



**HEALTH AND SAFETY (H&S)  
SPECIFICATION FORM**

**Transmission Projects  
Delivery**

Title: **Supply and Delivery of Two  
Servers with Licenses, excluding  
Installation in Simmerpan and  
Sunilaws**

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**TPDMAN-SP-84**

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**NOTE TO SUPPLIERS AND THEIR SUB-CONTRACTORS**

*These specifications are Eskom's minimum Health & Safety (H&S) requirements, should not be construed as all-encompassing or static in terms of this or other amendments made during the project. The contractor must develop a H&S plan responding to these requirements, as well as other applicable legal and other requirements.*

*The contractor shall comply with relevant legislative requirements as well as recognised code of practice such as:*

- *Occupational Health and Safety Act 85 of 1993*
- *All applicable regulations.*
- *All applicable recognised international and national code of practices (South African National Standards – SANS)*
- *Eskom applicable procedures, standards, work instructions.*

*The Supplier shall not commence work on site until the H&S plan has been approved.*

*TPD in no way assumes the Contractors legal responsibilities. The Contractor is and remains accountable for the adequate execution of his H&S requirements, and that of appointed sub-contractors and suppliers.*

*The Contractor must take into account all information in this specification and ensure that their tenders include adequate resources and competences (see Annexure C) to deal with matters detailed herein.*

*This H&S specification forms an integral part of the contract, and contractors shall make it an integral part of their Contracts with sub-contractors and suppliers.*

*Eskom has endeavoured to address the most critical aspects relating to H&S issues in order to assist the contractor adequately provide for the H&S of employees on site.*

*Where Eskom has not addressed any H&S aspect pertaining to the construction work tendered for, the contractor shall include it in their H&S plan and inform Eskom of such issues when submitting the tender.*

*Where the client has submitted the hardcopies and softcopies to the Supplier, the hardcopies shall be the documents to take preference over the soft copies.*

*The contractor shall develop the Health & Safety plan as per the client H&S specification.*

- *The contractor shall incorporate details in terms of how COVID-19 is going to be practically managed, monitored, controlled, reported in relation to employees, visitors and members of the public.*
- *The contractor shall develop a detailed documented safe work procedure (SWP) to support the H&S Plan in effectively managing the risks of COVID-19 and make reference to the document in the H&S Plan.*

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**Eskom TPD Project Team**

***Eskom Project Manager:***

Manages the contract signed with the Supplier and ensures that H&S specifications are developed and issued with tender enquiries, and that the Supplier's H&S plan approved prior to commencement of work. He must ensure that applicable legal and other requirements are complied with by the Supplier and (if applicable) their contractors.

**S. Feldman**

**Initial and Surname**

**Eskom Construction Agent:**

Where a construction permit is required, the Agent shall act as the representative of the client. The duties of the client shall, as far as is reasonably practical, apply to the Agent.

**N/A**

**Initial and Surname**

**Eskom Engineering Manager:**

Ensures that the designer fulfils his professional and legal obligations with respect to the implementation of his design.

**B. Nala**

**Initials and Surname**

**Eskom Project/Site Manager:**

Is responsible for the overall management of the project on-site and is accountable to the Project Manager.

**TBA**

**Initials and Surname**

**Eskom SHEQ Manager/ Health and Safety Practitioner:**

Provides assurance, advice, and support to the project in the management of the H&S issues on the project. They will also assist in the development of project's H&S Specifications which will be issued with enquiry documents, and that the Contractors plans are submitted; evaluated and approved. They will be responsible for auditing and ensuring compliance to legal requirements.

**V. Mthimunya/ X. Shange**

**Initials and Surname**

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**HEALTH AND SAFETY (H&S) SPECIFICATION  
FORM**

Unique Identifier: **TPDMAN-SP-84**

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**Designer:**

Is responsible for the overall management of the project design as well as ensuring the management of the compliance of the completed works to the design during and after construction on site.

**D. Thakadu**

**Initials and Surname**

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## **1. Introduction**

The aim of the Health & Safety (H&S) specification is to provide Contractor/s and suppliers/national contracts with

- The overarching framework within which the Contractor is required to demonstrate compliance with Eskom's H&S requirements;
- Establish the manner in which the Contractor is to manage H&S risks in the execution of the contract, and
- Establish the manner in which the Client's H&S Agent will interact with the contractor.

This also provides the contractor with awareness of the risks relating to the scope of work, the project site as well as the project specific legal and Eskom requirements that they need to adhere to in order to demonstrate their commitment towards the zero harm of the environment and persons working on site and/or visiting the site.

Eskom strives to exceed the minimum standards prevailing in the construction industry and requires full commitment from all parties to be pro-active in order to achieve best H&S business practice.

TPD shall include the H&S Specification with the tender enquiry documentation to ensure that the tenderer is timeously made aware of:

- Eskom's requirements and information / prevalent hazards that can affect the H&S of persons at work directly or indirectly;
- Activities that may have an impact on the direct and surrounding environment.

The Supplier and their contractors shall develop H&S plan to meet the H&S Specification requirements as well as applicable legislation.

This H&S Specification may not address all hazards associated with any specialised activity or operation. The Supplier and contractors shall be responsible for developing their own H&S plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

The Coronavirus contributed to cases of pneumonia resulting in Severe Acute Respiratory Syndrome. The disease caused by coronavirus is called COVID-19. Symptoms are largely respiratory and range from mild upper respiratory tract manifestation to respiratory failure, multi-organ failure and death.

The virus is also contagious between people.

## **2. Supporting Clauses**

### **2.1 Scope**

This H&S specification sets out the minimum legal and organisational requirements for construction work that is specific to the scope of work, site and type of project.

### **2.2 Purpose**

To indicate to contractors the H&S requirements on the project, upon which their planning for the management of H&S will be based on and thus produce their H&S plan.

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### **2.3 Applicability**

This specification is applicable to all Suppliers, Contractors, Service Providers, and all the activities and processes carried out for and on behalf of TPD where construction work is performed. For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014 this specification shall also apply as a minimum.

### **2.4 Effective date**

This specification shall be implemented from date of approval.

## **3. Normative/Informative References**

Parties using this specification shall apply the most recent edition of the documents listed below.

### **3.1 Normative**

- [1] 32-727: Safety, Health, Environment and Quality Policy
- [2] 240-62196227: Life-saving Rules Standard
- [3] 240-62946386 Vehicle & Driver Safety Management Procedure
- [4] 32-37 Substance Abuse
- [5] 32-124 Eskom Fire Risk Management
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 32-95 Occupational Health and Safety Incident Management Procedure
- [8] 32-93 Eskom Vehicle and Driver Safety Management
- [9] 240-43848327 Employees' right of refusal to work in an unsafe situation
- [10] 32-418: Working from Heights Procedure
- [11] 32-520: Occupational Health & Safety Risk Assessment Procedure
- [12] 32-123: Emergency Planning
- [13] 32-407 Behaviour Safety Observation Procedure
- [14] Occupational Health and Safety Act and Regulations No 85 of 1993
- [15] 39-98: Safe use of Lifting Machines
- [16] 32-1126 Eskom Smoking Policy
- [17] 32-1134 Physical Access Control at Eskom Premises
- [18] Disaster Management Act, 2002: (Act No.57 of 2002)

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### **3.2 Informative**

**Note:** *The following is a list of documents that can be used as a guide in order to meet legal and Eskom requirements*

- [1] ISO 45001:2018, Occupational Health and Safety Management Systems-Requirements
- [2] ISO 9001:2015 Quality Management Systems- Requirements
- [3] Relevant South African National Standards for the task/Project.

### **4. Definitions**

**Baseline risk assessment:** (32-520) baseline operational risks refer to the H&S risks associated with all standard processes, as well as routine and non-routine activities in the business.

**Client:** any person for whom construction work is being performed.

**Competent Person:** a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act;

**Critical Lifts:** (1) any lift weighing in excess of 20 tons, (2) any lift involving a crane suspended work platform (man cage), (3) any lift over critical operating and/or process equipment and (4) any lift that exceeds 85 % of the crane's load chart (5) any lift that utilises more than one lifting device (Tandem Lift). (6) Load transfers. (7) night lifting.

**Eskom Requirements:** Eskom requirements, which evolve from directives, policies, standards, procedures, specifications, work instructions, guidelines or manuals

**Fall Protection Plan:** a documented plan, which includes and provides for:

All risks relating to working from a fall risk position, considering the nature of work undertaken, the procedures and methods to be applied in order to eliminate the risk of falling, and a rescue plan and procedures.

**Hazard:** a source of, or exposure to danger;

**Hazard identification:** 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 surveillance:** 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:** is a written document detailing work procedures and sequences of operations;

**On Site/Site:** any workplace where the contractor or his employees perform construction related work as agreed contractually with the client.

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**Planned Task Observation:** an independent observation made during the planned period in which the task is being executed.

**Pre-Task Risk Assessment:** a meeting held prior to the commencement of the day's work with relevant personnel (client representative included) associated with the task at hand.

**Risk:** the probability that injury or damage will occur.

**Risk Assessment:** a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.

**H&S File:** a file or other record in permanent form, containing the information on the H&S management system during construction including all information relating to construction phase after the handover to Client.

**H&S Plan:** a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the H&S specification. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Supplier or contractor and approved by the Client/Agent for which contracting work will be performed.

**H&S Specification:** a site, activity or project specific document prepared by the client / agent, pertaining to all H&S requirements related to the envisaged construction work.

**Safe Work Procedures:** a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.

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**5. Abbreviations**

<b>Abbreviation</b>	<b>Explanation</b>
<b>AIA</b>	Approved Inspection Authority
<b>COID Act</b>	Compensation for Occupational Injuries and Diseases Act
<b>CR</b>	Construction Regulations
<b>CHSA</b>	Construction Health & Safety Agent
<b>COVID-19</b>	Corona Virus Disease 2019
<b>DMR</b>	Driven Machinery Regulations
<b>DSTI</b>	Daily Safety Task Instruction
<b>FAS</b>	Fall Arrest Systems
<b>GSR</b>	General Safety Regulations
<b>HCS</b>	Hazardous Chemical Substances
<b>H&amp;S</b>	Health and Safety
<b>HIRA</b>	Hazard identification and risk assessment
<b>HV</b>	High Voltage
<b>LMI</b>	Lifting Machine Inspector
<b>LME</b>	Lifting Machine Entity
<b>LTIR</b>	Lost Time Incident Rate
<b>LV</b>	Low Voltage
<b>NQF</b>	National Qualifications Framework
<b>OHNP</b>	Occupational Health Nursing Practitioner
<b>OHS Act</b>	Occupational Health and Safety Act No. 85 of 1993
<b>OHS</b>	Occupational Health and Safety
<b>PPE</b>	Personal Protective Equipment
<b>PTO</b>	Planned Task Observations
<b>SHE</b>	Safety, health, and environment
<b>SHE/Q</b>	Safety, Health, Environment / Quality
<b>SETA</b>	Skills Education Training Authorities
<b>SWP</b>	Safe Work Procedure
<b>TPD</b>	Transmission Projects Delivery

**6. Roles and Responsibilities****6.1 Commitment**

Visible commitment is essential in providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular H&S aspects of the project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management to ordinary employee.

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## **6.2 Supplier's accountabilities for their Contractors**

- Where a Supplier procures the services of a contractor, he shall first inform the Client. Such contractor shall also comply with the Client's H&S requirements.

The Supplier shall have the same roles and responsibilities in relation to the contractors as the roles and responsibilities between Supplier and client

- The Supplier is accountable for the actions of his contractors. The Supplier will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- The Supplier shall ensure that appointed contractors have the necessary competencies and resources to perform the work safely.
- The Supplier shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the Client H&S specification. The contractor shall then develop a suitable and sufficient H&S Plan, and submit to the Supplier for review and approval.
- The Supplier shall have a disciplinary process to deal with H&S transgressions on site.
- The Supplier shall provide a list of names and contact telephone numbers of all his employees as well as the contractor employees on site. This list shall be updated as and when new contractors commence on site.
- The Supplier shall keep a record of all employees including the contractor employees, including date of induction, relevant skills and licenses, and be able to produce this list at the request of the relevant officials. These records shall be kept in the H&S file on site.
- The Supplier shall ensure that his managers / supervisors give employees clear and unambiguous instructions during the execution of construction works. The instructions shall include:
  - description of the objective/scope of work;
  - sequence of work/method statements;
  - hazard identification and risk assessment (prior to commencement of work);
  - Precautionary/preventative measures that are to be taken; and
  - Identification of sensitive features that may be impacted upon by the project, etc.
- Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work. They must be made aware of their responsibilities during induction and awareness sessions some of which are:
  - Familiarising themselves with their workplaces and health and safety procedures;
  - Working in a manner that does not endanger them or cause harm to others;
  - Keeping their work area tidy;
  - Reporting all incidents/accidents and near misses;

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- Protecting fellow workers from injury;
- Reporting unsafe acts and unsafe conditions;
- Reporting any situation that may become dangerous;
- Carrying out lawful orders and obeying health and safety rules.
- Declaring to the employer if taking medication, which may have intoxicating effects.
- Any employee who becomes aware of any person disregarding a health & safety notice, instruction or regulation, shall immediately inform the person concerned. If the person persists, stop the person from working and report the matter to the Eskom Site/Project Manager and the Supplier Supervisor immediately.

## **7. Management and Supervision of Work**

The Supplier shall ensure that the performance of work is managed and supervised in accordance with the requirement.

The number of appointed persons shall be determined by the size and the risk of the project.

## **8. Process for Monitoring**

This document is subject to document control procedures and will be updated when due for revision or when conditions dictate.

### **8.1 Related/Supporting Documents**

Annexure A – SHEQ Policy 32-727

Annexure B – TPD SHEQ Statement of Commitment

Annexure F- Pre-Task Planning Template

Annexure G- National Road Template

Annexure H- Flash Report template

## **9. Document Content**

### **9.1 NOTE TO SUPPLIER AND CONTRACTORS**

This H&S specification is Eskom's minimum requirements and is not exhaustive. The contractor shall develop a H&S plan in accordance with this specification, as well as the relevant applicable legislation. Eskom in no way assumes the Supplier legal responsibilities. The Supplier is accountable for the quality and the execution of his health and safety program for his employees and contractor employees.

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## **10. H&S Specification**

### **10.1 Project and Scope of Work Details**

**Location:** The supply and delivery of two servers with licenses, excluding installation at Simmerpan NMC (Network Management Centre) and Sunilaws in the EC NMC.

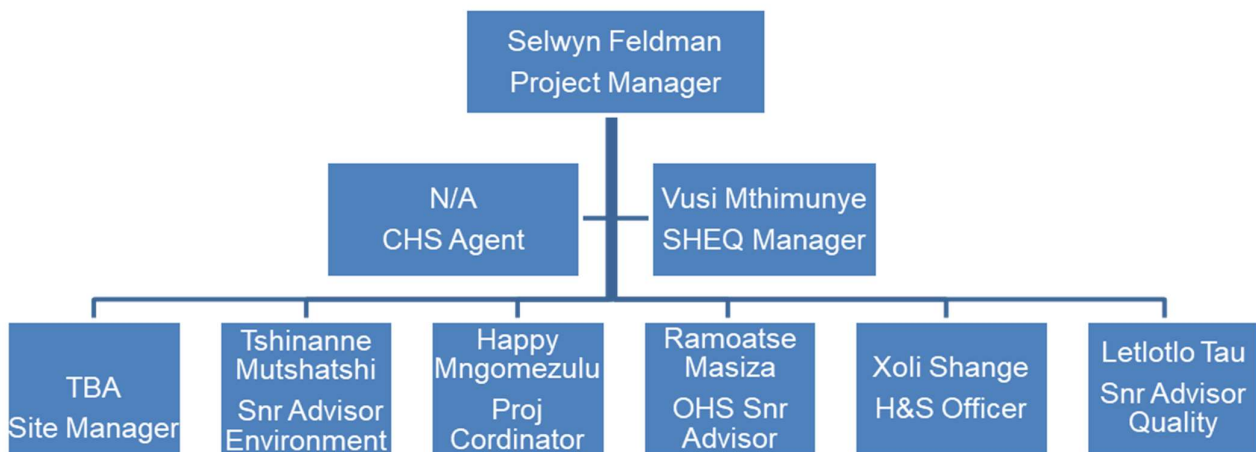
GPS Coordinates: TBA

### **10.2 Project description/ scope of work: TBA**

**Program details:**

**Client and Supplier: Details, Accountabilities and Responsibilities:**

### **10.3 The Eskom Project Organogram:**



### **10.4 Suppliers**

The Supplier has primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act. None of the additional safety requirements specified by the Client reduces the Supplier's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

The Supplier shall be appointed and shall be responsible and accountable for all legal and Eskom requirements.

The Supplier may appoint in writing contractors to assist in the works.

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### **10.5 Compliance and Non-Conformances**

Supplier shall comply with relevant legal and other requirements as part of the contract. Expenses to the Supplier, which result from such compliance, as well as any site-specific requirements, will be for the Supplier account.

Where the Supplier appoints another contractor, the same roles and responsibilities in relation to the contractor as the Client has in relation to the Supplier.

The Client/Agent's reserves the right to stop work and issue a non-conformance report whenever H&S violations are observed from the Suppliers and their contractors, after engaging and making both aware of such. Expenses incurred as a result of such work stoppage and standing time shall be for the Suppliers account. Any non-conformances/findings/observations found in these audits/inspections on contractors shall be raised and discussed with the relevant Supplier (with whom the contractor is contracted with).

The requirements within this specification should not be considered exhaustive and the Client reserves the right to add, delete or modify conditions where it is considered to be appropriate.

**No claim shall be accepted as a result of any costs or delays being incurred due to the Supplier or his contractors not complying with legislation, applicable Eskom Procedures and Standards.**

### **10.6 Legal and Other Requirements**

All Supplier shall comply with the relevant applicable legislation, specifications and standards in accordance with the scope of the project.

As a minimum but not limited to the following:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations
- Compensation for Occupational Injuries and Diseases Act (COID Act)
- ISO 45001: 2018, ISO 9001 and ISO 14001-Contractor shall use as guidelines.
- Disaster Management Act, 2002: (Act No.57 of 2002)

## **11. Section 37 (2) (Legal) Agreement**

A section 37(2) agreement shall be signed between Eskom and the Supplier at the time of contract award.

The Supplier shall ensure that a section 37(2) agreement is compiled between himself and his appointed contractors, where necessary or applicable

The original copy of the section 37(2) agreements shall be retained by the contractor and a copy retained by the Eskom responsible manager.

Copies of all agreements must form part of the respective contractor's H&S file.

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## **12. Hazardous Work by Children (Child Labour)**

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

- a) *being protected from exploitative labour practices;*
- 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
  - Places 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 6 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 the work performed is not prohibited in terms of the constitution, such work shall 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 all efforts must be exercised to avoid it.

## **13. OHS Act**

Supplier shall ensure that an up to date copy of the OHS Act and relevant Regulations is readily available on site to all employees.

## **14. Costing for H&S**

The Supplier and contractor shall ensure that the submitted tender adequately makes provision for the cost of H&S.

**Note:** the costing for H&S must be itemised based on the overall scope of the project e.g. resources, provision of PPE, occupational hygiene, occupational health, etc.

## **15. Appointment of a Supplier**

The Supplier shall be appointed in writing by Eskom Project Manager on contract award and shall be responsible and accountable for implementing the relevant legal and Eskom requirements for the duration of the works.

## **16. Appointments and Competencies**

The Supplier shall ensure that appointees are made aware of their accountabilities and responsibilities in terms of their appointments, and advise and assist them in the execution of their duties.

The Supplier shall ensure that competent persons are appointed in writing in accordance with the applicable appointments.

Copies of all the appointments shall be kept on file.

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**17. Site Induction****17.1 General construction site induction carried out by the Supplier**

The Supplier shall ensure that all their employees undergo their company's induction with regard to the general hazards prevalent on the work site, rules and regulations, and other related aspects.

**18. Public Safety**

The OHS Act requires that employers be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

**19. Project and Site Rules (Zero Harm to People and the Environment)**

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation, which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

**Eskom Life Saving Rules**

Five Life Saving rules have been developed that apply to Eskom employees, agents, consultants, contractors and visitors. Failure to adhere to these rules will be considered a serious transgression. These rules are implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.

The rules are:

<b>RULE</b>	<b>DESCRIPTION OF RULE</b>
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> (That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/ exposes himself/herself to a fall from or into.
Rule 3	<b>BUCKLE UP</b> 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	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty

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Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.
--------	--

**Eskom will take a stance of zero tolerance on these rules**

Non-compliance to a Life Saving Rule shall be considered a serious misconduct and will lead to serious disciplinary action, which may include dismissal.

No person under the influence of alcohol, drugs or medication or any other condition that may render him incapable of controlling himself or other persons under his charge shall be allowed to enter the site.

All safety and warning signs shall be obeyed at all times.

Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

The Supplier must have a process in place to address employees that have contravened Health and Safety Requirements.

- **Smoking**

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy).

- **Cellular Phones**

Cellular phones shall not be used in areas where their usage is prohibited.

A contractor shall develop and implement a risk based cell phone policy for a particular construction site.

- **Fire Extinguishers**

A Supplier shall have a layout plan (site offices, laydown area) where fire-fighting equipment is located.

- **Vehicles and Traffic Rules**

Supplier and contractor shall ensure that drivers and passengers wear seatbelts while travelling in a motor vehicle.

No passengers shall be permitted to be transported at the back of trucks or light delivery vehicles (LDV).

Passengers shall only be permitted to be transported at the back of such vehicles if fitted with a specially designed crew cab with appropriate seating and seat belt per passenger, by the manufacturer and manufacturer appointed fitment centre.

Where a vehicle licence conditions stipulate the number of persons to be transported on the vehicle, such number shall not be exceeded.

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- **Substance and Drug Abuse Management**

The Supplier shall provide a Substance Abuse management policy/procedure in line with the Eskom Substance Abuse Procedure 32-37.

The appointed testers for substance and drug abuse management shall be appointed in writing and given the relevant training.

## **20. Disciplinary Process**

The Supplier shall have a disciplinary process / procedure to deal with employees who transgress organisational and legal requirements.

## **21. Hazard Identification and Risk Assessment**

The client shall prepare and provide a Baseline Risk Assessment for an intended construction work to the Supplier as part of the contract package.

## **22. Pre-Task Risk Assessment**

The Contractor shall on a daily basis and for every task to be performed, conduct a daily pre-task risk assessment with employees involved with the task(s), such as DSTI. The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. This will highlight critical steps from the method statement (safe work procedure) to ensure that work is performed in a safe manner. Proof of communication as well as confirmation that it was received and understood by all will be recorded and kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Supplier's safety file.

## **23. Safe Work Procedures / Safe Work Method Statements and Practices**

The Supplier shall compile site-specific work safe work procedures for the activities.

## **24. Training and authorization**

All work at heights appointments and competency certificates shall be kept in the Health and Safety File.

### ***Ladders (Portable)***

- Ladders used on the site shall comply with the OHS Act and Regulations, the relevant SANS standards or other recognised international standards.
- Damaged ladders shall be clearly marked and Quarantined and removed from the project site.
- Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 and 13A.

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## **24.1 COVID-19**

### **Hierarchy of Controls must be adhered to/ applied**

- Avoid close contact with people who are sick or show symptoms that are associated with COVID-19 virus. .
- Wash hands often with soap and water or alcohol-based sanitiser (70% alcohol).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay at home when you are sick and report to your respective supervisor/manager. Seek medical help
- Practice safe coughing, sneezing and nose blowing etiquette; e.g. bended elbow/ cover your mouth/cough or sneeze with a tissue. Safely disposed of the tissue in a covered bin or plastic pocket.
- Clean and disinfect frequently touched objects and surfaces.
- Employees to disinfect their workstations including frequently touched equipment (e.g. computers, printers etc.)
- Have a schedule to disinfect workstations, adhere to the frequencies and provide proof in a form of signed check-sheets.
- The Contractor shall develop the COVID-19 Policy and Risk Assessment as per the current promulgated COVID-19 Disaster Management Act. Proof of the COVID – 19 Policy and Risk Assessment submitted to the Department of Employment and Labour shall be kept on site.
- Ensure that the COVID-19 Plan is continuously reviewed as new amendments are promulgated by the COVID-19 Disaster Management Authorities.

### **Transportation of employees to work**

- Social distancing must be adhered to at all times
- Daily disinfection of transport modes before and after transportation of employees and keeping of signed and updated disinfection schedule/registers.

**NB!** The attached addendum must be read and complied with regarding matters of COVID-19.

## **24.2 Medical Surveillance Programme**

The Supplier shall ensure that their employees are in possession of a valid medical certificate of fitness (COF).

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### **24.3 Emergency Care**

A list of emergency numbers (local emergency numbers and Eskom ER24 numbers) shall be posted where it is visible in the offices places such as information H&S board, eating area etc. The Supplier and contractor shall ensure that all employees are familiar with the emergency numbers.

Where the Supplier or/and contractor has established their own contract with a specific service provider, those numbers must be part of the induction and be used in conjunction with local or Eskom numbers. It must be made clear to the employees that in any event one of the numbers must be used or the combination to ensure that the life of the individual is preserved.

Emergency numbers shall be part of the induction.

Eskom has established a contract with ER24 (084 124) for employees and its contractor employees for emergency medical assistance incurred whilst on duty anywhere in South Africa. The telephone number is 010 205 3400.

### **24.4 Compensation of Occupational Injuries and Diseases Act (COIDA)**

The Supplier and contractor shall submit proof of registration and valid letters of good standing with the compensation fund or a licensed compensation insurer. The Letters of Good Standing shall reflect the names of the Supplier/contractor/s and be categorised according to the relevant construction activity.

### **25. Emergency Preparedness and Response**

The Supplier shall make use of the specific substation emergency preparedness and response plan.

### **26. Signing off of the contract**

No project shall be signed off before the client has assessed the activities completed in relation to environmental liabilities/requirements and health & safety outstanding issues.

### **27. Forums for Governance and Communication**

Governance and communication structures shall be established on site where project H&S matters shall be discussed. The agenda, minutes and attendance registers of H&S meetings shall be available.

**NOTE: These meetings do not replace or act as a substitute for the required statutory meetings.**

Statutory H&S Committees in terms of Section 19 and 20 and General Administrative Regulations 5 of the OHS Act and Eskom requirements shall be established.

### **28. Construction Vehicles and Mobile Plant**

Construction vehicles and equipment shall comply with the relevant legal and other requirements like Construction Regulations 23, the National Road Traffic Act, the Mine Health and Safety Act, National Environmental Act and Eskom Vehicle Safety Specification Procedure 240-62946386.

**The following requirements are applicable during operation of construction vehicles:**

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- A Supplier/ contractor shall ensure that construction vehicles and mobile plant are operated by persons with appropriate training, certified competent and in possession of proof of competency, and authorised in writing to operate those construction vehicles and mobile plant;
- Designated drivers shall be in possession of an appropriate valid driver's licence for the class of vehicle operated. The driver's license shall be kept by the person so authorised who shall produce such card on request.
- All construction vehicle operators, flagman/banksman/signalman/pointsman shall wear visible PPE at identified high-risk construction sites, and shall be visible to the operators during the day or night.
- Heavy construction vehicle parking sites, driveways, or any site shall be designed in such a way that no reversing is required. Where reversing is unavoidable, it shall only be done in the presence of a flagman or a banksman.
- The contractor shall develop a vehicle and pedestrian management plan.
- Relevant traffic signs shall be displayed.
- Reverse beepers shall be fitted on construction vehicles.
- Drivers of construction vehicles and mobile plant shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations.
- The speed limit within the bounds of the construction site shall be clearly stipulated and communicated to everyone and be part of the induction.
- Drivers / operators shall not text or talk on cell phones or two-way radios while driving.

The Supplier/ contractor shall ensure that employees do not:

- Ride on back of light delivery vehicles, cranes or other mobile plant equipment.
- Leave vehicles unattended with the engine running.
- When unattended, vehicles shall be locked, chock blocks fitted and keys removed;
- Vehicle shall be searched on the premises or when entering or leaving the premises.
- The Supplier/ contractor shall be responsible for the safety and security of his vehicles (including private vehicles) on the premises.
- The Supplier/ contractor shall maintain his vehicles in roadworthy condition with valid licenses. These vehicles shall be subject to inspection by the Client representative. Un-roadworthy vehicles shall not be allowed to site.
- Construction vehicles shall be operated in accordance with the license requirements. Where a vehicle licence stipulates the number of persons to be transported on the vehicle, such number shall not be exceeded.
- Where the Supplier/ contractor do not own the equipment, the Supplier is still responsible for ensuring his contractors comply with requirements or hire companies (service providers).
- Precautions shall be taken to lash loads properly. Loads projecting from vehicles shall be securely loaded and, in daytime, a red flag attached to the load, during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

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- Supplier/ contractor shall ensure that construction vehicles and plant are maintained according to the manufactures specifications. Servicing and repairs shall be carried out in a designated area.
- Construction vehicles and mobile plant whose vision is impaired when reversing shall have a beeping siren/hooter when reversing. This includes trucks, cranes, loaders, etc.

## **29. Housekeeping**

The Supplier/ contractor shall maintain a high standard of housekeeping on site. Prompt disposal of waste materials, scrap and rubbish is essential.

The Supplier/ contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards, and document the results of the inspection.

## **30. Signage**

Symbolic safety signs shall comply with the requirements of SANS 1186.

The display of the following signage is mandatory:

- The Supplier sign shall be posted at their site offices and shall have the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden, Construction Health and Safety Agent and Construction Permit.
- The Contractors shall provide the signage in accordance with the scope and work area.

## **31. Hazardous Materials/Chemicals Management**

Hazardous Chemical Substances (HCS) shall be managed in accordance with HCS Regulations.

Before a HCS is brought to the site, the Supplier/contractor shall supply the Client with:

- Safety Data sheets (SDS) in accordance with the requirements of the OHS Act
- Proposed arrangements for safe storage;
- Proposed methods for handling/usage;
- Proposed method of disposal;
- Hazard communication / training plan.

## **32. Flammable and Combustible Liquids**

Use and temporary storage of flammable and combustible liquids shall be managed in accordance with Construction Regulations (CR 25) and GSR 4 of the OHS Act 85 OF 1993.

The Supplier/contractor shall submit official proposal to store fuel on site to the client (where applicable). The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.

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### **33. Compressed Gas Cylinders**

Use and temporary storage of Compressed Gas Cylinders shall be managed in accordance with the General Safety Regulation 9 of the OHS Act 85 of 1993 and SABS 10019:2011 and 10263-2:2015.

### **34. Personal Protective Equipment (PPE)**

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.

Supplier/ contractor shall use the relevant international/national recognised (technique/model) approved risk based PPE at all times, as a minimum:

- Head protection hard hat (with 3 point chin straps);
- Steel toe capped safety boots;
- Eye protection. Where mandatory wearing of impact Safety Spectacles with side shields.
- Long sleeved and long pants protective clothing (with high visibility stripe) applicable mainly to site based employees;
- High visibility vests; (long sleeve vests, unless the arms are covered – the bib can be worn) applicable mainly to site office based personnel and visitors.
- Refer to General Safety Regulation 2 of the OHS Act.

#### **34.1 Issue, Replacement and Control of PPE**

The Supplier/ contractor shall provide a detailed procedure with a matrix on the issuing, maintenance, replacement and disposal of PPE for all his employees on site.

The Supplier/ contractor shall keep an updated register of all PPE issued.

### **35. Machinery, Tools and Equipment**

- Machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded such that persons cannot gain inadvertent access to the moving parts.
- Machinery, tools and equipment shall be regularly inspected, as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment shall be numbered or tagged so that it can be properly monitored and inspected.
- Machinery, tools and equipment shall have the necessary approved test or calibration documentation, where applicable, prior to being brought onto the premises
- Employees operating or using machines and tools shall:
  - Be competent.
  - Have a valid competency-training certificate.
  - Have proof of any form of task related training.
  - A legal appointment specific to the machinery he/she is operating

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- Be made aware on the use of inspection checklist

### **36. Machine Guarding**

Machine guards, inside of guards and moving or rotating parts shall be painted as per statutory requirements

A competent person shall inspect machine guards as per statutory requirements and by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

### **37. Hand Tools and Pneumatic Tools**

Pneumatic tools shall be numbered, recorded and inspected as per statutory requirements, and by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications.

Users prior to use shall inspect hand tools.

The Supplier/ contractor shall have a policy on makeshift tools safety on site.

### **38. Pressure Equipment**

The Supplier shall ensure that an Approved Inspection Authority (AIA) in accordance with the Pressure Equipment Regulations 7 inspects pressure equipment.

Pressure equipment shall be provided with at least one safety valve and such valve shall be kept locked or sealed in accordance with the Pressure Equipment Regulations 10.

The pressure equipment shall be provided with a manufacturer's plate in accordance with the Pressure Equipment Regulations 9.

The pressure equipment shall be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

### **39. Lifting Machines and Lifting Tackle (DMR 18, CR 19 and SANS Codes)**

#### **(Mobile Cranes, Chain Blocks and Lever Hoists)**

The Supplier shall ensure that the use of lifting machines and tackles conform to the requirements of the DMR and CR, SANS 12480-1: 2006 (Safe use of Cranes), Eskom Procedure 39-98 (Safe use of Lifting machines and lifting tackle) and other relevant requirements.

- When equipment is brought to site, the contractor-authorised personnel shall inspect it as appointed in accordance to SANS 12840-1: 2006.
- The Supplier shall ensure that an operator specifically trained for a particular type of lifting machine operates every lifting machine as listed in the National Code of Practice and in possession of a valid permit (although the code of Practice has been withdrawn, contractors shall use it as a guideline).
- When making use of an external contractor to do lifting work, the Supplier/ contractor shall, after looking at his portfolio, ensure that the operator is competent, and shall issue the operator with a temporary permit.

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Supplier/ contractor shall conduct audits/inspections to ensure that the contractor complies with legal requirements.

- The Supplier/ contractor shall verify that ropes, chains, hooks and other attaching devices, sheaves, brakes and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the lifting machine was manufactured. This shall be carried out by a registered LMI, appointed by a registered LME who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.
- Lifting machine and lifting tackle operators shall be in a possession of a medical certificate of fitness as per Construction Regulation Annexure 3
- Before using a lifting machines or tackle the operator shall inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- Lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, in accordance with SANS 19.
- Lifting tackle shall be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected to prevent damage or deterioration when not in use.
- Lifting tackle shall be recorded on a register.
- The test/inspection certificate of the lifting equipment's shall be available on site and be filed
- Hooks shall be fitted with a safety latch/catch in a good operational condition.
- A lock out system must be implemented to ensure that only a competent and authorised operator can draw lifting machines and fork lifts.
- All lifting tackle shall be conspicuously and clearly marked with identification particulars and the maximum mass load, which it is designed for.
- No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of The Department of Employment and Labour.
- Account should be taken of wind forces. Lifting machines are erected taking into account a safe distance from excavations, and with the erection of tower cranes, a tower crane application accompanied by a method statement, risk assessment and geotechnical study shall be given to the engineer for approval.
- When working in close proximity to power lines, the Supplier / contractor shall apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
- Supplier / contractor shall ensure that employees are adequately informed of the hazards when working in close proximity to overhead power lines and electrical installations.
- Rigging studies shall be conducted for all critical lifts.
- Employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed should the load should swing or fall. They shall not pass or work under the boom or any crane or excavator or barricading.
- Guide ropes shall be used to prevent loads from swinging. (Manila ropes)

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- Only loads of up to 5ton can be lifted by a person with basic rigging, depending on the complexity of the load. Only a qualified rigger will a tandem lift or a complicated lift do such lifts. Above 5 ton, a qualified Rigger with a red seal ticket will conduct all the lifts, and should the lift become critical, a critical lift procedure will be completed accompanied by a rigging study and risk assessments.
- Hand signals shall be visibly displayed on cranes and the SANS 10296: 2008 standard must be used to ensure uniformity. Crane operators, riggers shall be trained according to the SANS 10296: 2008.
- An authorised appointed person when conducting maintenance and inspections shall issue permits.
- An illumination survey should be conducted prior to the start of work where lifting is performed at night.
- All truck mounted cranes and stringing machines shall be fitted with Equal Potential Foot plates when working in close proximity of power lines.
- Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with the Tobacco Control Act and legislation requirements.

#### **40. Electrical Installations and Machinery on Construction sites**

The Supplier / contractor shall ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.

An appointed competent person must inspect temporary electrical installations used by the contractor at least once a week. The inspection findings shall be recorded in a register kept on the construction site.

#### **41. Permit to Work**

Supplier / contractor shall adhere to the approved Eskom Permit to Work System to control identified high-risk activities. There will be only one Permit to Work system (Eskom) on the construction site.

If any type of work requires a permit, Supplier / contractor shall be trained, competence assessed and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom regulations.

#### **42. Excavations, Trenches and Floor Openings**

- Requirements in Construction Regulation 13 of the OHS Act, shall apply.
- Digging, excavation, or driving a peg, pile or spike into the ground operations by the Contractor may not commence without the written authorisation from the Client.
- Prior to commencing with excavation or trench work, a ground penetrating radar survey/scan shall be conducted to determine the location of underground installations; i.e., sewer, telephone, water, fuel, gas, electrical, etc. Where underground services are detected, the affected utility owner(s) must be informed / contacted and advised of the proposed work.
- Overhead hazards shall also be assessed and dealt with prior to commencement of work.

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Note: Barricading shall be of the rigid type.

No danger tapes are allowed for barricading purposes.

### **43. Working near Public Roads**

- Supplier / contractor employees required to work on or near roadways shall wear high visibility vests, and be protected by red cones or flags during daylight and by red or amber flashing lamps at night.
- Work areas must be adequately barricaded to prevent unauthorised access.
- Road traffic warning signs shall be placed well ahead of the work area.
- The Contractor shall have an approved plan when crossing the Public roads during line crossing; this would be applicable for transmission power-line projects.

### **44. Work Stoppage**

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe.

Two work stand down interventions to be planned each financial year. These engagements will focus on amongst others, the pro-active reviews of programmes/plans and the implementation thereof, audit findings & associated action plans and peer reviews.

The temporary stoppage of an activity/activities or task(s) due to H&S concerns shall not warrant any financial compensation. For example:

- Safety intervention by Eskom management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant Supplier / contractor shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack.
- Safety intervention by any person, especially functionaries, due to unsafe work or unsafe behaviour by the Supplier / contractor. The conditions that gave rise to the work stoppage will determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

Work stoppage/Stand down due to Eskom request or/and authorities such as Department of Employment and Labour (Department of Environmental Affairs (DEA) etc., shall not be compensated due to non-compliance with legislative/statutory requirements.

**NOTE:** Work stoppages that are initiated due to related incidents shall not warrant any financial compensation claim lodged against Eskom.

### **45. Audits/Inspection**

Eskom reserves the right to conduct unannounced audits/inspection on contractors.

There will be monthly audits conducted by Eskom on the Supplier/s and/or contractors. These audits shall be attended by the contractor's site manager or the representative.

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Supplier shall conduct audits monthly on contractors on the implementation of the contractor's H&S Plan and legal requirements. A summary of the findings and the proposed corrective actions shall be submitted to the client. The report shall be submitted within one week after completion of the audit.

In cases where a Supplier / contractor have a third party legal compliance verification audit that conducted on the site activities, a copy of the summary of the findings and the proposed corrective actions shall be submitted to the client. The written report shall be submitted within one week after the completion of the audit.

The Supplier shall conduct inspection on all high-risk activities and the report shall be prepared and shared with the respective personnel. The report shall be available on site for information purpose for the client or authorities such as Department of Employment and Labour.

The results of the audit conducted and inspections shall form part of the agenda item on the Health & Safety Committee. This shall include the corrective and preventative action and a register to indicate the closed or open items. This shall be in a form of action item and be traced on a monthly basis.

## **68. Non-Conformance and Compliance**

Suppliers are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. Similarly, appointed contractors must implement a non-conformance procedure.

The procedure for the issuing and closing-out of non-conformance reports shall be strictly adhered.

Contractor project management must monitor the closeout of non-conformances issued.

Root Cause Analysis shall be carried out on the non-conformity in order to take appropriate action to prevent a recurrence and deal with the consequences

## **69. Compliance and Approval of Contractor Health & Safety (H&S) Plan**

The Supplier shall evaluate Contractor's H&S Plan against a compliance checklist to ensure compliance with the requirements in the Eskom specifications and statutory/legislative requirements. Once satisfied, the Supplier shall approve the Contractor H&S Plan (See Annexure D for the minimum contents of H&S Plan).

Supplier shall monthly conduct audits on contractors on the implementation of the contractor's H&S Plan and compliance with statutory/legislative requirements. The report shall be submitted to the client with the action plan that include the findings, root causes, corrective action actions, preventive actions, responsible person, targeted due date, status of each item (open or closed) and the proof of closure must be available on site.

The above information shall form part of the H&S committee standard items.

## **70. Contractor Performance Evaluation**

Eskom shall evaluate Supplier performance on an ongoing basis against the Eskom requirements and statutory/legislative requirements.

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## **71. Investigation of Fatalities / Injuries / Diseases / Near Misses (Supplier and Contractors)**

- The Supplier/contractor shall report all incidents/accidents as required in terms of legislation including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities); Section 24 and 25 incidents; electrical contact; major equipment damage; chemical spillage and other environmental incidents within 24 hours or before the end of the work shift.
- All incident-reporting, recording, classification and investigation will be done according to the requirements set out in the Eskom document 32-95 (latest revision).

*See Annexure H for Initial Notification Report*

## **72. Behavioural Safety Observations and Inspections**

The Supplier must ensure that Behavioural Safety Observations and Inspections are conducted in order to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, contractors or their supervisors. (Refer to Eskom Behavioural Safety Observations procedure 32-407)

## **73. Monthly Statistical and Non-Statistical Reports**

The aim of this section is to outline all the incidents the Contractors must report to Eskom. Reporting must not be later than the client stipulated date, monthly. The reporting format is indicated on Form 75 :( Refer to Annexure E)

## **74. Contractors Health & Safety (H&S) Plan**

The Supplier shall use this H&S (SHE) Specification to develop a suitable and sufficient H&S Plan, to be submitted to the client. The H&S plan shall be structured in accordance with the items as per this H&S (SHE) specification.

The Supplier shall not commence work on site until the client has approved the H&S plan.

When a Supplier intends appointing the Supplier shall develop a contractor, the H&S specification and ensure that it is relevant to the scope of work of the contractor to be appointed.

The contractor shall not commence work on site until the Supplier has approved the H&S plan.

The Supplier / contractor H&S plan shall demonstrate management's commitment to H&S, and shall, as a minimum include the elements in the attached ANNEXURE D.

## **75. H&S File**

The H&S file shall be in accordance with the client requirements.

The H&S file shall be kept on site and available on request for audit and inspection purposes, and shall be handed over to the Client at the end of the contract in accordance with client requirements

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The contractor shall prepare the records to be handed-over and save them on the USB (the records/documents shall be categorised as per checklist items) in accordance with TPD Handover Checklist, see Annexure J for Project Handover check sheet

Note: Selective hardcopies shall be part of the hand-over where specified.

## **76. Hours of Work**

Work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

The Supplier shall notify the client of any work that needs to be performed after hours according to the agreed arrangements. (The notification shall be submitted timeously).

Where applicable, the notification shall include proof of application for overtime to The Department of Employment and Labour and/or the letter of approval from the same department.

## **77. Employees' right of refusal to work in an unsafe situation**

Refer to Eskom Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment that promotes zero harm by empowering employees and contractors to take responsibility for their own safety and that of others.

## **78. Contract Sign Off**

On completion of the project, all appointed contractors shall close out their project documentation and H&S Files and submit such to the Supplier. The Supplier shall likewise close out his/her project documentation and H&S files and handover it to the client.

*See Annexure J for Project Handover check sheet*

## **79. Omissions of this H&S (SHE) Specification**

Eskom has endeavoured to address the most critical aspects relating to Health & Safety (SHE) specification issues in order to assist the contractor to adequately provide for the health and safety of employees on site.












Where Eskom has not addressed some aspects pertaining to the construction work tendered for, the contractor shall include it in the H&S plan and inform Eskom of such issues when submitting the tender.

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**Appendix A – Eskom Document Hierarchy**

 Annexure A - Eskom SHEQ Policy Poster.pdf	 Annexure B_PDP Statement of Commit	 Annexure C_Appointments and
 Annexure D_Minimum SHE Plan	 Annexure E_Monthly Statistics_Daily head	 Annexure F - Pre-task planning for
 Annexure G_Extract from the NRTA	 Annexure H - Initial Notification_Flash Rej	 Annexure I_Portable toilet specification
 Annexure J - Contractor OHS File f	 Annexure K_Eskom COVID-19 Health an	

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## **ADDENDUM**

**Name of Document: Eskom Health and Safety (H&S) Specification Form**

**Alternative Ref No: 74**

**Document Identifier: TPDMAN-SP-84**

### **Management of Health risk (Corona Virus Disease-2019)**

This serves as an addendum to the above-mentioned document. In light of the outbreak COVID-19 pandemic, Contractors are hereby instructed to compile and develop a document (e.g. plan, procedure, etc.) on the management of COVID-19 on their construction sites. The Management of COVID-19 documents must outline effective preventative and control measures to be employed in order to manage the spread of infection of the virus so that the Zero Harm value is maintained. Safety, health, environment is an important part of all operations within Eskom and exists to prevent harm to both people and the environment. Therefore, all construction sites are required to factor the new risk of COVID-19 in their operations. This shall include amongst other things.

- a) **Screening**-Contractors/Suppliers establish a daily screening protocol for their employees, to ensure that potentially infected staffs do not enter the work site;
- b) **Transportation of employees and Lunch breaks** to consider Social Distancing;
- c) **Use of PPE**- Gloves and protective clothing (e.g., plastic aprons) should be used when cleaning working surfaces. Either utility or single-use gloves can be used. After use, utility gloves should be cleaned with soap and water and decontaminated with 0.5% sodium hypochlorite solution. Single-use gloves (e.g., nitrile or latex) should be discarded after each use;
- d) **Keeping workplace clean**-Regular cleaning and sanitisation of construction vehicles, toilets, and other enclosed spaces;
- e) **COVID-19 communication and awareness**-A Safe Work Procedure (SWP) for sharing of tools and equipment to include decontamination/ cleaning of such tools and equipment (What must happen with them before they exchange hands, When (frequency) and Who must clean them) The SWP must address the minimum number of workers during an activity to ensure compliance of the prevailing regulations on Social Distancing;
- f) **Safety gatherings**-Toolbox talk meeting to include COVID-19 awareness;
- g) **Waste management**- waste generation, separation and disposal- Waste such as Gloves, Masks (including dust masks) and tissue papers generated must be placed into waste bins with a lid and considered to be infectious waste. Thus it must be disposed of as medical hazardous waste. These bins must lined with a red refuse bag and labelled as infectious waste. The infectious waste must be separated at the point of generation, meaning that it must not be handled further until disposed properly. The infectious waste is stored separately from other wastes generated and should be secured to prevent accidental access or tampering. The collection, transportation and disposal must be done by an appointed/appropriate contractor/service provider timeously. Waste water from washing hands must not be left to puddle or accumulate on the ground but should be guided to the sewer system or conservancy tanks. In remote sites borehole water may be used and soak away drains (the amount of water is low) may be the most practical option (Allowable Water uses in terms of Schedule 1 of the National Water Act) no licence required;

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- h) **Incident management and reporting of COVID-19 cases shall be reported to relevant occupational health medical practitioner (OHMP).**”- When an employee, contractor, or visitor showing signs or symptoms of COVID-19 within the workplace:
- i) **Emergency response plan-** The following contact number must be included on all sites emergency numbers For Transmission Division – Dr Sizwe Gazi-083 556 4261, [gazis@eskom.co.za](mailto:gazis@eskom.co.za) as well as External response partners.
- j) **Process for monitoring-** Safety Officers designated in writing shall monitor the implementation of all recommended Health and Safety controls regarding the COVID-19 on site; The Contractor (Supervisor; Safety Officer and the SHE Reps) must monitor and maintain an adequate supply of disinfectants (for hand tools & equipment) and make sure that workers follows their employer’s decontamination process, hand washing with soap (minimum of 20 seconds with running water)/ sanitising (sanitiser must have a 70% alcohol base), and observing a safe working distance a per the SWP;
- k) **Consequence management-** measures should be taken where an employee fail to follow both government and site rules on COVID-19. Supervisors (contractor and client) must in consultation with the Safety Officer stop all activities that do not adhere to the COVID-19 SHE control measures put in place.

This is to ensure maximum protection against the virus for every member of the organization including workers, suppliers, visitors, subcontractors, members of public, etc. Contractors shall be audited by the Client on regular basis to ensure and enforce implementation of their management strategies.

Note1. A revised SHE plan must be forwarded to the clients Project Manager for approval.

Note2. A revised SHE plan will not be approved if it’s not accompanied by:

- i. Revised baseline risk assessment
- ii. Emergency response plan
- iii. COVID-19 SWP

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