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Directive**

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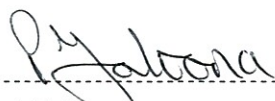
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1. INTRODUCTION

- 1.1** Eskom Rotek Industries (ERI) is committed to health and safety excellence, which forms an integral part of our operations and will conduct business with respect and care for people to ensure that no operating condition, or urgency of service, endangers the life of anyone or causes injury or damage to the environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- 1.2** ERI's principle of Stop Think Act and Review (STAR) complements the Life Saving Rules which are compulsory safety rules that have been created to enforce zero tolerance of serious at risk behaviours and will apply to all Employees, Agents, Consultants, and Contractors.

2. SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

ERI's principal and Five (5) Life Saving Rules have been developed and will apply to all the organisations employees, agents, consultants, and contractors.

2.1.2 Applicability

This document shall apply throughout Eskom Rotek Industries SOC Ltd.

2.1.3 Effective Date

This document shall be effective once authorised.

2.2 Normative/Informative References

2.2.1 Normative

- a) ISO 9001 Quality Management Systems.
- b) OHSAS 18001 Occupational Health and Safety Management Systems.
- c) ISO 14001 Environmental Management Systems

2.2.2 Informative

- a) Acknowledgement of Life saving Rules (240-940260370)
- b) Monthly Individual Life Saving Rules Report (240-94026805)
- c) Monthly Life Saving Rules Report (240-94026879)

2.3 Definitions

Not Applicable

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2.4 Abbreviations

| Abbreviation | Explanation |
|--------------|---|
| BAC | Blood Alcohol Concentration |
| BrAC | Breath Alcohol Concentration |
| ERI | Refers to all the Product Groups and Support Services within Eskom Rotek Industries SOC Ltd |
| LSR | Refers to the five life saving rules |

2.5 Roles and Responsibilities

2.5.1 Management

All managers and supervisors are responsible for ensuring that the Life Saving Rules are implemented in the areas under their control.

2.5.2 Employees

It is the responsibility of every employee to adhere to the Life Saving Rules. This includes permanent, fixed term contract, labour broker, temporary and part-time employees. The Life Saving Rules are non-negotiable.

2.6 Process for Monitoring

ERI's principle of STAR (Stop, Think, Analyse and Review) is vital supplementary addition to the Life Saving Rules by ensuring that a risk assessment must be conducted prior to work being carried-out.

2.6.1 Rule 1: Open, Isolate, Test, Earth, Bond and/or Insulate before Touch (ie.: any Plant Operating above 1 000V)

a) No person may work on any electrical network unless:

- He/she is trained and authorised as competent for the task to be done;
- A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing;
- He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of risk assessment fit for the type of work or task to be performed;
- The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on.

NOTE: In the case of live work, work is to be conducted according to live work standards and procedures while maintaining minimum safe working clearance.

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2.6.2 Rule 2: Hook Up at Heights

- a) 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/she exposes himself/herself to a fall from or into. Workers must ensure that work at height is carried out safely and that persons performing the work do not endanger themselves or other persons who may be exposed to associated hazards.
- b) No person may work at height where there is a risk of falling unless:
 - i. A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work at height;
 - ii. He/she is in possession of a valid Medical Certificate of Fitness;
 - iii. He/she is appropriately trained to work at heights;
 - iv. He/she is using an approved fall arrest system where applicable; and
 - v. He/she is appropriately secured during ascending and descending.

2.6.3 Rule 3: Buckle Up

No person may drive any vehicle/equipment for business and/or on the premises unless he/she is wearing a seat belt, this includes passengers.

NOTE: *The driver of a vehicle has an obligation to ensure that all passengers are wearing their seat belts at all times when driving.*

2.6.4 Rule 4: Be Sober

- a) No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be allowed to enter into ERI's premise, conduct business or perform work.
- b) "Under the Influence" means the use of alcohol, drugs and/or a controlled substance to the extent that:
 - i. The individual's faculties are in any way impaired by the consumption or use of the substances;
 - ii. The individual is unable to perform in a safe, productive manner;
 - iii. The individual has a level of any such substance in his/her body that corresponds to or exceeds accepted medical/legal standards;
 - iv. The individual has a level of alcohol in his/her body that is greater than 0.00g/100ml blood alcohol concentration (BAC) and/or 0.00mg/1000ml breath alcohol concentrate (BrAC).
- c) This includes any level of drugs, alcohol and/or an illegal substance in the body, irrespective of when the substance was used.

2.6.5 Rule 5: Permit to Work

- a) Where an authorisation limitation exists, no person shall work without the required permit to work.
- b) Work is as defined in the Plant Safety Regulations (PSR) and Operating Regulations for High Voltage Systems (ORHVS) of Eskom;

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- c) A risk assessment must be carried out jointly by the authorised person and the responsible person on all work before it commences;
- d) The permit to work must be issued by an authorised person in accordance with the Plant Safety Regulations;
- e) The permit to work must be accepted in writing by an authorised responsible person;
- f) The permit to work shall be shown to everyone working on the job and the risks explained;
- g) The responsible person must ensure that all staff, working on that job, are entered on a workers' register and the risks explained to each one;
- h) The responsible person must ensure that the conditions of the permit to work are enforced for the duration of the work;
- i) No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure.

NOTE: *In the case of live work, a "Live Work Declaration Form" is to be completed by the authorised person who is the person responsible for the safe execution of work according to relevant standards and procedures.*

- j) No person may drive on business unless he/she is in possession of a valid K53 Eskom Driver Permit.

2.7 Consequences of Violating a Life Saving Rule

2.7.1 This process is in line with the business requirement of reducing the number of employees on suspension with pay. You are advised to familiarise yourself with, and follow, this process on LifeSaving Rules violations.

2.7.2 The Life Saving Rules are safety rules that describe such extreme behaviour that all reasonable employees would agree that anyone knowingly and wilfully violating one of them is putting his/her life and any other lives in jeopardy and should be dealt with seriously. The consequences of violating this rule will result in a disciplinary process (refer to ERI Disciplinary Code and Procedure: E-136). This will also apply to a Manager who has not enforced a Life Saving Rules.

NOTE: *LSR violations of contractor's must be managed via the contractor's disciplinary code process. If a contractor employee violates any of the LSR more than once, he / she will not be allowed to perform work for ERI going forth. This will ensure alignment to ERI processes in terms of LSR violations.*

2.7.3 In order to reduce the negative impact in relation to the high number of suspensions with pay due to the contravention of LifeSaving Rules, the following process will apply:

- a) If a person tests positive for alcohol at the gate, that person should not be allowed into the plant (building) for that day. The manager of said employee should be informed accordingly, and the employee should be sent home and advised to return to work the next day.

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- b) When the employee returns to work, he/she should report to the manager's office; the manager should call on IR to assist in putting together a charge, and the employee should be charged accordingly and be given the required notice for the set down of the case.
- c) The employee should continue to be at work until the hearing, unless it can be shown that he/she ought to be suspended in terms of the Disciplinary Code and Procedure.
- d) In the case of a buckle-up misconduct, or any of the other three Life-saving Rules violations, the manager of the employee should be informed accordingly, and the manager should call on IR to prepare the necessary charges, as soon as possible.
- e) The employee should be given the requisite notice as per the Disciplinary Procedure for the set down of the enquiry/hearing.
- f) The employee should continue to be at work pending the set down, unless point "c" above applies.

NOTE: The above process shall apply to all Life Saving Rules where there is no fatality.

- g) In the event of a fatality, all employees who were present at the scene of the incident should be given leave of absence for counseling (as opposed to suspension) while the investigation is being conducted and concluded, but must, however, make themselves available for any statements and/or the Corporate investigation process.
- h) The period of absence should not exceed 14 days, as this would be more than enough time for the responsible manager to conclude the investigation process on the matter.
- i) The Line Manager should monitor the process in as far as the absence of people is concerned.
- j) If delays are encountered and employees are absent with pay for more than 14 days, the Line Manager should investigate the reasons for the delay.

NOTE: It must be highlighted that ERI takes a Zero Tolerance stance to violation of these rules and will, therefore take harsh disciplinary action which may hold potential for dismissal

2.8 Guidelines for Implementation

- 2.8.1 Communicate the LSR rule and the objective behind the rule. This is to ensure that employees comply with the rules.
- 2.8.2 Measure understanding and record acknowledgement of the Life Saving Rules.
- 2.8.3 Make sure that all Procedures, Equipment, and Training are in place and that any barriers to compliance are addressed.
- 2.8.4 Track and publish statistics for Life Saving Rules violations.
- 2.8.5 Ensure that there has been proper implementation and communication prior to invoking disciplinary processes. The role of Management and Supervisors in the implementation process is crucial.

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2.9 Process for Monitoring

- 2.9.1 It is recognised that this directive requires a comprehensive roll-out within ERI. Each Product Group/Support Service is required to have a process through which Life Saving Rules requirements are communicated to all Employees, Labour Brokers and Contractors in addition to ensuring implementation of the Life Saving Rules. This includes the signing of Acknowledgement of the organisations Life Saving Rules Form (240-94026037) Appendix A by all Employees inclusive of Labour Brokers and Contractors.
- 2.9.2 All areas in ERI are responsible for ensuring the understanding of, and compliance with, Life Saving Rules on a regular basis, and the Quality Auditing Department will audit the implementation of, and adherence to, this directive.

2.10 Monthly Reporting

- 2.10.1 All Managers/Supervisors with direct reports are responsible for monthly reporting on the Life Saving Rules to the relevant SHEQ Department.
- 2.10.2 The Monthly Individual Life Saving Rule Report Form (240-94026805) shall be utilised as the verification tool which will provide the necessary information for reporting purposes and update of the Monthly Life Saving Rules Report Form (240-94026879). Refer to Appendix B and Appendix C.
- 2.10.3 Visual assessments shall be conducted on all Employees, Labour Brokers and Contractors who perform work activities which require compliance with any of the Life Saving Rules.
- 2.10.4 Verbal assessments shall be conducted on all Employees, Labour Brokers and Contractors with the purpose of:
- Ensuring they are aware of the Life Saving Rules, and
 - Ensuring understanding of the Life Saving Rules.
- NOTE:** All Managers are responsible to ensure a fifteen percent (15%) observance per life saving rule within their areas of control every month.
- 2.10.5 The Product Groupings/Support Services SHEQ Department is responsible to forward a consolidated report to the SHEQ CoE before close of business on the third day of each month.

3. ACCEPTANCE

This document has been seen and accepted by:

| Name | Designation |
|------------------|--|
| Clifford Mukhari | Acting General Manager: Turbo Gen Services |
| Isabel Fick | General Manager: Transformer and Switchgear Services |
| Sizo Myeni | Acting General Manager: Bulk Material Services |
| Phumlani Zulu | General Manager: Construction Services |
| Sitsabo Kuhlase | General Manager: Logistics Services |
| Faheema Maiter | Chief Financial Officer |

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| Name | Designation |
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| Simphiwe Makhathini | General Manager: Strategic Enablement |
| Nomusa Dlamini | General Manager: New Business Development |
| Ronel Venter | Middle Manager: Governance and Compliance |
| Shaheen Osman | Chief Information Officer |

4. REVISIONS

| Date | Rev. | Compiler | Remarks |
|-------------|-------------|-----------------|---------------------------------------|
| 16/11/2017 | A-07 | P Faloona | New Format – changed reference number |

5. DEVELOPMENT TEAM

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

- Paul Faloona
- Lesego Moalusi

6. ACKNOWLEDGEMENTS

Acknowledgements to the SHEQ Business Partners for their inputs.

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**APPENDIX A
ACKNOWLEDGEMENT OF LIFE SAVING RULES
(FORM NO. 240-94026037)**

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APPENDIX B
MONTHLY INDIVIDUAL LIFE SAVING RULES REPORT
(FORM NO. 240-94026805)

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APPENDIX C
MONTHLY LIFE SAVING RULES REPORT
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