

	SHE SPECIFICATION	Template Identifier	240-73419711	Rev	2
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		Effective Date	April 2022		
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Content

	Page
1. Introduction.....	3
2. Supporting Clauses.....	3
2.1 Scope	3
2.1.1 Purpose.....	3
2.1.2 Applicability	3
2.2 Normative/Informative References	3
2.2.1 Normative	3
2.2.2 Informative	4
2.3 Definitions	5
2.4 Abbreviations	6
2.5 Related/Supporting Documents	6
2.6 Roles and Responsibilities.....	6
3. Specification	6
3.1 Scope of work	6
3.2 Legal Compliance.....	7
3.3 Requirements specific to the issued scope of work.....	9
3.4 Medicals.....	10
3.5 Requirements for vehicles	10
3.6 Requirements for Drivers	11
3.7 Risk Assessments (refer sec 8 & 9 of the OHS Act).....	12
3.8 Incident Investigation	12
3.9 Emergency Management.....	13
3.10 Non-Conformance and Compliance	13
3.11 Quality Requirements	14
3.12 Environmental Requirements	14
4. Acceptance.....	14
5. Revisions	15

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		Effective Date	April 2022		
		Review Date	April 2022		

1. Introduction

This SHE specification is Kusile power station'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 relevant and other legal and other requirements applicable to the issued scope of work.

Kusile power station 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.

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

Ensure compliance to legal and other requirements pertaining to the issued scope of work.

2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Kusile Power Station Generation Division.

2.2 Normative/Informative References

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

2.2.1 Normative

[1] Basic Conditions of Employment Act No 75 of 1997.

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	SHE SPECIFICATION	Template Identifier	240-73419711	Rev	2
		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] Civil Aviation Act 13 of 2009.
- [7] Air Services Licence Act 115 of 1990.
- [8] 240-62946386 Vehicle and Driver Safety Management Procedure
- [9] 32-520 Risk Assessment procedure
- [10] ISO 9001: 2015 Quality management system
- [11] ISO 45001: 2018 Occupational health and safety management system
- [12] 32-95 Eskom incident management procedure
- [13] 32-37 Eskom Substance Abuse Procedure.
- [14] 32-136 Contractor Health and Safety Requirements
- [15] 32-95 Occupational Health and Safety Incident Management Procedure
- [16] 32-727 SHEQ Policy
- [17] 240-155373927 Eskom's COVID-19 Health and Safety Policy Statement
- [18] 240-156025414 generations COVID 19 work instruction
- [19] ISO 14001: 2015 Environmental management system
- [20] 32-1034 Eskom procurement and supply chain management
- [21] 240-120054284 Personal protective equipment standard

2.2.2 Informative

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] 240-62196227 Eskom Life Saving Rules
- [3] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [4] SANS 1186 Symbolic Safety Signs
- [5] Constitution of the Republic of South Africa No 108 of 1996
- [6] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management: Conducting EH&S Incident Management.

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		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

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
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
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
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
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.
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.

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		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
LDV	Light Delivery Vehicle
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993

2.5 Related/Supporting Documents

- [1] Eskom OHS Act section 37 (2) agreement (to be completed by the contract responsible manager).

2.6 Roles and Responsibilities

3. Specification

3.1 Scope of work

The scopes of work for this contract is to supply and delivery of Aux Automation Control Spares, Conveyor Belt Control Spares, Major Instrumentation Control Spares, Pneumatic Actuators & Field Control Instrumentation Spares at Kusile power station as and when required basis as per below bill of material.

All spares and accessories delivered must be complete spares, ready for installation. Spares must meet the specifications of Kusile Power Station Pneumatic actuators. All deliveries must only occur after the receipt of an official order. All spares must be Quality Checked by an approved QC nominee from the End-User list of spares inspectors. No spare or accessory

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		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

shall be accepted without prior inspection and specification verification. All costs prior to delivery associated with complete spare shall be handled by the supplier concerned.

Note: The contractor who will be awarded this contract will be known as the “appointed contractor” and any contractor who be working for the Appointed contractor will be known as the “sub- contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Kusile power station and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure 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 must be retained by the contractor and a copy retained by the responsible manager.

A copy all the agreements must form part of the respective contractor’s SHE files.

Note: The agreement must be signed by both parties i.e Kusile Power Station (GX) Project Manager and the Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.

3.2.2 Site Access requirements

The Safety file package must be submitted to the OHS department **2 weeks** before the agreed project commencement date.

Before the successful Contractor commences with any work, the Kusile power station Project Manager/Contract Manager shall ensure that;

- i. A copy of the SHE Specification document is in the possession of the responsible person of the contracting company as well as the Kusile Power Station baseline risk assessment.
- ii. The responsible person of the contracting company and the Kusile power station project manager/contract manager have signed the Kusile power station section 37 (2) agreement.
- iii. The appointment of the Appointed Contractor have been concluded and signed by the Contractor and Appointed Project Manager.
- iv. The SHE plan has been discussed with the responsible person of the contracting company and approved in writing by the Kusile power station Contract Manager.

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	SHE SPECIFICATION	Template Identifier	240-73419711	Rev	2
		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

- v. A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- vi. Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Kusile power station SHE specifications to the Sub Contractor(s).
- vii. The OHS department shall assess and give written feedback to the appointed contractor.
- viii. The safety file has been approved by a form of a written letter from the Occupational Hygiene and Safety Department, the letter shall authorise the appointed contractor to commence with site establishment.

3.2.3 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:

- 1. being protected from exploitative labour practices;
- 2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child’s age; or
 - ii. 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 consideration must be 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 must be 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 effort must be exercised and child labour should not be used.

3.2.4 OHS Act and Legislative compliance

The appointed contractor and sub- contractors shall have an up-to-date copy of the OHS Act and regulations which will be available to all employees. The appointed contractor and all sub-contractors will comply with all the legislation pertaining to the issued scope of work.

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		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

3.3 Requirements specific to the issued scope of work

The Supply and delivery of Aux automation control spares, Conveyor belt control spares, Major instrumentation control spares & Field control instrumentation spares on an “as and when required” work falls under medium risk category as per the Eskom risk supply category. In compliance with legal and other requirements, the following requirements must be complied with fully:

- i. The supplier must submit a list of drivers that will be responsible for deliveries at Kusile Power Station
- ii. Attach a valid letter of good standing with the Compensation commissioner or other acceptable insurance
- iii. Attach valid certificates of medical fitness for all employees who will be part of the crew
- iv. Attach identification documents/ passport copies
- v. Attach certificates of competency
- vi. Attached proof of driver's license and PDP for the appointed vehicle operators
- vii. Attach proof of company's own induction
- viii. A copy of company SHE Policy
- ix. A copy of signed 37(2) agreement
- x. Attach documented safe work procedure i.e loading and off-loading, Incident Management, Risk Assessment, Covid Management
- xi. The appointed contractor must submit a Covid-19 risk assessment in line with the guidelines as issued by the Department of Labour
- xii. The appointed contractor must be in a position to declare any previous travel to high risk areas to date and further be in a position to submit proof of clearance from Covid-19 should there have been an exposure
- xiii. The appointed contractor must supply employees with at least 2 cloth masks over and above other masks that may be required due to the risk of the activities
- xiv. The appointed contractor must supply hand gloves and hand sanitizers to the employees
- xv. The transport used to transport the spares must be disinfected as per prescribed frequency

3.3.1 Appointed Contractor and sub-contractor Organogram

The Appointed contractor and subcontractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments. The organogram must be accompanied by CV's of the workforce as well as proof of competencies.

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	SHE SPECIFICATION	Template Identifier	240-73419711	Rev	2
		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

The Appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project SHE files.

3.4 Medicals

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

1. Appointed contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. The appointed Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The appointed contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.5 Requirements for vehicles

1. The appointed contractor must have a system/ process to manage vehicle access to laydown area/site.
2. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
3. Contractor vehicles can be subject to inspections by the contract/project manager

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		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

4. Vehicles which are not roadworthy will not be permitted to be used on site.
5. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
6. All vehicles must be fitted with fire extinguisher and first aid kit

3.6 Requirements for Drivers

1. The driver must have a valid national licence for the type of vehicle used.
2. The driver must have level 1 first aid training and basic fire extinguisher training
3. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
4. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands-free kit is used.
5. All drivers of such vehicles are to have valid medical fitness certificates.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.

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		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		

3.7 Risk Assessments (refer sec 8 & 9 of the OHS Act)

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.

Kusile Power Station shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.

The Appointed Contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

3.8 Incident Investigation

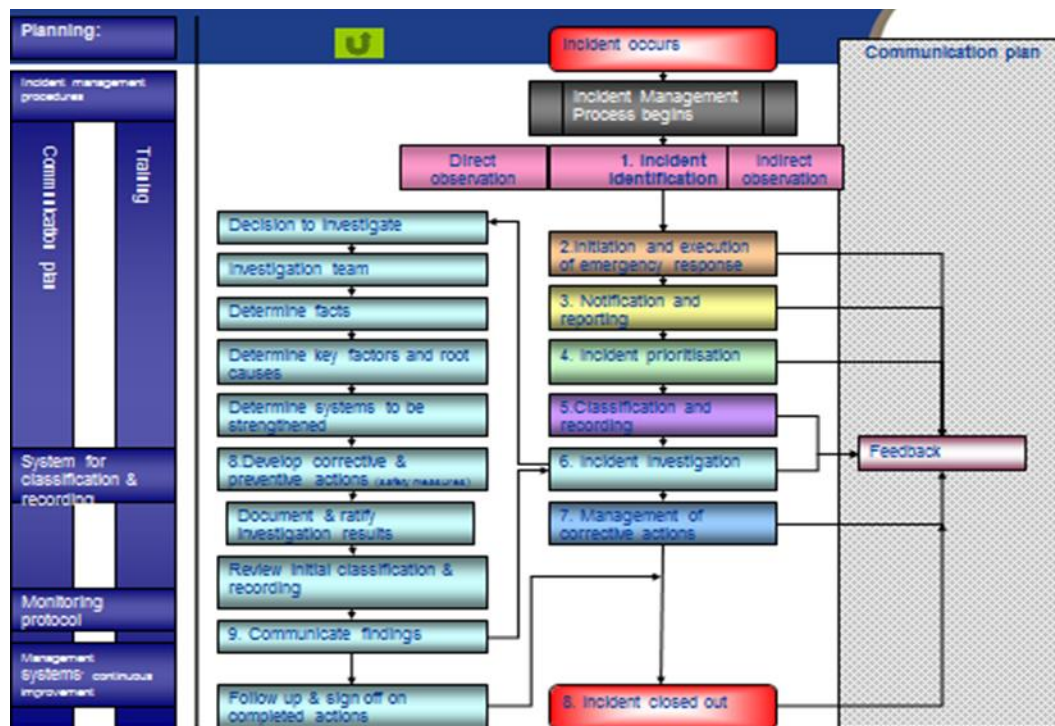
- i. All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.
- ii. Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- iii. Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.
- iv. 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.

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	SHE SPECIFICATION	Template Identifier	240-73419711	Rev	2
		Document Identifier		Rev	1
		Effective Date	April 2022		
		Review Date	April 2022		



3.9 Emergency Management

The appointed contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct at Kusile power station premises and how they will evacuate their laydown areas in case of any emergency. The contractor emergency management procedure must be in line with Kusile power station emergency response plan.

3.10 Non-Conformance and Compliance

1. 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.
2. Appointed contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.

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		Document Identifier		Rev	1
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		Review Date	April 2022		

Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.

3.11 Quality Requirements

The following category 3 deliverables needs to be submitted:

- a) The following documents needs to be submitted:
- b) Form A completed and signed. (Attached)
- c) The supplier may only submit the ISO 9001:2015 certificate. If it is not yet certified, the following documentation shall be submitted:
- d) QMS manual or a document that defines and describes the QMS and its Quality method statement based on its scope.
- e) Quality or SHEQ policy
- f) Documented information for defined roles, responsibilities and authorities.
- g) Quality Objectives approved by top management
- h) Documented information for control of nonconformity and corrective action
- i) Documented information for internal audit
- j) Documented information for control of externally provided processes, product, and services.
- k) Draft Project quality plan
- l) Quality control plan (QCP) or Inspection Test plan (ITP) or previous work done.
- m) More information on quality specification may be obtained from the supplier quality specification QM58.

3.12 Environmental Requirements

- i. Environmental Policy that is in line with ISO 1400:2015 signed by the company CEO
- ii. Aspect and impact register or an environmental management plan (relevant to the scope of work)
- iii. Environmental Management System Certificate (if certified) if not, an environmental management system manual or procedures
- iv. Waste Management Plan
- v. Proof of training of persons performing activities that could have significant impact on the environment

4. Acceptance

Null.

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5. Revisions

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