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Project Name: Chiller Units Servicing

Project Address: Eskom Drakensberg Pumped Storage Scheme, Off R74 between Bergville and Harrismith, Jagersrust KwaZulu Natal, 3354

Scope of the project: Servicing of 4 x chiller units

Eskom's End user/Designer

Name: Zandile Mnukwa

Date: 2021-05-25

Signature: 

Eskom's Safety Officer

Name: Khulekani Mtolo

Date: 2021/05/25

Signature: 

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1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is Eskom's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

Note 1: All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational SHE requirements.

2. Supporting Clauses

2.1 Scope

This SHE specification lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation to be met by the contractor.

2.1.1 Purpose

This document provides a standardised approach to the compilation of SHE specifications throughout Eskom for contracts and standard and NEC contracts.

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for this contract.


2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

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2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act No. 85 of 1993 and Regulations.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Occupational Health and Safety Incident Management Procedure
- [9] 240-133087117 Environmental incident management procedure
- [10] 32-727 SHEQ Policy
- [11] 32- 418 Working at Heights Procedure
- [12] SANS 10085
- [13] SANS 10400: The application of the National Building Regulations
- [14] 240-62946386 Vehicle and Driver Safety Management Procedure
- [15] 32-520 Risk Assessment procedure
- [16] Plant Safety Regulations.
- [17] Eskom Operating Regulations for High Voltage Systems, ESKARAAG4
- [18] Consolidated COVID-19 Direction on Occupational Health and Safety Measures in the Workplace
- [19] Disaster Management Act No. 57 of 2002


2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane
- [5] SANS 10400G: Excavations

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Principal Contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
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 the contract.
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)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Principal Contractors
Construction work	Any work in connection with <ul style="list-style-type: none"> a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) 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 authorised by law or cannot reasonably be avoided or stopped, such person must minimise 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

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Definition	Explanation
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	(32-94) 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
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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
Hazardous Chemical Substance	(OHS Act) means any toxic, harmful, corrosive, irritant or asphyxiant substance or mixture of such substances for which- (a) an occupational exposure limit is prescribed or (b) an occupational exposure limit is not prescribed, but which creates a hazard to health
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
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
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
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
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
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

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Definition	Explanation
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
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means 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
Principal Contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means 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.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Principal Contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) 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.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Roles and Responsibilities


2.5.1 Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels demonstrate their commitment by being proactively involved in the day to day operations, in particular the Occupational Health and Safety aspects of any contract. Legislation requires that each employee take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

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2.5.2 Principal Contractor and Appointed Contractors

Note 1: Most of the roles and responsibilities listed apply to both Principal Contractors and any appointed contractors. The contractors:

- a) Carries out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
- b) The Principal Contractor notifies the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations;
- c) Carries accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
- d) Keeps a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
- e) Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- f) Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
- g) Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
- h) Compile a SHE (health and safety) file where all relevant health and safety records are kept for each work site.
- i) The Principal Contractor hands over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the contract. This is to include the list of appointed contractors, the agreement, and the type of work completed.
- j) Contractors hands over a consolidated (to include any appointed contractors files) health and safety file to the Principal Contractor on completion of the contract. This is to include all drawings, designs, lists of materials used and other applicable information about the completed contract, as well as the list of appointed contractors, the agreement, and the type of work completed.
- k) The Principal Contractor provides the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing reflects the name of the contractor's company. Similarly, the Principal Contractor provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.

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- l) Appoint competent staff to perform the contract work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the contract.
- m) Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- n) Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
- o) Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the contract.
- p) Stop his /her employees and any appointed contractors if contract work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- q) Take reasonable steps to ensure cooperation between all their appointed contractors.
- r) Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- s) Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
- t) **Note 2:** No work may commence and or continue without the presence of the appointed project manager or contract supervisor during performance of the contracted work.
- u) Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
- v) **Note 3:** In determining the number of appointed competent supervisors, the nature and scope of work being performed, are taken into consideration.
- w) **Note 4:** If a sufficient number of competent employee(s) have been appointed to assist the supervisor, the assistant supervisor may supervise more than one site.
- x) Appoint a safety officer in writing to be available during the execution of all activities on site.
- y) Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
- z) Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.

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- aa) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- bb) Before the commencement of any work, conduct risk assessments which include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- cc) Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- dd) Take prime responsibility for all aspects of environmental management associated with the contract activity for which they are responsible.
- ee) Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
- ff) Principal Contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
- gg) Ensures that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- hh) Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications are compiled and handed to the occupational health practitioner.
- ii) Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments are conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees are required to work at heights, they are required to undergo the required employee physical and psychological fitness examinations.
- jj) Ensure, prior to the commencement of construction work, that all persons involved in the contract work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
- kk) Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the contract work, as well as the appointed contractors, have received task-specific training.
- ll) Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
- mm) Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
- nn) Respect the rights of land owners/lessors and the preservation of their registered activities;

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- oo) Has a substance abuse program which is in line with the requirements of the OHS Act.
- pp) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.
- qq) **Note 6:** Eskom does not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.
- rr) Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
- ss) Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- tt) Be involved in all of their appointed contractor's investigations.
- uu) Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- vv) Chair their own health and safety committee meetings and record such meetings.
- ww) Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
- xx) When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- yy) Keeps a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.


2.5.3 Contractor site supervisor or Contract Supervisor

- a) Are competent to perform the required supervisory tasks;
- b) Ensure their employees comply with the required statutory and Eskom contract requirements.
- c) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- d) Monitor contractors for adhere to statutory requirements and safety standards.
- e) Monitor contractors overall SHE performance on site in order to achieve excellent results
- f) Ensuring a safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the contract site.
- g) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- h) Ensures that employees are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:

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- i) Conduct site inspections for compliance to SHE requirements.
- j) Submit the observation reports to the relevant management.
- k) Participate in the principal contractors emergency preparedness planning.
- l) Ensure that their own employees are competent to perform the tasks assigned.
- m) Issue site instructions on behalf of the Principal Contractor where there is deviation from safety requirements.

2.5.4 Employees

- a) Are responsible for their own safety and health and that of their co-workers;
- b) Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
- c) Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
- d) Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
- e) Obey any safety signs and adhere to any site demarcation at all times.
- f) When entering or leaving the site, do so via the official designated access/departure routes.
- g) Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
- h) Maintain the surrounding area of the work site in a neat and tidy condition.
- i) Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.

2.5.5 Contractor Health and Safety officer

- a) Promote a SHE culture within the organisations involved in the contract.
- b) Assists in the control of all health and safety-related matters on the sites.
- c) Be involved in the developing the contract SHE plan and SHE policy.
- d) Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
- e) Conduct audits and inspections of all work sites for the duration of the contract.
- f) Be involved in the organisations incident investigations when required.
- g) Participate in the organisation's statutory and non-statutory health and safety committees meetings.
- h) Conduct organisational, site and visitor induction training.
- i) Stop any employee or contractor from performing construction work which is not in accordance with the Principal Contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

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- j) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- k) Avail himself and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
- l) Carry out frequent behaviour observations of employees under their control at least monthly.

2.6 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement is signed during the signing of the NEC contract. It is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

3. Specification

3.1 Scope of work

The scope of work includes:

- a) Perform a once off major service on 2 x YK6C63Q65CHH chiller units and provide all spares and material needed for this service.
- b) Repair/replace the controller unit (BMS) for chiller 2.

A Copy of the scope of work must be retained by the contractor.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement is signed between Eskom and the Principal Contractor at the time of awarding the contract. The Principal Contractor ensures that a section 37(2) agreement is compiled between the Principal Contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) Agreement are retained by the contractor and a copy retained by the responsible project manager.

A copy of all the agreements forms part of the respective contractor's SHE file.

3.2.2 Hazardous work by children (Child Labour)


The constitution of the Republic of South Africa, in the "Bill of Rights" is clear on the rights of children, especially when it comes to:

- a) being protected from exploitative labour practices;

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b) not to be required or permitted to perform work or provide services that

- are inappropriate for a person of that child's age; or
- place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".

Before resorting to the use of child labour, due considerations are given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work are conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all efforts are exercised and child labour should not be used.

3.2.3 OHS Act

The principal contractor shall have an up to date copy of the OHS Act and regulations which are available to all employees.

3.2.4 Legislative compliance

The Principal Contractor and appointed contractors shall comply with all the legislation pertaining to this contract being:

- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- National Environmental Management Act 107 of 1998 (Act 107 of 1998).
- National Water Act 1998 (Act 36 of 1998).
- SANS Standards –Contractor shall use the relative standards applicable to the project.

3.3 Eskom Requirements

All contractors, before commencement of the contract shall ensure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to contract services.

3.4 Notification of Construction Work

The Principal Contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter sent to the DoL is forwarded to the Project Manager on the same day as sent to the DoL. A copy of the letter and their approval are kept in the SHE file. When the DoL provide a letter of approval, a copy of the approval is to be sent to the Eskom Project Manager and a copy filed in the SHE file.

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3.5 SHE Policy

SHE policy is a statement of intent and a commitment by the organisation's Chief Executive and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The Principal Contractor if already not in place, are required to compile an organisational SHE policy in line with their SHE responsibilities. The policy is signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy is displayed in a prominent place within the workplace. A copy of the policy are filed in the contractor's SHE files and attached as an annexure in the SHE Plan.

3.6 COID

The Principal Contractor shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG are filed in the contractor SHE files.

3.7 Costing for SHE

The costing for SHE must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

3.8 Statutory Appointments


For the duration of the contract, the Principal Contractor must appoint competent employees who meet the requirements of the OHS Act. Where appointments are made, contractors ensures that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments are made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments include but are not limited to the following:

- a) OHS Act Sect 16(2) – Designated Employer
- b) OHS Act Sect 8(2)(i)/CR 8(7) – Supervisor
- c) OHS Act Construction Regulation 8 (8)- Assistant Supervisor
- d) OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer
- e) OHS Act General Administrative Regulation 9(2) – Incident Investigator
- f) OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator
- g) OHS Act, Section 17 – Health and Safety Representative.
- h) OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- i) OHS Act Construction Regulation 10(1) - Competent Person to Compile Fall Protection Plan.
- j) OHS Act Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator.
- k) OHS Act Construction Regulations 29(h) Firefighting Equipment Inspector.
- l) OHS Act General Safety Regulations 3(4) – First Aider/s.

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3.9 Eskom Life-saving Rules

The contractor/supplier shall comply with the requirements as stipulated in most recent version for the implementation of the Eskom Life-saving Rules 240-62196227 document. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view. Five Life-saving rules have been developed that applies to all Eskom Employees, agents, consultants, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor is considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom. If any contractual work are performed on any Eskom premises (including delivery of any product), the Life-saving rules applies to the contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at heights is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person works without the required permit to work.

These Life-saving rules are non-negotiable health and safety rules that must not be broken under any circumstances.

3.10 Substance Abuse

- Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
- General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- The alcohol and drug permissible level is 0%.
- All contractors must comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER, this means anyone entering the Eskom are subjected to ad hoc alcohol testing.
- Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
- Test records are treated as "Confidential" and filed in the employees' personal file.

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3.11 Contractor organisational Structure

3.11.1 Principal Contractor Organogram

The Principal Contractor shall provide an organisational organogram related to this contract, depicting all the levels of responsibility from the Chief Executive down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The Principal Contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. The organograms must be updated timeously when appointments are changed.

3.12 Risk assessment (refer to 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. 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.

It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks are performed. Daily or issue based or task specific or on the job risk assessments are conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this are recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task are identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation are nominated.

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3.13 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance or step to be followed on how to execute the task safely. The principal contractor shall provide method statement for the activity to be executed.

3.13.1 Planned Task Observations (PTO)

The Principal Contractor shall provide the planned task observation procedure or process covering but not limited to the following:

- Persons responsible for monitoring the task and carrying out the Planned Job Observation are the supervisor;
- Planned job observations are conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This assists in determining employee competence and compliance. Records are to be kept at all times.
- The supervisor who conducts the PTO has a copy of the PTO to ensure that the employee is following the steps.
- Where the employee did not comply or did not follow the required steps, this is indicated on the report and actions are taken to correct the deviation.
- Prior to work being performed, an adequate risk assessment is conducted, and work are conducted in accordance with General Safety Regulation 6 and 13A and Construction Regulation 10 of the OHS Act.
- All actions emanating from the observation are attended to and provided with an action plan with target dates and responsible person to close the actions.


3.14 First Aid and Equipment

- The requirements of the OHS Act GSR 3 are observed.
- First aid appointments are made to meet the requirements. Appointees must be trained on level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work site, cognisance are taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- Lists of emergency numbers are made accessible for all employees.
- Principal Contractor ensures that his /her employees and appointed contractor employees are familiar with the emergency numbers.
- Contractors has one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
- More first aid boxes are provided in accordance with the risk assessment. Boxes are available and accessible for the immediate treatment of injured persons at the workplace.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes is erected.

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- i) The Principal Contractor and appointed contractor ensure that alternative arrangements are made for incidents occurring after working hours.

3.14.1 Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list is available with all boxes and boxes are checked on a regular basis, kept clean and dust free.

3.15 Fire Equipment and Maintenance

Principal contractor shall ensure that all firefighting equipment's that have been provided are:

- a) clearly labelled
- b) Conspicuously numbered
- c) Entered in a register
- d) Inspected monthly by a competent person
- e) Tested and serviced at recommended intervals by an accredited supplier
- f) Results entered in the register and signed by competent person.


3.16 SHE Communication Systems

Principal Contractor has to develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums of communication and how they to measure the effectiveness of their SHE communication. Below is a brief on how communication has to take place. Where contract meetings are conducted on site, SHE is to be included as a standing agenda point and minutes of these meetings are available on site at all times. Minutes of meetings are compiled and filed in the relevant SHE files. All employees must have access to these minutes. Attendance register is kept for all the health and safety meetings.

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3.16.1 Statutory Health and Safety Committees

The Contractor shall implement a statutory Health & Safety Committee, as per the OHS Act, section 19.

Matters that are discussed include, but are not limited to the following:

- a) Life Saving Rules
- b) SHE Culture
- c) Accident/safety incidents
- d) Accident investigations (including near misses) and close-out of recommendations
- e) Audit and inspection findings and close-out
- f) Hazardous materials/substances
- g) Work procedures
- h) Protective clothing/equipment
- i) Housekeeping
- j) Work permits
- k) Non-conformances
- l) Emergency preparedness
- m) Traffic control
- n) Medicals
- o) Training
- p) Forthcoming high-hazard activities
- q) General SHE issues
- r) Matters arising from contractor's SHE meetings
- s) Action close-out status from SHE meetings.

3.16.2 Tool box talks / Daily team talks / pre job meetings

- a) A meeting is held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards (**including COVID-19**), safety measures, i.e. the task risk assessments are discussed. Each employee who attends the briefing signs an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
- b) Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks are conducted. The toolbox talk topics are based on SHE issues pertaining to the construction site and or the contract. The topic contents are in writing. Attendance registers with the topic listed are kept.

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3.17 SHE Training

- The Principal Contractor, when making a bid for this contract provides a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor provides the same requirements when bidding with the Principal Contractor.
- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, the Principal Contractor and appointed contractors shall ensure that the appropriate qualifications, certificates are available and employees are always under competent supervision.
- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time is set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees are kept on the SHE file.

3.17.1 Induction training

- The Principal Contractor shall ensure that all his / her employees have undergone the Eskom SHE induction training prior to commencing work on site.
- Attendance registers are completed of any induction training given, which indicates that they have received and understood the induction training.
- Prior to attending the induction training, all employees undergoes a pre-employment medical examination and found fit for duty. Copies of the certificate of fitness are kept in the SHE file on site for the duration of the contract.

3.17.2 Principal Contractor induction training

The Principal Contractor shall ensures that all his / her employees undergo their specific safety induction (own induction) with regard to the approved contract SHE plan, general hazards prevalent on the site, risk assessment, rules and regulations, and other related aspects.


3.17.3 Visitors to site induction

- Visitors to the site are required to undergo and comply with the Eskom Safety SHE induction prior to being allowed access to site.
- All visitors' remains in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature
- Visitors who have completed site induction are provided with a record of proof of Induction training.

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3.17.4 General training

The Principal Contractor is required to ensure that before an employee commences work on the contract, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This includes the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

3.18 Vehicle Safety

- a) It is the responsibility of the driver to ensure:
 - Their passengers wear seat belts whilst the vehicle is in motion.
 - Comply with all traffic road rules, safety, direction and speed signs.
 - Ensure that vehicle loads are properly secured prior to moving off.
 - Ensure that vehicles are not overloaded.
- b) No drivers or operators may text or talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
- c) All drivers of vehicles are to have valid medical fitness certificates.
- d) Contractor's maintains their vehicles in a roadworthy condition and vehicle licenses are valid at all times.
- e) Drivers of light vehicles avoids stopping or parking in the vicinity of machines. At least 30 (thirty) meters are left clear between such a vehicle and such a machine
- f) Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy are not permitted to be used on the contract.
- g) Drivers/operators are responsible for the travel-worthiness of all loads conveyed by them. Precautions are taken to secure all loads properly. Loads projecting from vehicles are securely loaded and in daytime a red flag and during darkness a red light or red reflective materials are attached to the extreme end of such projecting material.

3.19 Housekeeping and Order

- h) All contractors shall maintain a high standard of housekeeping within their area and vehicles for the duration of the contract.
- i) Prompt disposal of waste materials, scrap and rubbish is essential.
- j) Materials/objects are not left unsecured in elevated areas – falling objects may cause serious injuries/fatalities.
- k) Nails protruding through timber are bent over or removed so as not to cause injury.
- l) All packaging material including boxes, pallets, crates, etc. are removed from the work area immediately.
- m) On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

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- n) In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Principal Contractor in the first instance and the Eskom project/site manager in the second instance.
- o) The Eskom Project/Site Manager has the right to instruct the Principal Contractor to cease work until the area has been tidied up and made safe.
- p) The Principal Contractor carries out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The Principal Contractor documents the results of each inspection and maintains records for viewing.

3.20 Workplace Signage and Colour Coding

- a) Symbolic safety signages are displayed where it is required by legislation.
- b) All symbolic safety signage conforms to the requirements of SANS standard 1186.
- c) Signs are positioned to be seen from most positions within the work sites / areas.
- d) All signage are clear at all times and be replaced timeously when worn out.
- e) The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
- f) When using an explosive power tool, the appropriate signage is erected, warning people of its use.
- g) Contractors provides signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- h) The meanings of the appropriate symbolic signage are discussed during induction training and toolbox talks.
- i) Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs are displayed.


3.21 Tools and equipment's

- a) Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- b) Contractors ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment are numbered or tagged so that it can be properly monitored and inspected.
- c) Where applicable, tools and equipment has the necessary approved test or calibration documentation prior to being brought onto the contract and the records forms part of the SHE plan. Maintenance calibration is undertaken in terms of the manufacturer's requirements.
- d) All fuel driven equipment are properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- e) Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this contract.
- f) Should Eskom personnel find any item that is inadequate, faulty, and unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom

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personnel advises the contractor in writing and the contractor forthwith removes the item from site and replace it with a safe and adequate substitute.

- g) Where defective tools and equipment are identified, such tools and equipment are removed off site to prevent further use until such time as the tool or piece of equipment has been repaired.
- h) Contractors ensure that the appropriate records are kept for all tools and equipment used on the contract. Such tools and equipment's are subjected to regular inspections.

3.21.1 Hand tools

- a) All hand tools (hammers, chisels, spanners, etc.) are recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
- b) Tools with sharp points in tool boxes are protected with a cover.
- c) All files and similar tools are fitted with handles.
- d) No make shift tools are permissible on the contract.

3.22 Hazardous Chemical Substances Management

The Principal Contractor and its contractor's shall describe how hazardous substances, as defined in the Hazardous Chemical Substances Regulations (OHS Act), will be managed.

Prior to any hazardous chemical substances (HCS) being brought onto the site, the Principal Contractor must supply the Eskom Project Manager with the following:

- a) Material safety data sheets (MSDS) in accordance with the requirements of the OHS Act, Regulations for Hazardous Chemical Substances;
- b) Purpose for bringing the hazardous substance onto the site;
- c) Proposed arrangements for safe storage;
- d) Proposed methods for handling/usage;
- e) Proposed method of disposal; and
- f) Hazard communication/training plan.

This information is to be provided at least five (5) working days prior to the expected delivery on site.

The Principal Contractor ensures that:

- a) No HCS is to be brought onto the site until the Eskom Project Manager's approval has been received.
- b) All HCS containers to be clearly labelled. Containers that are not marked are not allowed.
- c) No HCS to be stored in food or drink containers.
- d) The user of an HCS wears/uses the correct PPE as per the HCS material safety data sheet.
- e) Users of an HCS are adequately trained in the HCS that they are handling
- f) The Principal Contractor has and maintains a register with all the HCS that they have on site.

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3.23 Auditing

3.23.1 Approval and compliance of Principal Contractor SHE plan

The Contractor's SHE Plan will be evaluated to ensure compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then can the Principal Contractors SHE plan can be approved by the Eskom SHE Manager/practitioner. The implementation of the SHE Plan is assessed / audited by Eskom personnel on a regular basis.

3.23.2 Eskom SHE audits

Eskom evaluates all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

Note: Eskom reserves the right to conduct unannounced audits on contractors.

There are audits conducted by Eskom on the Principal Contractor/s and/or appointed contractors.

If there are any findings / non-compliance identified as serious in these audits, an activity is stopped for that specific principal contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification.

3.24 Smoking

The national smoking policy is observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.25 Cellular Phones

The national requirements regarding the use of cellular phones are observed, in particular when driving and or operating mobile equipment and or machinery.

3.26 Occupational Health, Hygiene and Rehabilitation

All contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

3.26.1 Occupational hygiene management program

Principal Contractors and Contractors shall develop, implement and maintain an occupational hygiene management program to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene program should include, but not be limited to the following elements:

- Occupational health risk assessment as a background.
- Occupational health risk exposure profiles.
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority.

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- d. Communication of occupational hygiene results and requirements.
- e. Proof of awareness training.
- f. Documentation and control of records (Records to be kept for 40 years).

Where there are occupational hygiene stressors, Principal Contractors and Contractors shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- a. Hearing Conservation Program;
- b. Respiratory Protective Program
- c. Hazardous Chemical Substances Program
- d. Procedure for the use and management of radioactive sources
- e. Heat Stress Management Program

3.26.2 Protection Against Occupational Hygiene Stressors

Before and during the execution of work, the Contractor shall conduct a health risk assessment identifying all Occupational Hygiene risks and hazards as per the Health Regulations of the Occupational Health and Safety Act, SANS standards and applicable legislative requirements.

3.26.3 Employee Health and Wellness Programme

Principal *Contractor* shall submit details of their Employee Health and Wellness Programme as part of their SHE Plan which should include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

3.26.4 Medical Surveillance Programme

The Principal *Contractor* shall ensure that his employees and *Contractor* employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate. The certificate of fitness should be relevant to the type of work (risk based) that the employee will be exposed to. This will require each employee to have a risk based person job specification that will be used as a basis for medical examination.

The Principal *Contractor* must ensure that his employees and *Contractor* employees have undergone pre-entry medical examination before starting work on site, ***no employee will access site without a valid medical fitness certificate.***


The fitness certificate and a copy of the risk based person job specification shall be issued before commencement of work and shall be presented at induction. If the Principal *Contractor* does not provide proof of valid certificates of fitness and person job specifications for his employees and *Contractor* employees, then Eskom will not give those employees site induction which will result in refusal to site access.

The Principal *Contractor* shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

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In instances where sick leave is taken for a period of one week or more, the *Contractor* shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

Note: Eskom will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

3.27 Ladders

- Ladders used conforms to the requirements of GSR 13A and used in terms of GSR 6.
- The appropriate head protection, with chin strap is worn by employees working from a ladder or with climbing irons.
- The ladder wheels, brakes and platform is in good condition.
- All metal parts in good condition, no cracks.
- Non-slip devices are in good condition and no paint to be on wooden ladders
- Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment indicates the use of climbing irons.
- Employees using climbing irons are suitably trained in the use, care and maintenance of such climbing irons.
- When using climbing irons, the appropriate rope grab fall prevention system is used.
- The correct fall protection equipment are worn and used whilst climbing up, working from and climbing down ladders.
- The appropriate head protection, with chin strap is worn by employees working from a ladder or with climbing irons.
- A detailed inspection of all ladders is conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists are filed in the site SHE files.

3.28 Emergency Care/Management

A list of emergency numbers must be posted at phones and in every office. The Principal Contractor shall ensure that his employees and Contractor employees are familiar with Drakensberg Pumped Storage Scheme emergency numbers.


Emergency numbers will also be part of the SHE induction.

Eskom has established a contract with ER24 for all employees and its Contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. The telephone number is 084124/ 010 205 3400. Drakensberg Pumped Storage Scheme emergency number is: 2007/8

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The Principal Contractor and Contractor shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.

Where services are not available from the medical centre or where there is no medical centre, the Principal Contractor shall make alternative arrangements for any medical assistance.

3.29 Employee assistance programs

Where Principal *Contractors* and *Contractors* do not have EAP service providers, then Eskom's EAP service provider is available to provide assistance. All costs shall be borne by the Principal *Contractor*. Contact details are: Proactive Health Solutions – Tel. No.: 0800037566.

3.30 Personal Protective Equipment Requirements

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

- a) The Principal Contractor provides a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- b) All contractors comply with the requirements of GSR 2 of the OHS Act.
- c) The risk based PPE matrix is compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- d) Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment are conducted where such PPE requirements are identified and the issuing be carried out.
- e) All contractors ensure that their visitors wear and use the correct PPE whilst on worksites.
- f) Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- g) All PPE used by all contractor employees including visitors complies with the relevant SANS standards.
- h) Where deemed as a requirement, high visibility vests are worn.

3.31 Environmental Management

Everyone has the right to an environment that is not harmful to his or her health or wellbeing. Sustainable development requires the integration of social, economic and environmental factors in the planning, implementation and evaluation of decisions to ensure that development serves present and future generations. Everyone has the right to have the environment protected for the benefit of present and future generations, through reasonable legislative and other measures that-

- Prevent pollution and ecological degradation
- Promote conservation and

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- Secure ecological sustainable development and use of natural resources while promoting justifiable economic and social development.

All waste generated shall be re-used, recycled and where not practical possible disposed of at a registered landfill site. A register of both hazardous and general waste shall be kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be kept and updated all the time. Domestic and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but will be controlled and removed to a registered waste site. The *Principal Contractor* and contractor working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the contract period. These materials shall be stored in a bunded area with adequate containment for potential spills and leaks. The contractor shall provide a Material Safety Data Sheet for every chemical that will be used for the work. The contractor must remove all unused chemicals off site at the conclusion of the work.

3.32 Incident Investigation

All incidents are 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 use the standard General Administrative Regulation Annexure 1 “Recording of an Incident” form for all incident investigation reports. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

3.33 COVID-19 Requirements

The contractor/supplier shall comply with the requirements for COVID-19 as per Department of Employment and Labour (DEL) Consolidate COVID-19 Direction on Health and Safety Measures in Workplaces issued by Minister in terms of Regulation 4(10) of the National Disaster Regulation:

- Written SHE Policy concerning the protection of the health and safety of your employees from COVID-19 as contemplated in Section 7(1) of the OHSA.
- Documented risk assessment which includes the new hazard posed by COVID-19 is clearly identified and measures to eliminate or minimise the risk.
- Proof of communication of the risk assessment, content of DEL Directive, with regards to COVID-19 and manner in which your company intends to implement it.
- COVID-19 readiness plan (Workplace plan regulation 16(6)(b) as Publish Regulation under chapter 3 of Disaster Management Act, 2002 (Act No. 57 of 2002) and in terms of section 27(2) of Disaster Management Act, 2002.


3.34 Non-Conformance and Compliance

- Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
- Principal Contractors are required to implement a non-conformance procedure (if not already in place). The procedure can include “quality” related non-conformance issues.

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- c) The procedure for the issuing and closing off of non-conformance reports is strictly adhered to.
- d) The project manager ensures the close out of non-conformances and the implementation of the agreed corrective action.
- e) Where non-conformances are issued by Eskom, the close-out steps of the procedure requires the offender to be called by the project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- f) Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE is viewed as a transgression of the legislative and Eskom requirements.

3.35 SHE File

- i) A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
- j) All contractors are required to keep a SHE file on every contract site. If there is more than one site per contract, a file per site is kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file is maintained by all the contractors on their sites and is available on request for audit and inspection purposes.
- k) The SHE file consists of the requirements in terms of the contract's safety specification, the contractor's safety and health plans.
- l) The sequence of filing the documentation are kept in the same sequence as listed in this SHE specification and the SHE plan.
- m) Each record is separated by partitions to afford easy identification and access. Each partition is labelled.
- n) On completion of the construction work/contract, the Principal Contractor hands over a consolidated health and safety file to the project manager. The Principal Contractor also hands over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- o) In case where the contract is extended, should the documentation in the SHE files become cumbersome, the older documentation is archived in boxes which is correctly labelled and be available for auditing purposes. The archived documentation is handed over at the completion of the contract.
- p) SHE File must be submitted to the client for approval 7 days prior to commencement of activities onsite.

3.36 Work Stoppage

- a) Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of 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.
- b) Work stoppages that are initiated due to SHE concerns, COVID-19 related cases, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial

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compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.

- c) Where stoppages are carried out, the required non-conformance report is raised.
- d) All work stoppages is investigated and documented by contract custodians.

3.37 Security Clearance

All contractors' employees are subjected to security clearance; hence contractor employees submit identity documents before start of work.

3.38 Hours of Work

The requirements of the Basic Conditions of Employment Act, 1997(Act No.57 of 1997), stipulate permissible working hours for individuals to perform their duties optimally. All contractors are required to maintain an accurate record of time worked by each employee.

3.38.1 Normal work

All work conducted on site falls within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously).

3.38.2 Night work

When night work is to be performed; contractors provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees does not work in dark (un-illuminated) or dimly lit areas. Care is exercised as not to use few lights with high light intensives as this cause night blindness.

3.38.3 Overtime

The Principal Contractor must inform the Eskom project manager of such function. Contractors are aware of the effects of human fatigue and regulate overtime accordingly.

3.39 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when signing the contract.


3.40 SHE Performance Status Report

The contractor shall provide monthly SHE Statistical reports (manhours) as per the Client requirements. Reporting must not be later than the 2nd day of every month.

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3.41 Contract Sign-Off

On completion of the contract, all appointed contractors close out their contract documentation; SHE files and forward such to the Principal Contractor. The Principal Contractor likewise closes out his/her contract documentation and SHE files and forwards such to the Eskom project manager.

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