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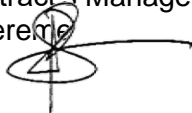
**Project Name: Building Cleaning Services Western Grid Northern Cape**

**Project Address: Eskom Transmission Western Grid Northern Cape Sites**

NAMAQUALAND CLN	Substation	Cleaners	General Workers
ROSE BALOYI	Aries	1 cleaner 3days/week	2 General Workers 3days/week
	Niewehoop	1 cleaner 2days/week	1 General Workers 2days/week
	Upington MTS	1 cleaner 5days/week	1 General Workers 5days/week
	Aggeneis	1 cleaner 5days/week	1 General Workers 5days/week
	Paulputs	1 cleaner 2days/week	1 General Workers 2days/week
	Groeipunt	1 cleaner 2days/week	1 General Workers 2days/week
	Nama	1 cleaner 5days/week	1 General Workers 5days/week
	Gromis	1 cleaner 2days/week	1 General Workers 2days/week
	Oranjemund	1 cleaner 2days/week	1 General Workers 3days/week
KAROO CLN	Substation	Cleaners	General Workers
DAAN LIEBENBERG	Hydra	2 cleaner 5days/week	2 General Workers 5days/week
KIMBERLY CLN	Substation	Cleaners	General Workers
RONNIE SNYMAN	Garona	1 cleaner 3days/week	1 General Workers 3days/week
	Ferum	2 cleaner 5days/week	3 General Workers 5days/week
	Lewensaar	1 cleaner 3days/week	1 General Workers 3days/week
	Olien	1 cleaner 4days/week	1 General Workers 4days/week

**Scope of the project: The provision of a full Building Cleaning Services solution**

Eskom Contract's Manager  
Name: P Serenite



Eskom Senior Advisor Risk  
Name: B C Cupido



Eskom Procurement Manager  
Name:


Eskom Safety Officer  
Name: B C Cupido



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## 1. INTRODUCTION

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

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

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

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

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

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

**Note 2 :** In terms of Eskom requirements, a section of this professional contract falls within the requirements of the Construction Regulations.

Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

Where requirements listed are already in place, then the organisational requirements must be taken cognisance of and listed in the respective SHE plans. If there are any additional Eskom and or legislative requirements listed in the SHE specification, then these must be addressed.

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

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


#### 2.1.1 Purpose

This document will provided a standardised approach to the compilation of SHE specifications throughout Eskom for contracts and standard and NEC 3 contracts.

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### 2.1.2 Applicability

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

## 2.2 NORMATIVE/INFORMATIVE REFERENCES

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

### 2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32-418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations
- [14] Code of Practice: Managing Exposure To SARS-COV-2 In The Workplace, 2022.


### 2.2.2 Informative

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] 240-62196227 Eskom Life Saving Rules
- [3] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [4] SANS 1186 Symbolic Safety Signs
- [5] Constitution of the Republic of South Africa No 108 of 1996
- [6] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management : Conducting EH&S Incident Management
- [7] Code of Practice: Managing Exposure To SARS-COV-2 In The Workplace, 2022.

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## 2.3 Definitions

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<b>Definition</b>	<b>Explanation</b>
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline assessment risk</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Client</b>	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contractor – includes appointed contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Consultant</b>	means a person providing professional advice
<b>Coronavirus (COVID-19)</b>	Coronaviruses is a large family of viruses that cause illness ranging from the common cold to more severe diseases like pneumonia, etc. Virus transmission occurs via coughs or sneezes from infected persons or touching contaminated surfaces.
<b>Duty of care to the environment</b>	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
<b>Employee</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
<b>Eskom requirements</b>	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.

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<b>Definition</b>	<b>Explanation</b>
<b>Health and safety specification</b>	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Medical certificate of fitness</b>	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
<b>Medical surveillance</b>	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
<b>Method statement</b>	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
<b>Organisation</b>	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Pre-job meetings</b>	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
<b>Principal contractor</b>	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
<b>Risk assessment</b>	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

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Definition	Explanation
<b>Toolbox talks</b>	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

## 2.4 Abbreviations


Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
COVID-19	SARS-CoV-2 CORONAVIRUS
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoL	Department of Labour ( Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

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## 2.5 Related/Supporting Documents

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

## 3. Specification


### 3.1 Scope of work

ITEM	CLEANING METHOD	FREQUENCY
<b>1</b>	<b>RESILIENT FLOORS</b>	
	<ul style="list-style-type: none"> <li>- Sweep with dust control mops</li> <li>- Strip, polish and buff using a low-noise industrial polisher and buffing machine. NB: Non-slip polish to be used.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Monthly</li> </ul>
<b>2</b>	<b>FLOOR TILES</b>	
	<ul style="list-style-type: none"> <li>- Sweep with dust control mops</li> <li>- Damp mop or machine-buff according to floor-type and condition.</li> <li>- All porcelain tiles: hand brush of tiles required to ensure all ingrained marks are removed.</li> <li>- All ceramic tiles: wash/mop floors.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> </ul>
<b>3</b>	<b>WOODEN / LAMINATE FLOORS</b>	
	<ul style="list-style-type: none"> <li>- Damp-mop, taking care to prevent excessive water on floor. Use cleaning product made for this application.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> </ul>
<b>4</b>	<b>CARPETING</b>	
	<ul style="list-style-type: none"> <li>- Vacuum carpeting</li> <li>- Vacuum upholstered chairs</li> <li>- Spot clean soil marks on carpets</li> <li>- Steam clean or dry clean carpets</li> <li>- Spot wipe and remove debris from upholstered chairs</li> <li>- Steam clean upholstered chairs</li> <li>- Polish leather chairs with "leather care" product</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Weekly</li> <li>- Daily</li> <li>- Annually</li> <li>- Daily</li> <li>- As and when required Monthly</li> </ul>
<b>5</b>	<b>WASTE DISPOSAL</b>	
	<ul style="list-style-type: none"> <li>- Empty and clean large wastepaper containers</li> <li>- Empty and clean ashtrays in smoking rooms / externally placed containers</li> <li>- Empty and clean desk bins, ensuring liner is intact.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Twice a day</li> </ul>

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	<ul style="list-style-type: none"> <li>- Empty and wash external bins</li> <li>- Remove all waste collected to designated bulk garbage containers without delay. <b>NB: No waste to be stored in the cleaning cubicles, service ducts, passages or in loading bay.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> </ul>
<b>6</b>	<b>DUSTING</b>	
	<ul style="list-style-type: none"> <li>- All horizontal surfaces to a maximum height of 2 meters e.g. skirting, pipes, pictures, paintings, frames, fire extinguishers, etc.</li> <li>- Damp-wipe all surfaces of furniture</li> <li>- Damp-wipe hand rails and fittings of all stairs</li> <li>- Dry-cloth wipe all electronic office equipment</li> <li>- Damp-wipe all workstations</li> <li>- Damp-wipe all telephones, ensuring the use of a damp cloth and hygienic spray to ensure telephones are hygienically cleaned.</li> <li>- Dust accessible high ledges, and all other fittings of vertical surfaces (walls, cabinets etc);</li> <li>- Dust window ledges and tops of partitions to a height of 2 meters</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Weekly</li> <li>- Daily</li> <li>- Weekly</li> <li>- Twice Weekly</li> <li>- Weekly</li> <li>- Weekly</li> <li>- Weekly</li> </ul>
<b>7</b>	<b>WALLS / PARTITIONS</b>	
	<ul style="list-style-type: none"> <li>- Spot-clean all marks and dirt from light switches, doors and walls</li> <li>- Clean walls, floors, furniture and fittings in Emergency Preparedness rooms (Mondays before 10h00)</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> </ul>
<b>8</b>	<b>DOORS (GLASS / TIMBER) AND ALL FITTINGS</b>	
	<ul style="list-style-type: none"> <li>- Spot-clean glass doors and fittings</li> <li>- Spot-clean / Wipe all other type of doors and fittings with damp cloth</li> <li>- Clean glass in doors</li> </ul>	<ul style="list-style-type: none"> <li>- Weekly</li> <li>- Weekly</li> <li>- Weekly</li> </ul>
<b>9</b>	<b>FOYERS, ENTRANCES, STAIRS, LANDINGS, WALKWAYS AND EMERGENCY EXITS (INSIDE AND OUTSIDE)</b>	
	<ul style="list-style-type: none"> <li>- Sweep all entrance steps, walkways and passages</li> <li>- Vacuum walk-off carpets</li> <li>- Damp-mop steps and entrance lobby, ensuring floors are cleaned in sections and thoroughly dried before opening section for traffic</li> <li>- All sliding door tracks shall be cleaned</li> <li>- Wipe all handrails and fittings with damp cloth and hygienic spray</li> <li>- Keep emergency stairwells clean (requires sweeping, washing of all surfaces)</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> <li>- Weekly</li> <li>- Daily</li> <li>- Weekly</li> </ul>

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<b>10</b>	<b>CEMENT AND PAVED AREAS (INCLUDING STOEP) AND PARKING AREAS</b>	
	<ul style="list-style-type: none"> <li>- All entrances, steps and parking areas shall be kept debris-free.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily &amp; when required</li> </ul>
<b>11</b>	<b>CARPETS</b>	
	<ul style="list-style-type: none"> <li>- Vacuum high-traffic areas eg. Stair cases, lifts, small kitchens, photo-copier areas, etc.</li> <li>- Spot vacuum upon request</li> <li>- Vacuum all carpeted areas</li> <li>o Fully vacuum locked offices in all areas – during daytime</li> <li>o Carpeted staircases - stair nosing to be cleaned and damp wiped</li> <li>o Vacuum open plan offices</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> <li>- Weekly</li> <li>- Daily</li> </ul>
<b>12</b>	<b>FURNITURE, FIXTURES AND FITTINGS</b>	
	<ul style="list-style-type: none"> <li>- Damp-wipe telephones with hygienic cloth and detergent</li> <li>- Damp-wipe locker surfaces (outside)</li> <li>- Clean and polish, using non-oil based product, reception furniture</li> <li>- All signage boards up to 2 meters above ground level to be kept clean</li> <li>- Damp-wipe all vinyl-covered and plastic furniture</li> </ul>	<ul style="list-style-type: none"> <li>- Weekly</li> <li>- Weekly</li> <li>- Daily</li> <li>- Monthly</li> <li>- Weekly</li> </ul>
<b>13</b>	<b>WINDOWS AND PARTITION GLASS</b>	
	<ul style="list-style-type: none"> <li>- Clean exterior and interior faces of all windows and partition glass to a height of 2 meters</li> <li>o High-traffic areas – daily</li> <li>o Low-traffic areas – monthly</li> </ul>	
<b>14</b>	<b>TOILET AND SHOWER FACILITIES, SMOKE &amp; STORE ROOMS</b>	
	<ul style="list-style-type: none"> <li>- Clean and sanitize all bowls, basins, counter tops and urinals inside as well as on the outside;</li> <li>- Clean all mirrors;</li> <li>- Clean and polish all bright metal fittings;</li> <li>- Spot clean walls, doors, partitions and dispensers;</li> <li>- Clean floors, sweeping and mopping;</li> <li>- Dust windowsills, ledges, pipes and fittings;</li> <li>- Replenish toilet paper, hand soap, condom dispensers ,etc.;</li> <li>- Shower floors to be sanitized;</li> <li>- Post information signage indicating that cleaning is in progress ;</li> <li>- Toilet cubicle walls to be wiped down with a wet cloth and dried;</li> </ul>	<ul style="list-style-type: none"> <li>- Twice a day</li> <li>- Daily</li> <li>- Monthly</li> <li>- Twice a day</li> <li>- Twice a day</li> <li>- Twice a day</li> <li>- Daily</li> <li>- As required</li> <li>- Twice a day</li> <li>- Daily</li> </ul>

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	<ul style="list-style-type: none"> <li>- Glass panels of showers to be wiped down with a wet cloth, dried and shined;</li> <li>- Clean ashtrays with soapy water, dry and shine;</li> <li>- Smoking room walls to be washed with multi-purpose; biodegradable cleaning agent;</li> <li>- Sweep store rooms;</li> <li>- Damp dust cabinets in store rooms.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Monthly</li> <li>- Weekly</li> <li>- Weekly</li> </ul>
<b>15</b>	<b>ROLLER AND VENETIAN BLINDS</b>	
	<ul style="list-style-type: none"> <li>- Dust / damp wipe to a height of 2 meters.</li> </ul>	<ul style="list-style-type: none"> <li>- Fortnightly</li> </ul>
<b>16</b>	<b>BOARDROOMS</b>	
	<ul style="list-style-type: none"> <li>- Must be inspected for neatness, and tidied where required, and prior each meeting.</li> <li>- Vacuum boardrooms before 08h00. Depending on specific site requirements, these times may vary and shall be determined at kick-off meeting.</li> <li>- Prepare boardrooms with flip charts, pens, water glasses and jugs.</li> <li>- Tea/coffee preparation and serving.</li> <li>- Washing of dishes.</li> <li>- Empty waste bins and keep in hygienic condition.</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> </ul>
<b>17</b>	<b>KITCHEN AREAS</b>	
	<ul style="list-style-type: none"> <li>- Re-fill containers / stock fridges with consumables (tea, coffee, sugar, milk, dishwashing liquid, hand towels, etc).</li> <li>- <b>NB: Consumables supplied by Eskom, and shall at no point be diluted or misappropriated.</b></li> <li>- Damp-wipe all counter tops and tidy up kitchen sinks (excluding washing dishes)</li> <li>- Damp clean microwave ovens (internally &amp; externally)</li> <li>- Defrost &amp; clean domestic fridges, and damp wipe domestic fridges (externally)</li> <li>- Clean underneath and behind cupboards / furniture</li> <li>- Conference Centers: <ul style="list-style-type: none"> <li>o Pre- and post-function cleaning</li> <li>o Preparing venue for function</li> <li>o Minor catering activities eg. Preparing juice, toasting prepared sandwiches (only on sporadic occasions).</li> <li>o Assistance with stock-take in kitchen</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Daily 9am/2pm</li> <li>- Weekly</li> <li>- Monthly</li> <li>- Monthly</li> <li>- As and when requested</li> </ul>
<b>18</b>	<b>WATER COOLERS</b>	
	<ul style="list-style-type: none"> <li>- Ensure that water coolers are filled with water at all times</li> <li>- Ensure that water cooler bottles are disinfected and kept in a hygienic state at all times</li> <li>- NB: Surgical gloves to be worn when handling the water bottles/oasis</li> </ul>	<ul style="list-style-type: none"> <li>- Daily</li> <li>- Daily</li> <li>- Daily</li> </ul>

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	<ul style="list-style-type: none"> <li>- NB: While working with water coolers, person shall not perform general cleaning work</li> </ul>	<ul style="list-style-type: none"> <li>- Always</li> </ul>
<b>19</b>	<b>WINDOW CLEANING</b>	
	<ul style="list-style-type: none"> <li>- Wash, clean and dry all interior and exterior window surfaces, up to level not exceeding 2meters above ground level, including but not limited to <ul style="list-style-type: none"> <li>o Main building(s)</li> <li>o Any other window/glass surfaces that may be identified during the site meetings</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Annually</li> </ul>
<b>20</b>	<b>AIRCONDITIONING DIFFUSERS / SURROUNDING CEILING TILES</b>	
	<ul style="list-style-type: none"> <li>- Cleaning (not dry dusting) of diffusers and surrounding ceiling tiles to ensure it remains dust-free.</li> </ul>	<ul style="list-style-type: none"> <li>- At least monthly</li> </ul>
	<b>OTHER RELATED REQUIREMENTS</b>	
<b>1</b>	<b>CLEANING MATERIAL AND EQUIPMENT</b>	
	<ul style="list-style-type: none"> <li>- Most of the sites may have their own cleaning equipment and materials already whereby the SITE needs to communicate with the cleaner regarding this and notify the Contractor should the SITE choose to use their own cleaning equipment and materials. SITE to supply cleaning material and equipment.</li> <li>- All orders, including the quantities and prices will be approved by Eskom, before the order is placed. Payment for cleaning material and equipment to be included in the monthly cleaning invoice.</li> <li>- The contractor shall take control of consumption/wastage of products &amp; equipment.</li> <li>- The <i>Contractor</i> shall supply and maintain its own cleaning equipment.</li> <li>- The Contractor shall ensure that all portable electric equipment complies with legislative requirements</li> <li>- The <i>Contractor</i> shall supply its own cleaning materials, which must be environmentally friendly, biodegradable, SANS-approved</li> <li>- The <i>Contractor</i> shall provide Material safety data sheets of all chemicals / materials used to the <i>Employer</i> at tender stage</li> <li>- The <i>Contractor</i> shall ensure safe storage of equipment and material in area dedicated for use by the <i>Employer</i></li> <li>- The Contractor shall use the following, or bio-degradable equivalent cleaning materials <ul style="list-style-type: none"> <li>o 600mm x 750mm clear plastic bags (40 micron per 200) (bio-degradable)</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>o All Purpose Cleaning Cloths</li> <li>o Scotch-Brite anti bacterial heavy duty kitchen scourers</li> <li>o Jik (or an eco-friendly alternative)</li> <li>o Handy Andy (or an eco-friendly alternative)</li> <li>o Sunlight Dishwashing liquid (or an eco-friendly alternative)</li> </ul>	
<b>2</b>	<b>STAFF</b>	
	<ul style="list-style-type: none"> <li>- The <i>Contractor</i> shall ensure that <ul style="list-style-type: none"> <li>o carefully selected staff (hard-working, reliable, trust-worthy) are trained accordingly to each of the specialised tasks</li> <li>o all cleaning is inspected by the trained supervisor on site</li> <li>o a trained replacement is placed for all staff absent to ensure all tasks are carried out.</li> <li>o its staff wear the access permit issued to them, whilst on the <i>Employer's</i> premises</li> <li>o its staff is at all times dressed in suitable, clean uniforms supplied by the <i>Contractor</i>. Laundry costs will be for the <i>Contractor's</i> account</li> <li>o its staff at all times are orientated to good, quality customer service and present and conduct themselves in a professional manner</li> <li>o a logbook per floor / building / area, indicating areas serviced, as well as a "Compliments/Complaints" report book, is maintained by the supervisor. All feedback from <i>Employer's</i> staff to be reported in this book. <i>Contractor</i> to act immediately, or within 1 hour of a complaint being reported</li> <li>o its staff not run personal errands (e.g. making coffee, dish-washing, collecting food, etc.) for the <i>Employer's</i> staff</li> <li>o any cleaning that involves bodily fluids (eg. Blood) is done in a safe way so as to present any risk to any staff (<i>Employer</i> or <i>Contractor</i>). This may involve additional personal protective equipment, constant supervision, etc.</li> <li>o staff working hours are set so as to meet the time-lines set for certain activities. Specific working hours can be agreed upon once contract is awarded, as requirements differ between the sites</li> <li>o its staff use the tea, smoke room and toilet facilities availed to the <i>Contractor</i> by the <i>Employer</i></li> <li>o its staff is fully conversant in the <i>Employer's</i> official business language, English</li> <li>o Cleaning service is effective and efficient, to minimally disrupt <i>Employer's</i> staff <ul style="list-style-type: none"> <li>- The <i>Contractor's</i> staff will only be permitted on the premises with the <i>Employer's</i> security clearance.</li> <li>- The <i>Contractor</i> shall be liable for damage caused by its employees to any property, fittings or equipment, moveable and immovable of the <i>Employer</i>.</li> <li>- The <i>Contractor</i> shall provide staff with SANS-approved signage. No make-shift signage will be used.</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>- <i>Contractor</i> to post information signage “PERSON AT WORK” at entrances of ablution facilities whilst these are being cleaned. Male/Female ablution facilities shall be serviced by same-gender cleaning staff.</li> <li>- The Client requires <ul style="list-style-type: none"> <li>o 1 female supervisor/cleaner and 1 other female supervisor/cleaner who both have relevant experience for the conference/kitchen/dining areas and 1 dedicated male cleaner who is physically strong for the purpose of handling furniture when cleaning, handling of marketing material and assistance with general cleaning. It might be required for one of the female cleaners to only work on an ad hoc basis.</li> </ul> </li> </ul>	
<b>3</b>	<b>TENDER RETURNABLES</b>	
	<ul style="list-style-type: none"> <li>- Detailed (not generic) method statement / work procedure specifically aligned to the scope of work</li> <li>- Aligned with the SoW, list all <ol style="list-style-type: none"> <li>a. Cleaning material required for this contract</li> <li>b. Chemicals required for this contract; indicate whether chemicals are SANS-approved and environmentally-friendly <ul style="list-style-type: none"> <li>- An example of a Planned maintenance schedule of all Portable Electric Equipment required for this contract</li> <li>- Proof of training (not SHE-related)</li> </ul> </li> <li>a. External training should have a certificate of attendance</li> <li>b. Internal training should have signed attendance registers, and such registers should be completed in full by the course presenter</li> </ol> </li> </ul>	
<b>4</b>	<b>SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY REQUIREMENTS</b>	
	<ul style="list-style-type: none"> <li>- NB: Window washing, and all other cleaning activities, where a cleaner is required to work in a fall risk position, shall be executed safely as per requirements in the Construction Regulations 2014, to ensure that work is performed safely.</li> <li>- Health and Safety should be the <i>Contractor's</i> top priority when providing labour, cleaning materials and equipment</li> <li>- The <i>Employer</i> reserves the right to request an alternative product should any product used by the <i>Contractor</i> have an adverse effect on staff's health and overall well-being</li> <li>- To avoid cross-contamination, cleaners shall be trained according to a colour-coded microfiber cloth system; cloths shall be replaced at regular intervals.</li> <li>- All cleaning materials used shall be environmentally-friendly and/or biodegradable</li> <li>- The <i>Contractor</i> shall <ul style="list-style-type: none"> <li>o Provide their staff with Personal Protective Equipment (PPE) as may be required to ensure safe and healthy task execution</li> <li>o Ensure all staff is equipped with all Personal Protective Equipment before work commences</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Provide staff's PPE registers to the <i>Employer</i> at contract award stage (One month grace period)</li> <li>○ NB: all PPE issued by <i>Contractor</i> shall conform to the Eskom standard (DST 34-1710 or any future version thereof). <ul style="list-style-type: none"> <li>- The <i>Contractor</i> and <i>Employer</i> shall be jointly responsible for ensuring cleaning staff receives site specific safety induction training</li> <li>- SANS-approved products (including PPE) and standards of use must be adhered to</li> <li>- Waste material produced by the <i>Contractor</i> is to be removed from the <i>Employer's</i> premises by the <i>Contractor</i> on the <i>service</i> date</li> </ul> </li> </ul>	
<b>5</b>	<b>SECURITY / ACCESS CONTROL</b>	
	<ul style="list-style-type: none"> <li>- The <i>Contractor's</i> staff entering the premises must sign in at Reception and must obtain a <i>Contractor's</i> permit, which must be returned to Reception at the end of the working day.</li> <li>- The <i>Employer</i> may hand over keys to ensure access to certain areas by cleaning staff. The <i>Contractor</i> will be required to complete a "Key Register" signing keys in and out, and hand keys back when so requested to do so by the <i>Employer</i>.</li> </ul>	

- Non-compliance with any of the listed legislation (but not limited to these only) may result in termination of this contract.
- The *Employer* reserves the right to request information from the *Contractor* as and when this is deemed necessary.
- Staff should not be paid less than the minimum wage rate as specified in the Act, regardless of a probation period.
- Should the company have membership to the Bargaining Council, these rates as a minimum for the relevant *service*, regardless of a probation period, shall apply.
- COVID-19 Health and Hygiene Protocols must be observed and practiced at all times.


A copy of the scope of works must be retained by the contractor.

Note: The contractor who will be awarded this contract will be known as the "principal contractor" and any contractor appointed by the principal contractor will be known as the "appointed contractor".

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### 3.2 LEGAL COMPLIANCE

#### 3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) agreement must be retained by the contractor and a copy retained by the responsible manager.

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

#### 3.2.2 Hazardous Work by Children (Child Labour)

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

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that
  - i. are inappropriate for a person of that child's age; or
  - ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

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

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

#### 3.2.3 OHS Act

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

#### 3.2.4 Legislative Compliance


All contractors will comply with all the legislation pertaining to this contract being:

- 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.

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- Consolidated COVID-19 Directions for Health and Safety in Workplaces Government Gazette 43751\_01 October 2020.

### 3.3 Eskom requirements

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

#### 3.3.1 Appointment of a Contractor

The principal contractor will be appointed by Eskom on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

#### 3.3.2 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

#### 3.3.3 SHE Policy

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

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in all the contract SHE files and as an annexure the SHE Plans


#### 3.3.4 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoGS) from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in the entire contract SHE files and as an annexure the SHE Plans.

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### 3.4 PERSONNEL HEALTH AND HYGIENE FACILITIES

#### 3.4.1 Dining areas

Where Eskom employees are required to consume food and refreshments at your premises, the following must be complied with:

1. The contractor must in possession of the Certificate of acceptability, comply with Regulation 916 (Food
2. Undergone Safety Audit as per SANS 10049: Water Sample tests done, Microbiological tests done, Audit of the food Safety process done.
3. Dining areas shall have suitable and sufficient tables and chairs for seating whilst eating.
4. Adequate provision must be provided for washing cooking and eating utensils.

Dining and kitchen areas shall be kept in a clean, tidy and hygienic manner.

#### 3.4.2 Ablution facilities

At the workplace, where possible, all contractors must attempt to provide sufficient portable ablution facilities for the employees. Such facilities must be serviced regularly

#### 3.4.3 Drinking Water

All contractors shall provide suitable drinking water for all their employees I (free of charge) whilst working in the field. Every effort must be made to keep the water as cold as possible.

#### 3.4.4 Changing areas and Lockers

All contractors shall provide suitable changing facilities for employees, irrespective if they change at the premises or at the workplace. Once again, cognisance must be taken of the dignity of fellow workers and members of the public.

#### 3.4.5 Camp / Office Welfare


The following welfare facilities must be provided for in a clean and suitable condition, unless agreement with the Client/Agent's representative has been confirmed regarding the use of existing facilities:

- a. Shower facilities.
  - b. Sanitary facilities.
  - c. Changing facilities.
  - d. Eating areas.
  - e. Drinking water at strategic locations on site.
  - f. Safe pedestrians walkways.
1. Water for drinking/consumption purposes shall be drawn only from taps in dining areas and ablution blocks and at points on Site marked "drinking water".

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2. No equipment or system shall be connected onto the drinking water system without prior approval of the Client/Agent's representative.
3. All contractors must supply a sufficient amount of (cool) potable water on each worksite and in vehicles
4. The Contractor will be required to provide their own accommodation for the workers.

### 3.5 FOOD HANDLING HYGIENE

#### 3.5.1 Storage

Where camps are established, adequate cold storage must be supplied for the storage of food.

#### 3.5.2 Transportation

Where bulk purchasing is carried out, all food must be transported in appropriate sealable containers.

#### 3.5.3 Handling

Where camp cooks are employed the appropriate hygienic conditions within the kitchen and utensil washing facilities must be maintained.

### 3.6 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION,

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

#### 3.6.1 Medicals


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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.

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4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.6.2 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment

### 3.7 APPOINTMENTS

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to: Fire Fighter and Evacuation warden, First Aider, 16(2) appointment.

### 3.8 ROLES AND RESPONSIBILITIES

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

### 3.9 RISK ASSESSMENTS

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. It is essentially a three stage process:


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

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Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather.

### 3.10 INCIDENT INVESTIGATION

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

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

### 3.11 EMERGENCY MANAGEMENT

1. The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The supplier must develop their own emergency response in their work premises. The Eskom employees attending training must be made aware of the emergency process and the assembly points. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness

Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

#### 3.11.1 Non-Conformance and Compliance


1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.

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4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented.
5. Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

#### 4. AUTHORIZATION

Nil

#### 5. REVISIONS

Date	Rev.	Compiler	Remarks
August 2015	0	F Poee	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.
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