

3.1 Section 10(2) [Overtime rate]

3.2	Section 14(3)	[Remuneration required for meal intervals of longer than 75 minutes]
3.3	Section 29(h) to (p)	[Written particulars of employment]
3.4	Section 30	[Display of employee's rights]
3.5	Section 41	[Severance pay]
3.6	Section 37	[Notice of termination]
3.7	Sections 51 – 58	[Sectoral Determinations]

4. Conditions

As set out in the ANNEXURE:

ANNEXURE

CONDITIONS OF EMPLOYMENT FOR EXPANDED PUBLIC WORKS PROGRAMMES

1. Introduction

1.1 This document contains the standard terms and conditions for workers employed in elementary occupations on an Expanded Public Works Programme (EPWP). These terms and conditions do NOT apply to persons employed in the supervision and management of a SPWP.

1.2 In this document –

(a) "department" means any department of the State, implementing agent or contractor;

(b) "employer" means any department, implementing agency or contractor that hires workers to work in elementary occupations on a EPWP;

(c) "worker" means any person working in an elementary occupation on a EPWP;

(d) "elementary occupation" means any occupation involving unskilled or semi-skilled work;

(e) "management" means any person employed by a department or implementing agency to administer or execute an EPWP;

(f) "task" means a fixed quantity of work;

(g) "task-based work" means work in which a worker is paid a fixed rate for performing a task;

(h) "task-rated worker" means a worker paid on the basis of the number of tasks completed;

(i) "time-rated worker" means a worker paid on the basis of the length of time worked.

2. Terms of Work

2.1 Workers on an EPWP are employed on a temporary basis or contract basis.

3. Normal Hours of Work

3.1 An employer may not set tasks or hours of work that require a worker to work–

(a) more than forty hours in any week;

(b) on more than five days in any week; and

(c) for more than eight hours on any day.

3.2 An employer and worker may agree that a worker will work four days per week. The worker may then work up to ten hours per day.

3.3 A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks allocated (based on a 40-hour week) to that worker.

4. Meal Breaks

4.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.

4.2 An employer and worker may agree on longer meal breaks.

4.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.

4.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.

5. Special Conditions for Security Guards

5.1 A security guard may work up to 55 hours per week and up to eleven hours per day.

5.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.

6. Daily Rest Period

Every worker is entitled to a daily rest period of at least twelve consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

7. Weekly Rest Period

Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

8. Sick Leave

8.1 Only workers who work more than 24 hours per month have the right to claim sick-pay in terms of this clause.

8.2 A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.

8.3 A worker may accumulate a maximum of twelve days' sick leave in a year.

8.4 Accumulated sick-leave may not be transferred from one contract to another contract.

8.5 An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.

8.6 An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.

8.7 An employer must pay a worker sick pay on the worker's usual payday.

8.8 Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –

(a) absent from work for more than two consecutive days; or

(b) absent from work on more than two occasions in any eight-week period.

8.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

8.10 A worker is not entitled to paid sick-leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

9. Maternity Leave

9.1 A worker may take up to four consecutive months' unpaid maternity leave.

9.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.

9.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.

9.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.

9.5 A worker may begin maternity leave –

(a) four weeks before the expected date of birth; or

(b) on an earlier date –

(i) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or

(ii) if agreed to between employer and worker; or

(c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.

9.6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.

10. Family responsibility leave

10.1 Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances -

(a) when the employee's child is born;

(b) when the employee's child is sick;

(c) in the event of a death of –

(i) the employee's spouse or life partner;

(ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

11. Statement of Conditions

11.1 An employer must give a worker a statement containing the following details at the start of employment –

(a) the employer's name and address and the name of the EPWP;

(b) the tasks or job that the worker is to perform; and

(c) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;

(d) the worker's rate of pay and how this is to be calculated;

(e) the training that the worker will receive during the EPWP.

11.2 An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.

11.3 An employer must supply each worker with a copy of these conditions of employment.

12. Keeping Records

12.1 Every employer must keep a written record of at least the following –

(a) the worker's name and position;

(b) copy of an acceptable worker identification

(c) in the case of a task-rated worker, the number of tasks completed by the worker;

(d) in the case of a time-rated worker, the time worked by the worker;

(e) payments made to each worker.

12.2 The employer must keep this record for a period of at least three years after the completion of the EPWP.

13. **Payment**

13.1 An employer must pay all wages at least monthly in cash or by cheque or into a bank account.

13.2 A worker may not be paid less than the minimum EPWP wage rate of R63.18 per day or per task. This will be adjusted annually on the 1st of November in-line with inflation (available CPI as provided by StatsSA six (6) weeks before implementation).

13.3 A task-rated worker will only be paid for tasks that have been completed.

13.4 An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.

13.5 A time-rated worker will be paid at the end of each month.

13.6 Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.

13.7 Payment in cash or by cheque must take place –

(a) at the workplace or at a place agreed to by the worker;

(b) during the worker's working hours or within fifteen minutes of the start or finish of work;

(c) in a sealed envelope which becomes the property of the worker.

13.8 An employer must give a worker the following information in writing –

(a) the period for which payment is made;

(b) the numbers of tasks completed or hours worked;

(c) the worker's earnings;

(d) any money deducted from the payment;

(e) the actual amount paid to the worker.

13.9 If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.

13.10 If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

14. Deductions

14.1 An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.

14.2 An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.

14.3 An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.

14.4 An employer may not require or allow a worker to –

(a) repay any payment except an overpayment previously made by the employer by mistake;

(b) state that the worker received a greater amount of money than the employer actually paid to the worker; or

(c) pay the employer or any other person for having been employed.

15. Health and Safety

15.1 Employers must take all reasonable steps to ensure that the working environment is healthy and safe.

15.2 A worker must –

(a) work in a way that does not endanger his/her health and safety or that of any other person;

(b) obey any health and safety instruction;

(c) obey all health and safety rules of the EPWP;

(d) use any personal protective equipment or clothing issued by the employer;

(e) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

16. Compensation for Injuries and Diseases

16.1 It is the responsibility of the employers (other than a contractor) to arrange for all persons employed on a EPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.

16.2 A worker must report any work-related injury or occupational disease to their employer or manager.

16.3 The employer must report the accident or disease to the Compensation Commissioner.

16.4 An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

17. Termination

17.1 The employer may terminate the employment of a worker for good cause after following a fair procedure.

17.2 A worker will not receive severance pay on termination.

17.3 A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.

17.4 A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available.

17.5 A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available.

Certificate of Service

18.1 On termination of employment, a worker is entitled to a certificate stating –

(a) the worker's full name;

(b) the name and address of the employer;

(c) the EPWP on which the worker worked;

(d) the work performed by the worker;

(e) any training received by the worker as part of the EPWP;

(f) the period for which the worker worked on the EPWP;

(g) any other information agreed on by the employer and worker.