

## 1. Supplier Risk Category

High risk	Medium risk	Low risk
<b>1. Construction</b> <ul style="list-style-type: none"> <li>• Construction work</li> <li>• Installation of equipment, for example, transformers</li> <li>• Outage work</li> <li>• Line construction</li> <li>• Working at heights</li> <li>• Demolition work</li> <li>• Excavation work</li> <li>• Blasting</li> <li>• Scaffolding</li> <li>• Building and modification of infrastructure</li> <li>• Lifting equipment</li> <li>• Support work</li> <li>• Rigging</li> <li>• Tunnelling work</li> <li>• Batch plant</li> <li>• Explosive power tools</li> <li>• Civil work or</li> <li>• Modification of plant or similar structure</li> <li>• Construction of Road</li> <li>• Using mobile plant</li> <li>• Construction of storage facilities for waste, fuel, oil vehicle and hazardous substances</li> <li>• Work undertaken in terms of environmental authorisations e.g. EIA approvals, Water Use Licences, Waste Use Licences, or Atmospheric Emission Licences</li> </ul>	<b>1. Maintenance</b> <ul style="list-style-type: none"> <li>• Vehicle maintenance</li> </ul> <b>2. Transportation</b> <ul style="list-style-type: none"> <li>• Transportation of goods (low risk loads)</li> </ul> <b>3. Services</b> <ul style="list-style-type: none"> <li>• Emergency services</li> <li>• Fire and emergency equipment maintenance</li> <li>• Technical consulting</li> <li>• Consultants installing electronic equipment in the office and at sites (phones, computers, screens)</li> </ul>	<b>1. Low risk (include work not conducted at heights)</b> <ul style="list-style-type: none"> <li>• Labour broking or providing staff (admin/office-based)</li> <li>• Cleaning services (not conducted at heights)</li> <li>• Gardening or landscaping</li> <li>• Supply and maintenance of electronic equipment (iPads, phones, computers, laptops, screens)</li> <li>• Waste disposal</li> </ul> <b>2. Manufacturing: product supply, transportation and delivery</b> <ul style="list-style-type: none"> <li>• Consumables and other miscellaneous items</li> <li>• Stationery and Printing</li> <li>• Catering,</li> </ul> <b>3. Services</b> <ul style="list-style-type: none"> <li>• Consulting and auditing (admin-based)</li> <li>• Training and coaching/ mentoring</li> <li>• Event management (consulting, planning and logistics)</li> <li>• Cleaning services (offices, ablution facilities etc)</li> </ul>

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## 2. Maintenance work

- Live line work
- Plant maintenance
- Line maintenance
- Ashing or emergency ashing
- Coal lashing
- PF leaks
- Boiler maintenance
- Transformer maintenance
- Electrical switching
- Crane operation
- Refurbishment
- Sandblasting
- Cleaning of dams
- Work undertaken in terms of environmental authorisations e.g. EIA approvals, Water Use Licences, Waste Use Licences, or Atmospheric Emission Licences

## 3. Transportation

- Employee transportation
- Coal transportation
- Goods transportation (abnormal /high risk load)
- Haz-chemical and dangerous goods transportation
- Equipment transportation
- Driving
- Heavy-duty transport and rigging
- Waste (including hazardous waste and medical waste)

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## 4. Manufacturing: product supply and delivery

- Conductors
- Scaffolding
- MV motors
- Handling of transmission/ distribution poles
- Electricity
- Fuel, oil and hazardous substances

## 5. Services

- Security
- Consulting (not office-based), that is, engineers working on site or individuals having access to plant
- Events management (erection of stages and equipment)
- Industrial cleaning services
- Aviation chartering

## 6. Vegetation management

- Tree felling
- Bush clearing

## 7. Other works

- Clean up of spills and site rehabilitation (depend on scale/scope of work)
- Diving or where work is executed in/on/around water and the risk of drowning exists
- Light bulb crushing
- Working at ash dams
- Working with asbestos material

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<ul style="list-style-type: none"> <li>Working with radioactive materials</li> <li>Waste disposal</li> <li>Working in or adjacent to environmentally protected or environmentally sensitive areas e.g. nature reserves, wetlands, water course, indigenous forest, along the sea shore</li> </ul>		
<b>Corresponding non-negotiable minimum SHE requirements that tenderers have to address and respond to when submitting tender returnables</b>		
<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>H&amp;S and Environmental costing</li> <li>Proof of SHE competency</li> <li>Acknowledgement of Eskom's rules and requirements</li> <li>Health and Safety plan</li> <li>Environmental management plan</li> <li>Valid letter of good standing</li> <li>Medical fitness certificates or Medical surveillance programme</li> <li>SHE policy</li> </ul>	<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>H&amp;S and Environmental management costing</li> <li>Proof of SHE competency</li> <li>Acknowledgement of Eskom's rules and requirements</li> <li>SHE plan</li> <li>Valid letter of good standing</li> <li>Medical fitness certificates /Medical surveillance programme</li> <li>SHE policy</li> </ul>	<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>Acknowledgement of Eskom's rules and requirements</li> <li>SHE plan</li> <li>Valid letter of good standing</li> <li>SHE policy</li> </ul>
<b>Corresponding non-negotiable minimum SHE requirements that suppliers have to submit for the purpose of SHE evaluation in order to be registered on the Eskom vendor database</b>		
<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>Valid Letter of Good Standing</li> <li>Medical fitness certificates or medical surveillance programme</li> <li>Applicable registration certificates with relevant authorities</li> </ul>	<ul style="list-style-type: none"> <li>Baseline SHE Risk assessment</li> <li>Valid Letter of Good Standing</li> <li>Medical fitness certificates or medical surveillance programme</li> <li>Applicable registration certificates with relevant authorities</li> </ul>	<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>Valid Letter of Good Standing</li> </ul>

For any other works that are not included in the above categories, a risk assessment must be conducted by the project manager/project leader/contract manager/end-user, together with the responsible SHE functionary, in order to apply the correct risk category. This is applicable to international companies. However for the COID letter, the company can submit an insurance letter equivalent to a COID letter as surety.

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	<b>Annexure A: Supplier Risk Category</b>	Document Identifier	240-77433139	Rev	1
		Authorisation Date	July 2014		
		Review Date	June 2019		

## 2. Conditions for supplier registration

As part of Eskom's Supplier Management System, it is now a requirement for all suppliers who wish to undertake work for Eskom to undergo an occupational safety, health and environment (SHE) evaluation process

### 2.1 Joint venture

- a) All submitted documents should reflect the name of the joint venture.
- b) The joint venture company name shall be reflected on the letter or each company can submit its individual COID letter.

**2.2** If the supplier does not have employees or is not operational, he/she need to declare and shall submit a medical surveillance programme.

**2.3** If the supplier only has one employee (the owner only), the supplier need to submit an insurance cover letter covering accidental death and disability to the value of R500 000.

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### 3. SHE requirements explanation

Requirements	Explanation
1. <b>Acknowledgement of Eskom's rules and requirements (Annexure B)</b>	Ensure that all applicable rules and requirements are referenced in this form in order for the supplier to acknowledge and comply with them. Ensure that this completed form is included in the enquiry procurement package. To be signed and submitted by the tenderer?
2. <b>Baseline SHE Risk Assessment</b>	refers to the SHE hazards/aspect and risks/impact that are identified and assessed before the inception of a new project and commencement of operations. The baseline risk assessment shall include both routine and non-routine tasks.
3. <b>Competency</b>	<p>A person who has in respect to the work that has to be done, the required training, knowledge and experience, and where applicable qualification relevant to that work or task. Provided where appropriate qualifications and training are registered in terms of the provisions of National Qualification Framework Act No 67 of 2000, those qualification and training must be regarded as the required qualification and training, and is familiar with the Act and applicable regulations made under the Act.</p> <ul style="list-style-type: none"> <li>- First aider (If or when applicable)</li> <li>- SHE professional (If or when applicable)</li> <li>- Incident Investigator (If or when applicable)</li> </ul>
4. <b>Environmental Management Plan</b>	The applicable detailed contract-specific/scope-of-work-specific environmental requirements that will be complied with and managed by the tenderer.
5. <b>Safety, Health and Environmental plan</b>	Means a site, activity or project documented plan in accordance with the clients SHE requirements. The plan must be scope or project based. The plan must reflect an organised system (method statements, processes, resources etc) which the supplier will comply to and enforce to manage the SHE risk during the lifecycle of the project.
6. <b>Valid letter of good standing</b>	Registration with the Compensation Commissioner (COID) or a licenced mutual company or an equivalent of it (for international bidders). If a company has only 1 employee (CEO, Owner), the supplier shall submit an insurance letter that covers accidental death and Disability to the value of R500 000 as a minimum.

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<b>7. Medical</b>	<p>Conducted in relation to the individual's man-job specifications and the health risk assessment for each employee (including temporary/casual and labour broker persons). The medical examination must be conducted by a qualified Occupational health/medical practitioner.</p> <p>For suppliers who do not have employees or non-operational suppliers shall submit the company's medical surveillance programme.</p>
<b>8. SHE policy</b>	<p>A statement of intention by the employer which provide a framework for setting SHE objectives to improve SHE performance and also emphasize management commitment to employee's wellbeing and duty of care to the environment.</p>
<b>9. Costing for Safety, Health and Environmental management</b>	<p>Has the tenderer submitted costing for SHE management activities?</p>

### Development Team

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### Acknowledgements

- Meisie Sindane
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