

**Buffalo City Municipality**



**Potsdam Low-cost Housing Development  
East London**

**Draft Environmental Management Programme**



# POTSDAM LOW-COST HOUSING PROJECT ENVIRONMENTAL MANAGEMENT PROGRAMME

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## LIST OF ABBREVIATIONS

### **B**

BCM Buffalo City Municipality

### **D**

DAFF Department of Agriculture, Fisheries and Forestry

DEDEA Department of Economic Development and Environmental Affairs

### **E**

EAP Environmental Assessment Practitioner

EIA Environmental Impact Assessment

ECO Environmental Control Officer

EMP Environmental Management Plan / Programme

### **P**

PE Project Engineer

### **V**

VIP Ventilated Improved Pit Latrine



# 1 POTSDAM LOW-COST HOUSING PROJECT

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## 1.1 Introduction

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The Buffalo City Municipality has proposed the establishment of a low-cost housing settlement called Potsdam Unit V in East London. Arcus GIBB (Pty) Ltd. has been appointed by BCM as Environmental Assessment Practitioners to undertake an application for environmental authorisation in the form of a scoping and EIA for the proposed development.

This EMP has been prepared in accordance with the requirements of Regulation 34 of Government Notice R. 385. This document therefore constitutes the environmental specifications that need to be adhered to during the construction phase of the proposed development.

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## 1.2 Environmental Principles

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The following principles should be considered at all times during the pre-construction and construction phase activities:

- The Environment is considered to be composed of both biophysical and social components.
- Construction is a disruptive activity and all due consideration must be given to the environment, including the social environment, during the execution of a project to minimise the impact on affected parties.
- Minimisation of areas disturbed by construction activities (i.e. the footprint of the construction area) should minimise many of the construction related environmental impacts of the project and reduce rehabilitation requirements and costs.
- As minimum requirements, all relevant standards relating to international, national, provincial and local legislation, as applicable, shall be adhered to. This includes requirements relating to waste emissions (e.g. hazardous, airborne, liquid and solid), waste disposal practices, noise regulations, road traffic ordinances, etc.
- Every effort should be made to minimise, reclaim and/or recycle “waste” material.
- The Environment is held in public trust for the benefit of people, due care must therefore be exercised to ensure that the rights of others with respect to its use are respected. This requires that a risk averse and cautious approach to the management of activities associated with the project be adopted at all times.



## 2 PREPARATION OF THIS ENVIRONMENTAL MANAGEMENT PROGRAMME (EMP)

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Arcus GIBB (Pty) Ltd is a multi-disciplinary engineering and environmental consultancy organisation whose environmental division comprises 43 individuals of which 23 are Environmental Practitioners.

The environmental division has undertaken over 100 Environmental Impact Assessments for development projects within South Africa.

Arcus GIBB has a comprehensive ISO 9001:2008 Quality Management System. In accordance with this system all documentation is professionally reviewed prior to distribution.

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### 2.1 Details of Environmental Practitioner that prepared the EMP

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### 2.2 Expertise of Environmental Practitioner that prepared the EMP

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**Brendon Steytler** (M.Sc. Environment & Development; Pr.Sci.Nat) is an Environmental Scientist with 7 years experience. Brendon specialises in Integrated Environmental Management. His experience has been diverse and varied, including aspects of tourism, coastal and protected area management, mining, road and service infrastructure construction. His roles and responsibilities include project management and co-ordination, preparation of environmental reports, facilitation and co-ordination of public participation processes, permitting of waste facilities and environmental auditing. Brendon has been involved in numerous environmental impact assessments. Recent projects include the EIA for the SASOL Qunu Integrated Energy Centre, Eastern Cape; the EIA for the Gonubie Golf Course; Gonubie Equestrian Centre SEA, the George Municipality Strategic Environmental Assessment, the George Bypass EIA, the Kwankwebu EIA, Emerald Sky Basic Assessment and the Eden District Municipality State of Environment Report



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## **2.3 Purpose and Structure of the EMP**

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### **2.3.1 Purpose**

This EMP provides:

- Details of project components and activities.
- Descriptions of roles, responsibilities and personnel involved in the construction phase.
- Details of the environmental specifications to be implemented.

### **2.3.2 Structure**

This EMP is structured so as to provide guidance during the following project phases:

- Construction of housing top structures.



### **3 PROJECT DESCRIPTION**

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#### **3.1 Project Location**

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The project is located in the vicinity of the Mdantsane, East London and falls within the Buffalo City Local Municipality.

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#### **3.2 Site Description**

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The area known as Potsdam Unit V is located to the west of Mdantsane NU15 and Fort Jackson Industrial area and south of the N2 National Road joining East London to King Williamstown. Potsdam Unit V is located on erven 2569, 2876, 3183, 3481, 3814, 4145, 4473, and 4723. Access to the site is on the existing tarred road, which passes through the site and joins Potsdam south to Mdantsane NU15. The proposed development is flanked by a residential development on the northern side and an industrial development to the east. To the south and west, the land is vacant, however, the urban edge is located along the edge of the existing townships.

A well defined ridge intersects the site in a westerly to easterly direction. Three drainage lines run southwards from the ridge towards a well vegetated watercourse. A second water course drains western portions of the site via two smaller drainage lines. Slopes on site range from moderately steep to flat with steeper slopes characterised by gradients of up to 8%. Very steep slopes (gradient > 10%) are located down slope of the site on both the northern and southern reaches. Slopes with a gradient greater than 5 % may be at risk of soil erosion, should storm water be managed inappropriately.

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#### **3.3 Project Definition**

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The project entails the construction of a township consisting of erven 2569, 2876, 3183, 3481, 3814, 4145, 4473, and 4723 to provide 1974 residential accommodation.

This EMP therefore is applicable to:

- Construction of houses and associated on-site bulk infrastructure.





## **4 CONSTRUCTION EMP**

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The aim of a Construction EMP is to:

- Minimise potential environmental damage on site; and
- Ensure that the requirements of the National Environmental Management Act (Act 107 of 1998), with regard to the duty of care and remediation of environmental damage are met.

This section of the EMP outlines the actions required to protect the natural, social and socio-economic environment during construction.

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### **4.1 Implementation**

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The Construction EMP provides specifications that the Contractors shall adhere to, in order to minimise adverse environmental impacts and optimise opportunities associated with construction activities. It also outlines the roles and responsibilities of the Developer, the Environmental Control Officer (ECO), the Contractor and the Project Engineer which comprise the formal Environmental Management team.

The EMP shall form the Environmental Specification so that all parties are aware of their environmental responsibilities during construction activities.

In the event of discrepancy with part or parts of the standard specifications or project specifications, this section shall take precedence.

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### **4.2 Roles and Responsibilities during the Construction Phase**

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This section outlines the roles and responsibilities of those involved in the construction process, with the end goal of best meeting objectives of environmental best practice.

#### **4.2.1 The Developer**

The Buffalo City Municipality (BCM) has the ultimate responsibility to ensure the protection of the environment throughout the pre-construction, construction and rehabilitation phases of the proposed development. The developer will be responsible for.

- Being familiar with the contents of the EMP;
- Appointing an ECO;
- Making sufficient budget available for implementation of the EMP including a provisional sum for additional environmental protection measures that may be necessary as construction and rehabilitation proceeds;
- Supporting the Project Engineer in enforcing the Environmental Specifications;



- Communicating with all role players in the interests of a co-ordinated effort to protect the environment;
- Provide written notice to the Department of Economic Development and Environment Affairs (DEDEA) of commencement of construction; and
- Ensuring a copy of the Environmental Authorisation is available on site at all times.

#### **4.2.2 Environmental Control Officer**

An ECO should be appointed by the developer at commencement of the construction phase. The ECO will monitor the implementation of the EMP. The function of the ECO must be fulfilled by an individual with experience in environmental management. The ECO will have the following responsibilities:

- To advise the Project Engineer (PE) on the interpretation and enforcement of the Environmental Specifications;
- To supply environmental information;
- To be knowledgeable of the pre-construction state of the environment in order to inform rehabilitation measures stipulated in the EMP;
- To undertake regular monthly inspections (as a minimum) and submit reports on the Contractor's compliance with the Environmental Specifications; these reports shall be copied to the Project Manager, Project Engineer and the Department of Economic Development and Environmental Affairs;
- To provide on-site environmental guidance;
- To audit the Contractor and Sub-contractors on implementation of the specifications of the EMP. A monthly audit shall be undertaken and the audit reports should be distributed to The Developer (BCM), Project Engineer, and DEDEA;
- To demarcate particular sensitive areas and pass instructions on work in these particular areas; and
- To inform contractors of environmental sensitivities associated with the site (and provide training input where required or necessary).

#### **4.2.3 The Contractor**

The contractor has the responsibility to:

- Comply with the Environmental Specifications contained in this document;
- Be familiar with the EMP and ensure that the latest version is available on site;
- Be familiar with the Environmental Authorisation;
- Be familiar with any No-Go area and associated restrictions;
- Notify the ECO and PE immediately in the event of any accidental infringements of the Environmental Specifications to enable appropriate remedial action to be taken;
- Ensure environmental awareness among his/her employees and sub-contractors so that they are fully aware of, and understand the Environmental Specifications and the need for them;



- Undertake rehabilitation of all areas affected by construction activities to restore them to their original states, as determined by the ECO; and
- Undertake the required works within the designated working areas.

#### **4.2.4 Sub-Contractors**

Sub-contractors must operate under supervision of the Contractor and are liable for issues associated with their actions.

#### **4.2.5 The Project Engineer**

The PE is required to:

- Be familiar with the contents of the EMP;
- Monitor the Contractor's compliance with the Environmental Specifications on a daily basis and enforce compliance;
- Communicate to the Contractor the advice of the ECO and the contents of the ECO reports and issue site instructions giving effect to the ECO requirements where applicable;
- Where no specific item is provided in the Schedule of Quantities for the actions recommended by the ECO, costing of measures should be undertaken before issuing site instructions;
- Communicate to the ECO, at least 10 working days in advance, any proposed actions, which may have negative impacts on the environment;
- Designate all working areas.
- Communicate to the ECO any infringements of the Environmental Specifications and accompany the ECO during site inspections;
- Discuss with the ECO the application of any penalties and other possible enforcement measures when necessary;
- Maintain a record of complaints from the public and communicate these to the Developer and ECO;
- Facilitate communication between all role-players in the interest of effective Environmental Management;
- Monitor the compliance of the Contractor through the ECO reports;
- Allow for environmental protection works within the project budget; and
- Determine the imposition of penalties for infringement of the Environmental Specifications;



#### **4.2.6 Communication and Coordination**

It is in the best interest of environmental management that a coordinated effort between all responsible parties be established. Open lines of communication at all times are therefore encouraged.

With open communication the role of the ECO should be a positive one - aimed at being proactive in preventing problems - rather than a negative "policing" role when negative impacts have already occurred.



## 5 CONSTRUCTION ENVIRONMENTAL SPECIFICATION

### 5.1 Site Demarcation

#### *Definitions:*

“No Go” areas are often of deep aesthetic, historical and/or environmental value, such as riparian vegetation or ancestral burial sites.

Working areas are those areas necessary for the contractor to complete the required construction, and should be approved by the PE.

#### 5.1.1 Site Camp and No Go

Site camp and “No Go” areas should be clearly demarcated to avoid further unnecessary disturbance. These areas and any new access tracks are to be clearly defined and demarcated, preferably by means of fencing, at commencement of construction.

The following “No Go” areas should be avoided throughout the duration of the construction phase (Figure 1 and Figure 2):

1. All areas within 30 meters of all drainage lines and watercourses;
2. All areas within 15 metres of the vegetation associated with the southern most watercourse; and
3. All slopes with a gradient greater than 16%.

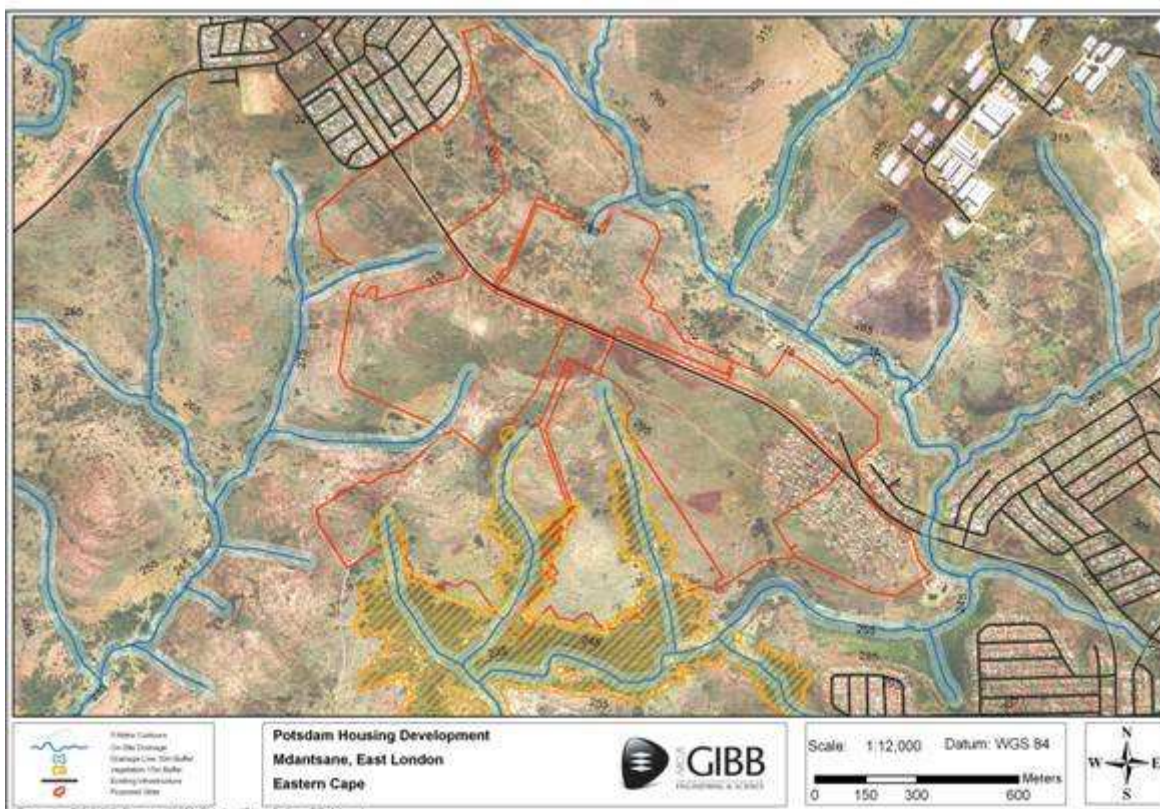


Figure 1: No-development Zones

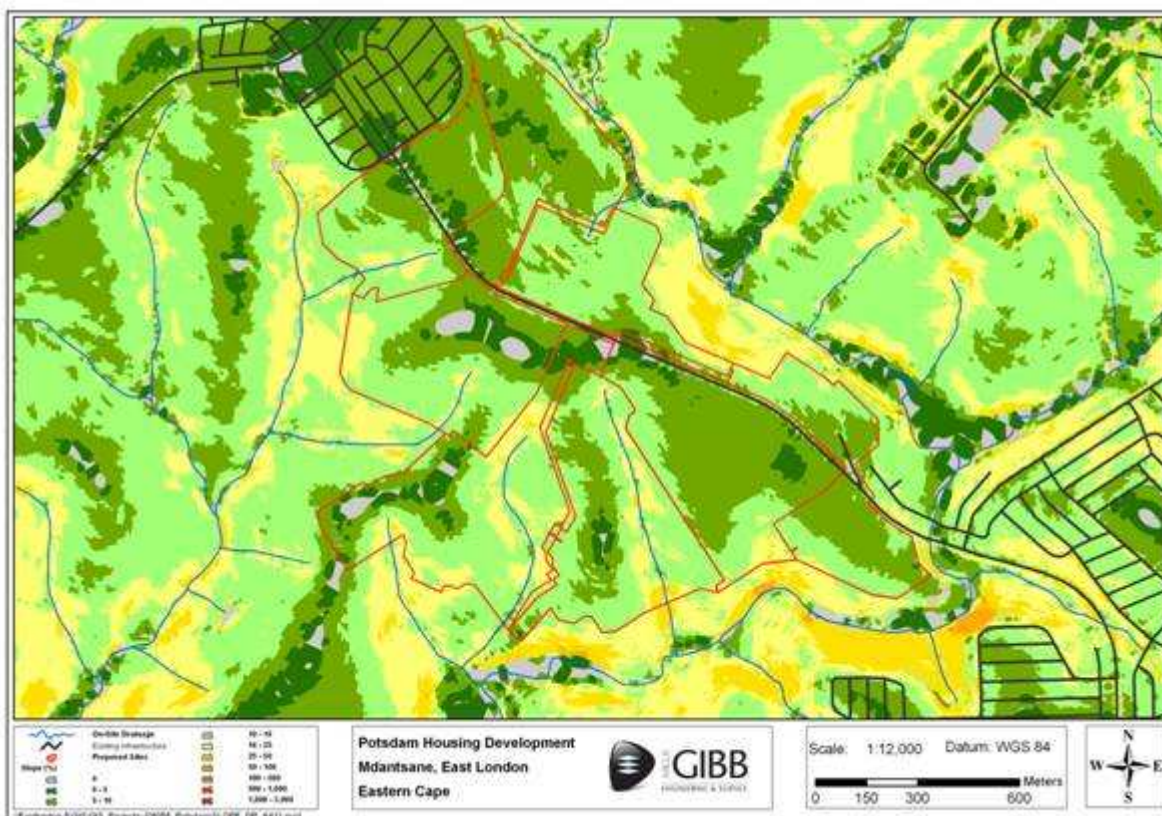


Figure 2: Slope gradient

### 5.1.2 Working Areas

The erven boundaries (2569, 2876, 3183, 3481, 3814, 4145 and 4723) constitute the working area boundaries. Working areas to be demarcated appropriately (fences or other demarcations) so as to avoid construction within “No Go” land parcels.

## 5.2 Site Preparation and Clearing of Vegetation

Site preparation shall be undertaken in accordance with the following parameters:

1. Topsoil to a depth of 150 mm is to be removed from those areas where:
  - i. construction vehicles will be parked overnight;
  - ii. roads (including temporary roads) will be constructed;
  - iii. fuels and other hazardous substances will be stored;
  - iv. concrete will be mixed; and
  - v. construction materials will be stockpiled.
2. Removed topsoil is to be stockpiled for rehabilitation of these areas on completion of construction.
3. Topsoil to a depth of 150 mm is to be removed from work areas and stored for use in rehabilitation of the site.



4. Non-woody vegetation such as grasses and forbs should not be removed prior to stripping topsoil from work areas in order to assist in maintaining viability of the soil during storage.
5. Clearing of vegetation must be undertaken in accordance with the following parameters:
  - i. Vegetation may only be cleared within demarcated work area boundaries.
  - ii. Alien invasive species and plant material not required for rehabilitation purposes are to be removed from site and disposed of at an appropriately permitted waste site.
  - iii. No clearing of natural forest or woodland may take place without appropriate permits from the Department of Agriculture, Fisheries and Forestry (DAFF) and/or the DEDEA.
  - iv. No protected species (plant or animal) may be damaged or removed without appropriate permits from DAFF or DEDEA.
  - v. No vegetation may be cleared from demarcated “No Go” areas, nor may any material, waste or spoil be stored or dumped in such areas.

*Definitions:*

Natural Forest means a group of indigenous trees –

- a) whose crowns are largely contiguous; or
- b) which have been declared by the Minister to be a natural forest under section 7 (2) of the National Forests Act (Act 84 of 1998).

Woodland means a group of indigenous trees which are not a natural forest, but whose crowns cover more than five per cent of the area bounded by the trees forming the perimeter of the group.

*Applicable legislation:*

National Forests Act 1998 (Act 84 of 1998)

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### 5.3 Stockpiling of Topsoil

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1. Topsoil stockpiles should not exceed 2 m in height.
2. Stockpiles are to be located within the demarcated construction site.
3. Topsoil should not be mixed with any other material (e.g. building rubble).
4. Any alien invasive species which establish themselves upon stockpiles are to be removed before use in rehabilitation of the site post-construction.
5. Erosion of topsoil stockpiles must be prevented.
6. Stockpiled topsoil is to be used for rehabilitation of the site on completion of construction.
7. Alien invasive species are to be removed from any area within the construction area and disposed of in a permitted landfill site.



8. Grass and forbs should not be removed prior to stripping of the topsoil.
  9. No driving of vehicles or heavy plant on topsoil stockpiles is permitted.
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## 5.4 Erosion Prevention

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1. The Contractor is to provide a **Method Statement** on erosion control.
  2. Where necessary, anti-erosion measures shall be implemented.
  3. Areas where erosion is likely (e.g. steep slopes [gradient > 5%], areas cleared of topsoil, and topsoil stockpiles) should be monitored to allow for timely response in the event of erosion.
  4. Erosion should be managed or prevented throughout the construction process.
  5. In the event of erosion the contractor shall be held financially responsible for necessary rehabilitation.
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## 5.5 Storm water Management

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1. On-site stormwater management should not endanger on-site drainage lines and off-site watercourses.
  2. On-site storm water management is not to endanger or cause erosion on steep (gradient > 5 %) slopes off-site.
  3. On-site measures should be implemented to attenuate peak flood discharge. This could be achieved through on-site water detention, grass-line swales, storm water infiltration systems, surface undulation, landscaping or a combination of the aforementioned.
  4. No construction to commence within 30 metres of drainage lines.
  5. No construction within 15 metres of vegetation associated with the southern most water course. This vegetation is essential in providing flood attenuation during peak flows.
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## 5.6 Waste Management

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Appropriate waste management strategies should be adhered to at all times.

### 5.6.1 Solid Waste Management

1. Waste bins with lids should be provided at regular intervals throughout the site camp including any sub-contractor camps.
2. Bins shall be emptied regularly and the accumulated waste disposed of at an appropriately permitted disposal site.
3. Burning or burying of any waste is not permitted.





4. The site is to be checked for litter daily. All litter should be collected regularly and deposited in the waste bins.
5. Non-reusable building material is to be treated as waste and disposed of at an appropriately permitted disposal site.
6. Cement aggregates should be collected and disposed of at an appropriately permitted disposal site.
7. Used cement bags and containers which held hazardous materials or substances are to be collected into a dedicated hazardous waste container/containment area and disposed of appropriately.

### **5.6.2 Effluent Management**

1. Cement mixing and batching plants should be undertaken at least 50 m away from any watercourse or natural drainage line. Appropriate measures to prevent runoff escaping from the mixing/batching area should be taken.
2. Cement should never be mixed directly on the ground surface and must be mixed on an appropriately lined surface.
3. Waste water from batching operations or ready mix trucks shall be discharged into a lined pond provided for this purpose. The pond is to be de-sludged regularly, and the cement residue removed from site and disposed of at an appropriately permitted disposal facility.
4. No water contaminated with cement shall be allowed to enter any natural watercourse or drainage line.
5. Project workers are not to use rivers for washing or bathing.
6. Grey water is to be disposed of at least 100 m from natural watercourses or drainage lines.
7. Pollution of ground and surface water should be avoided.
8. Ablution facilities should be available to all workers.
9. Where chemical toilets are used at least one toilet per 10 to 15 individuals should be available. At least one toilet should be located within 100 m of each working area.
10. Portable/chemical toilets should be emptied at regular intervals by suitably qualified contractors, according to appropriate health and safety standards.
11. No human waste should be allowed to enter any watercourses or natural drainage lines.
12. Toilets shall be secured to prevent them blowing over during periods of high winds.
13. Toilet paper should be provided at each toilet.
14. Separate toilets are to be provided for male and female workers.



## **5.7 Material Use, Handling and Transport**

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### **5.7.1 Fuels and Oils**

1. Storage tanks shall be bunded and the bund is to be fitted with a drainage control valve which is to remain closed except when the bund is being emptied. Accumulated rain water is to be released from the bund after rain events.
2. Spills are to be avoided as far as is practically possible. Where spills occur compromised soil/vegetation should be treated as hazardous waste and disposed of accordingly.
3. Equipment for dealing with hazardous waste spills should be kept on site and be accessible at all times.
4. Construction vehicles and heavy plant standing for extended periods of time (e.g. overnight) should have drip trays placed beneath them.
5. Fire prevention measures should be taken in the vicinity of vehicles and stored oil and fuels.

### **5.7.2 Hazardous Materials**

1. Information on all hazardous materials should be kept on site and available to all. This should include safety information such as how to handle these materials or treat injuries as a result of these materials.
2. Hazardous materials should be stored in a contained, stable and safe environment with relevant labels placed on storage containers and lids firmly applied to prevent spillage.
3. Storage facility is to comply with relevant safety and hazardous material regulations.
4. Staff training is to be provided for all those handling and working with hazardous materials.

### **5.7.3 Mechanical and Transport Equipment**

1. Topsoil and vegetation to be removed in area designated for storage, and stockpiled appropriately (refer to relevant section of this EMP).
2. Drip trays to be used to prevent soil contamination.
3. Disposal of contents of drip trays to be in accordance with relevant hazardous materials disposal requirements.
4. Storage area should be located within demarcated site camp boundary.

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## **5.8 Rehabilitation and Re-vegetation of Site**

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1. The Contractor shall develop a method statement for rehabilitation works.



2. Any area cleared or disturbed for construction processes that are to be incorporated into the open space or buffer zones, shall be rehabilitated to an appropriately vegetated state.
  3. Alien invasive species to be removed from topsoil prior to rehabilitation.
  4. Only indigenous grass and plant species to be used in rehabilitation.
  5. Where alien invasive plant species have been cleared an appropriate control and monitoring programme is to be implemented for a period of 12 months after project completion.
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## **5.9 Construction Vehicles and Access Roads**

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Construction vehicles should be permitted only within the demarcated construction site or on existing roads. No-go areas are to be avoided.

The Contractor must implement all mitigation measures, which should include the following:

1. Where it is necessary for construction vehicles to use off-site public roads, particularly the R63, such use is to comply with the relevant road traffic legislation. This includes implementation of:
    - i. “Stop-go” controls at public road access points;
    - ii. Warning signs; and
    - iii. Safety barriers.
  2. Repair of roads damaged by construction vehicles at the cost of the contractor/developer.
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## **5.10 Noise and Dust Control**

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1. Operations in the vicinity of private residences or public meeting places should be carried out at reasonable hours and work on Sundays and public holidays is to be avoided as far as is possible.
  2. Contractor to provide method statement of site specific dust control measures.
  3. Dust suppression can be undertaken by watering relevant areas. Watering of steep slopes should be conducted in moderation and with an erosion monitoring system in place.
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## **5.11 Heritage Resources**

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1. Where heritage resources are discovered (e.g. burial sites, archaeological and palaeontological artefacts) during construction the following will apply:



2. Work at the point of the discovery is to cease, and may not recommence until such time as guidance from the national/provincial heritage agency or suitably qualified and recognised specialist has been received;
  3. The point of discovery is to be clearly demarcated; and
  4. The national/provincial heritage agency is to be informed within 24 hours of the discovery.
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## **5.12 Fire Prevention**

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1. A fire officer is to be appointed by the contractor.
2. “No-smoking” signs to be placed in areas used for storage of oil and fuel.
3. Basic fire fighting equipment shall be readily available on site.
4. Employees shall be made aware of the procedures in the event of a fire.



## **6 WORK STOPPAGE**

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The PE shall have the right to order work to be stopped in the event of significant infringements of the Project Environmental Specifications, until the situation is rectified in compliance with the specifications.

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### **6.1 Site Closure**

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#### **6.1.1 Annul/Christmas Shutdown**

Prior to the annual/Christmas shutdown, the following specifications need to be adhered to:

1. Waste bins are to be emptied and solid waste is to be transported to a permitted landfill site.
2. Portable toilets are to be emptied and the Contractor is to ensure toilets are fixed and cannot be stolen or blown over by high winds.
3. Plant and construction vehicles that will be left on site shall have drip trays placed beneath them for the duration of the shutdown.
4. All storage containers/storage areas are to be locked.
5. Dust suppression measures are to be implemented on building material and soil stockpiles that are at a risk of wind erosion.

#### **6.1.2 Work Abandonment**

Should the Contractor be unable to fulfil his/her contract, the Contractor should adhere to the specifications stipulated under Section 6.2.2 of this EMP.

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## **6.2 Completion of Contract**

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### **6.2.1 Completion of Contract**

1. Prior to completion, the RE is to inform the ECO of Contract Completion so that a final audit can be arranged.

### **6.2.2 Decommissioning of Site**

On completion of the Contract, the Contractor shall decommission the site camp and related works, including the following:

2. Removal of all remaining structures, services, facilities, unless sold or given to the landowner.



3. Removal of all remaining construction rubble and waste, to be disposed of at an appropriate waste disposal site.
4. Reinstatement and rehabilitation of all remaining disturbed area, including temporary access routes, turning circles, parking areas, etc.



## **7 MONITORING AND AUDITING**

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### **7.1 Monitoring and Time Frames**

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1. The PE, supported by the ECO, is to monitor the Contractor's compliance with the specifications set out in the EMP.
  2. Alien invasive species establishment on site should be monitored by the Developer for 12 months after completion of construction.
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### **7.2 Auditing and Reporting Requirements**

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1. Monthly audits of compliance with the EMP are to be undertaken during the construction period by the ECO.
2. Any activities established off site for on site purposes are subject to the specifications detailed within this EMP and hence the audit requirements.
3. On completion of construction and rehabilitation a close out audit is to be undertaken by the ECO in conjunction with the PE.
4. Audit reports are to be submitted to the Developer, PE and DEDEA within 10 days of each audit.



## 8 AMENDMENTS

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This EMP may be amended and updated once the method statements have been confirmed and approved by the PE and ECO. Any proposed amendments to the Construction EMP, as may be identified by the Contractor, must be confirmed with the ECO and Project Engineer. Amendments proposed by the ECO or Project Engineer must be confirmed with the Contractor. Where amendments with significant environmental implications are proposed, these should be forwarded to the relevant DEDEA Regional Office.





# DOCUMENT CONTROL SHEET (FORM IP180/B)

**CLIENT** : Buffalo City Municipality  
**PROJECT NAME** : Potsdam EIA **PROJECT No.:** J28058  
**TITLE OF DOCUMENT:** Potsdam Low Cost Housing EMP  
**ELECTRONIC LOCATION:** P:\J28058\_Potsdam\_Housing\_EIA\Tasks\Reports\EMP

	Approved By	Reviewed By	Prepared By
<b>ORIGINAL</b>	NAME <b>Mervin Olivier</b>	NAME <b>Brendon Steytler</b>	NAME <b>Darrin Petzer</b>
DATE <b>March 2010</b>	SIGNATURE	SIGNATURE	SIGNATURE

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DATE	SIGNATURE	SIGNATURE	SIGNATURE

	Approved By	Reviewed By	Prepared By
<b>REVISION</b>	NAME	NAME	NAME
DATE	SIGNATURE	SIGNATURE	SIGNATURE

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