

 Eskom	SHE Specification Requirements	
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REQUIREMENTS FOR OFFICE CLEANING**

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Figures

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1. Introduction

The purpose of this document is to provide contractors with essential information on significant safety, health and environmental aspects and give direction to contractors when compiling their SHE programs, files and SHE plans. The term “contractor requirements” means a comprehensive documented prerequisite of imperative safety; health and environmental requirements for a contract/ project. Each contractor is responsible for ensuring that his/her employees and the employees of any appointed contractors comply with all applicable occupational health, safety and Environmental legislative requirements, policies and procedures of Eskom. The contractor has the responsibility to implement and maintain all necessary safety, health and environmental precautions and procedures. Details of compliance with appropriate control measures and strategies should be included in the tender or purchasing documentation. Contractor shall use safety, health and environmental information in this document and any legislative requirements to develop a suitable and sufficient health, safety and environmental plan, which will indicate to Eskom the level of compliance with the health, safety and environmental requirements. Eskom will evaluate each contractor for their health, safety and environmental plan. A final health, safety and environmental plan will be approved and signed by an Eskom SHE functionary. The contractor will not be allowed to commence work on site until the safety, health and environmental plan has been approved by Eskom SHE functionary.

2. Supporting Clauses

2.1 Scope

This procedure sets out the minimum legislative and organisational requirements and by virtue of explaining the need in each section makes provision for contractors to compile individual SHE file in order to complement this document for their own compliance with requirements.

2.1.1 Purpose

Eskom’s contractors have the fundamental accountability and responsibility for executing on-site safety, health, and environment issues for their activities, services, products, and work. Each contractor is responsible for ensuring that its employees and the employees of any appointed contractors comply with all occupational safety, health, and environmental (SHE) statutory requirements and the policies and procedures of Eskom Holdings SOC Limited.

2.1.2 Applicability

This procedure is applicable to all contractors performing cleaning work at Komati Power Station.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed below, unless otherwise specified in the applicable statutory and regulatory requirements.

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2.2.1 Normative

- [1] 32-136 Eskom Contractor Health and Safety requirements standard
- [2] 285 – 61163 Occupational health and safety management system manual
- [3] 235- 919 Komati OH&S policy
- [4] 32 – 1188 Eskom Health & Safety Management- supplier Requirements
- [5] 32 – 726 SHE requirements for the Eskom Commercial Process
- [6] 32-37 Substance Abuse
- [7] 32-296: Integrated SHE Organisation, Roles and Responsibilities, and Statutory Appointments Procedure
- [9] 32-726: SHE Requirements for Eskom Procurement and Supply Chain Management
- [10] 240-62196227: Life-saving Rules Standard
- 11] 32-95: Procedure for the Effective Management of Health, Safety, and Environmental related Incidents
- [12] 32-418: Working from Heights Procedure
- [13] 32-36: Smoking Policy
- [14] 32-245: Waste Management Procedure
- [15] 32-727 Eskom SHEQ policy
- [16] 240-43848327 Employees' rights of refusal to work in unsafe situations

2.2.2 Informative

- [1] Occupational health and safety act 85 of 1993
- [2] ISO 45001:2018 Occupational health and safety management system standard
- [3] Project and Construction Management Professions Act, 2000 (Act No. 48 of 2000)
- [4] NOSA integrated five star system
- [5] ISO 14001 Environmental management system
- [6] New Engineering Contract
- [7] Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- [8] ISO 9001 Quality management system

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2.3 Definitions

Definition	Explanation
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to construction works
Life Saving Rules:	(32-421) a rule that, if not adhered to, has the potential to cause serious harm to people. The consequences of a person knowingly and wilfully violating this rule will result in a disciplinary hearing in accordance with the Eskom Disciplinary Code and Procedure, where the act of misconduct could warrant a dismissal. Five lifesaving rules have been developed and will apply to all Eskom employees, vendors, agents, consultants, and contractors.
Contract	In relation to this document, where the word “contractor” is used, it will mean all or some of the following: principal contractors, appointed contractors, suppliers, vendors, service providers and consultants
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Duty of care to the environment	Anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorized by law, or cannot reasonably be avoided or stopped, such person must minimize and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	Environment means: a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required as contemplated in these (the Construction Regulations)
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified

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Definition	Explanation
Health and safety requirements	Means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Pollution	(32-94) means any change in the environment caused by: <ul style="list-style-type: none">• substances;• radioactive or other waves; or• noise, odours, dust, or heat emitted from any activity; including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being, or on the composition, resilience, and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future
Pre-job briefs	a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Project	an activity or a group of activities that has a defined start and end date, a defined scope, and a defined sum of money allocated to complete the activities
Risk assessment	a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Toolbox talks	Where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common Understanding of the tasks, risks, and control measures required.)

2.4 Abbreviations

SHE	Safety Health & Environment
SHEQ	Safety Health Environment & Quality
OHS Act	Occupational Health and Safety Act No. 83 of 1993

2.5 Roles and Responsibilities

2.5.1 Services Manager

The Service Manager is responsible for the management of the office cleaning services contract. He may delegate duties to any competent person within safety department and shall ensure that all the statutory and Eskom requirements, SHE specifications and contractor's SHE plan are adhered to by the contractor at all times.

2.5.2 Contractor Supervisors

The supervisors carry the accountability and responsibility for the health and safety of his or her employees as contemplated by section 37(2) of the OHS Act. He shall ensure that all employees in

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his or her charge comply with all the requirements as contemplated in the OHS Act and applicable regulations.

2.6 Safety Health and Environmental Specification

2.6.1 SHEQ Policy

- All contractors shall have an OHS policy signed by the CEO of the contractor and prominently displayed where employees normally report for duty.
- Signed copy of the OHS policy shall form part of the SHE file.

2.6.2 Occupational Health & Safety Management System

The contractor is required to develop and implement occupational health and safety management system based on ISO 45001:2018 standard.

2.6.3 Copy of Occupational health and safety Act

Every contractor with five and more employees, shall have an updated most recent copy of the OHS Act and the relevant regulations, readily available at the workplace.

2.6.4 SHE plan requirements

- Principal contractors shall develop a suitable and sufficiently documented site specific SHE plan, based on the scope of work and client SHEQ specification.
- The SHE plan must be pre-approved by the client for implementation. The principal contractor/contractor has a responsibility to send the SHE plan to the client for approval prior to commencement of work.
- The SHE plan must be applied from the commencement of and for the duration of the contract, which must be updated/reviewed as the work progresses/changes.

2.6.5 Legal Appointments

The contractor shall in writing appoint as and when applicable:

- Designated employer as per section 16(2) of the OHS Act.
- Health and Safety Representative(s) section 17(1) of OHS Act.
- Chairperson of the OHS committee, section 19(1)
- First aider(s) CSR 3(4)
- Incident investigator(s) GAR 8,9
- Risk Assessor, CR 9(1)
- Working at height competent person to prepare fall protection plan CR 10
- Covid-19 Officer
- Hazardous chemical substances controller CR 25

2.6.6 Covid-19 Plan

The contractor is required to develop and implement a covid-19 plan based on disaster management act that outline how employees will be protected from covid-19 and to minimise the spread of the virus in the workplace

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2.6.7 Equipment

Equipment used or purchased must conform to the health and safety requirements of the manufacturer and legislative requirements. Cognisance of the health and safety factor during work: the health and safety of such equipment shall be factored in, to ensure that it remains safe for use. Eskom Service manager shall determine the acceptability of workmanship.

2.6.8 Legal agreement in terms of section 37(2) of the act

In terms of section 37(2) of the OHS Act, it is required of every contractor to sign an agreement with Eskom. Every Principal contractor shall have a copy of the agreement in the safety file.

2.6.9 Registration with the compensation fund

Every contractor must be registered and in good standing with the Compensation Commissioner or an approved compensation insurer, for the entire duration of the contract on site. Copy of a valid letter of good standing must always be kept in the SHE file.

2.6.10 Legal appointments and SHEQ organogram

- All applicable legal appointments must be in place, valid and available in the SHE file.
- All appointed persons must have relevant qualifications and experience in line with the work being performed.
- Provide the contractor's organisational SHEQ structure (organogram).

2.6.11 Risk Assessment

- In terms of section 8(2)(d) of the OHS Act, it is a legal requirement to carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported, and any plant or machinery which is used in his/her business and he/she shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons and shall provide the necessary means to take such precautionary measures.
- A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.
- Risk assessment is essentially a three-stage process to –
 - identify all hazards;
 - evaluate the risks; and
 - take measures to control the risks.
- Risk assessments must be kept updated. This means that significant changes to a process or activity, or any new process, activity or operation, should be subjected to a risk assessment and, if new hazards come to light during the work process, these should also be subjected to risk assessments. When conducting high-risk and critical work/tasks/activities must have written safe work procedures for the work/tasks/activities to be performed.
- Before work commences, risk assessments must be conducted for every job or task to allow supervisors and employees to assess any inherent risks which might have been

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overlooked during the initial risk assessment or any changes which might have occurred in a period of absence, in particular if a job or task is extended over a day or halted owing to inclement weather.

2.6.12 Disciplinary process

A disciplinary process to be established to deal with employees who have transgressed the organisation's rules or requirements.

2.6.13 Record Keeping

All records pertaining to the cleaning contract shall be kept in terms of legislative and Eskom requirements. The SHE files shall be kept for the duration of the contract. They shall be open to audit or inspection by any party who is entitled to audit or inspect the contract. SHE files shall be handed over by the contractor to the client for archiving on completion of the contract.

2.6.14 Life-Saving Rules

- Life-Saving Rules are a set of Eskom safety rules which, if not adhered to, have the potential to cause serious harm to people.
- These rules are generally formulated in terms of the consequences of the behaviours they describe, i.e. if a particular set of behaviours or actions have a very high probability of causing disabilities or fatalities when performed.
 - Rule 1: Open, Isolate, Test, Earth, Bond and/or Insulate before Touch
 - Rule 2: Hook up at Heights
 - Rule 3: Buckle Up
 - Rule 4: Be Sober
 - Rule 5: Ensure that you have a Permit to Work
- These rules are created to enforce “zero tolerance” of serious at-risk behaviours. Violation of these rules will be viewed in a serious light and the consequences will be dealt with in accordance with Eskom disciplinary process.

2.6.15 Health and safety behaviour observations

Behaviour safety observations to be conducted as per client level 2 procedure to assess and address the actual safe and unsafe behaviour of people in the workplace, as well as the workplace conditions that are caused by the actions or omissions of employees.

2.6.16 Incident Investigation

- All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.
- Contractors shall use the standard General Administrative Regulation Annexure 1 “Recording of an incident” form as a minimum for all incident investigation reports.
- The objective of incident investigation, not only being a legal requirement, is to establish why and how the incident occurred; and to find out the real causes of the incident and to decide on the precautionary measures that are required to address the causes to prevent any recurrences of the same or similar incidents.

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2.6.17 Training

Appropriate training must be given to employees so that they are competent to perform the tasks assigned to and expected of them. The contractor shall have a training matrix for its organisation.

2.6.18 Induction training

- All employees and visitors are required to attend SHEQ formal induction training for both client & contractor. Training shall be conducted by Client SHEQ practitioner and Contractor supervisors
- Over and above induction training, contractor is required to ensure, before an employee commences work on the project, that supervisor has informed the employee of his/her scope of authority for the workplace

2.6.19 Statutory Appointments

- The requirements of sections 17 and 18 of the OHS Act shall be complied with. The contractor shall appoint and train health and safety representative for the workplace on the basis of the nature and risk level of work. Safety representative shall be permitted to carry out his or her functions as required by legislation.
- Contractor is required to meet the first-aid requirements of General Safety Regulation 3. The contractor shall appoint and train first aider for the workplace to provide appropriate and prompt medical treatment or assistance in the event of an incident.
- The contractor shall appoint and train evacuation officer to provide prompt and safe evacuation of employees in case of an emergency. The evacuation officer to develop an emergency plan that is line with the client emergency plan and procedure.

2.6.20 Health and safety communication

Communication is a two-way tool to enhance awareness and knowledge with the main aim of changing behaviour or influencing decision-making. Communication plan shall be put in place to share and exchanged information with all stakeholders.

2.6.21 SHE Committee

Statutory SHE Committees shall be established in terms of sections 19 and 20 and General Administrative Regulation 5 of the OHS Act and Eskom's requirements.

Contractor Supervisors & SHE representative shall attend client SHE meeting on monthly basis.

2.6.22 Toolbox talks & Work Stoppage

- Toolbox talks shall be conducted daily to inform and/or educate employees about the hazards and risks they will be exposed to when they perform work. Toolbox talk to be used to create awareness among the employees to recognise and avoid unsafe conditions and share lesson learnt from incidents. Records to be kept for all toolbox talks.

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- Any person may stop any activity where there is an unsafe act or unsafe condition that poses or may pose an imminent threat to the health and safety of an individual or of creating a risk of degrading the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
- Work stoppage shall be observed whenever there is a lost time injury, serious or fatality incident. Client shall be notified about the work stoppage and attendance register to be kept.

2.6.23 Contractor's site facilities

Contractors must ensure that adequate facilities such as office, storage area & place for morning meeting are provided for their employees on the site. When such facilities are provided, they must comply with the Facilities Regulations, SANS 10400, and Environmental regulations for working places.

2.6.24 Emergency preparedness

The contractor shall have an emergency preparedness plan that will address all the identified risks of the organisation and plan must align with client emergency preparedness plan.

2.6.25 Medicals

- All contractor employees who work on site shall be medically fit and have a medical certificate of fitness on the file.
- Komati Power Station will only accept medical surveillance from a registered occupational health practitioner.
- Man-job specifications detailing all occupational health hazards each employee is exposed to, must be in place for each and every employee.
- Medical examinations shall be done annually and based on the man-job specification.
- Minimum medical check shall include: physical check-up, audiogram, lung function test, eye test and medical history.
- Depending on the work hazards the employee is exposed to, additional tests may be required e.g. x-ray report for dust exposure. Additional tests shall also be the responsibility of the contractor.
- Medical records must be kept in a locked area for control and confidentiality.
- Medical test reports shall be sent to the Eskom occupational health centre for verification, prior to commencement of work and after renewal of medical test.

2.6.26 Occupational hygiene

Where there is a possibility of occupational hygiene stressors health risk assessments will be carried out to determine whether there is any possible worker exposure. Records of all these assessments will be documented and kept up to date by client.

2.6.27 Auditing & inspections

- To maintain an organisation's efficiency and statutory observance, regular audits must be conducted throughout the organisation.
- Regular inspections on health and safety matters must be conducted to highlight problem areas and enable action to be taken before an incident occurs. Where the work area is

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inspected for any hazards and these are recorded, and after the inspection the hazards are assessed and a plan of action is formulated to rectify such hazards.

2.6.28 Transport

Vehicles used to transport equipment, material & chemicals must comply with the National Road Traffic Act. Eskom does not approve the conveying of passengers in the back of vehicles designed to carry equipment/loads (any truck/trailer), irrespective of whether or not crew cabs are fitted and seating with four-point seat belts has been fitted.

2.6.29 Management of hazardous chemicals

- The handling and storage of chemicals must be done according to regulations for hazardous chemical substances.
- Chemicals must be purchased from suppliers which comply with the requirements of section 10 (General duties of manufacturers and others regarding articles and substances for use at work)

2.6.30 Working at heights

Fall protection plans and rescue plans must be compiled and implemented in an effort to prevent falls. All equipment used for working at height must conform to the OHS Act and the relevant SANS standards. The contractor must develop a fall protection plan and the plan must be developed by a competent fall protection plan developer.

2.6.31 Substance Abuse

Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and when driving vehicles. Eskom is therefore entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom's premises, or working on any of Eskom's equipment. General Safety Regulation 2A is clear on the legal stance regarding intoxication. All employees shall be subjected to alcohol & drug test when entering Eskom site. The permissible blood level of alcohol and/or drugs is 0%.

2.6.32 Statistical reporting

The contractor is required to report to the Eskom service manager and Eskom SHE staff, the monthly OHS statistics which shall include the following as a minimum:

- The name of the principal contractor company
- Incidents: lost time, medical, first aid and near-misses must be reported
- Manpower numbers
- Actual man-hours worked
- Status of incidents investigated and recommendations closed out
- Status of audits conducted and findings closed out

2.6.33 Hours of Work

The Basic Conditions of Employment Act with regards to permissible working hours shall be adhered to. In situations where employees are required to work overtime or excessive hours, a good fatigue management plan must be put in place.

2.6.34 Safety File

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The safety file must be compiled based on this SHE specification and submitted to the client for approval before commencement of work.

2.6.33 Security Access

The security access will be given to the contractor and employees once the safety file was approved by the client. Induction, validated medicals by Occupational Health Nurse, approved safety file form and application for access form must be submitted to security for access card.

3. Komati Environmental Rules

3.1 Duty of care and remediation of environmental damage

Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

3.2 Polluter Pay Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment.

3.3 Zero Liquid Effluent Discharge Policy

Contractor shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

3.4 Waste (refer to procedure PAB20100 for waste management and disposal)

- All waste shall be stored in marked and labelled containers, and be disposed of at a permitted disposal site.
- Be aware of Komati environmental operating procedures and store materials and chemicals safely to prevent any spillage to the environment.
- All spills/emergency incidents should be reported to the service manager and environmental officer(s)
- Contractor should be aware of Komati Environmental Policy.
- Take into account environmental consideration when carrying out risk assessment.
- All effluents generated must be contained on site and may not be allowed to escape the Komati property boundaries to the natural water courses;
- All delivery vehicles used must be in good working condition and no fuel and/or oil leaks shall be tolerated.
- All environmental incidents or potential incidents must be reported to service manager/ Supervisor/environmental officer immediately on occurrence or when noted for investigation and correction.
- Do not perform any act which may in any way adversely affect the environmental image of the site or which is in contravention of an environmental requirement; and

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Note: You are responsible for your actions and you will be required to rectify all environmental damage as a result of your activities.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Daniel Mphuthi	Acting Risk and Assurance Manager
Japhter Nyamane	Occupational Health and Safety Manager
Cebisile Zulu	Safety Officer

5. Revisions

Date	Rev.	Compiler	Remarks
January 2022	0	Mapuleng Kobo	

6. Development Team

The following people were involved in the development of this document:

Daniel Mphuthi

7. Acknowledgements

None

CONTROLLED DISCLOSURE

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