

	<u>CASH TRANSPORT SECURITY</u> SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2021		

Project Name: Cash Security Transport

Project Address: 2 Maxwell Drive, Sunninghill & Dale Road, Halfway House

Scope of the project: Collect cash from Eskom Academy of Learning and Megawatt Park Petty cash offices and deposit into one of the approved First National Bank Branches.

Eskom Contract's Manager

Name: Pat Skosana

Eskom's Health and Safety Manager

Name: Khumbelo Chisebe

Eskom's Procurement Manager

Name: Spha Madondo

Eskom's Safety Officer

Name: Lungile Mloyi

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1. Introduction

Eskom ERE Corporate sites 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 ERE Corporate sites 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 ERE Corporate sites 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.

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 ERE Corporate site's requirements and where applicable, any requirements pertaining to the Occupational Health and Safety Act that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom ERE Corporate sites for contracts, standards 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] 32-727 SHEQ Policy

2.2.2 Informative

- [9] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [10] SANS 1186 Symbolic Safety Signs
- [11] Constitution of the Republic of South Africa No 108 of 1996

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2.3 Definitions

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
“Board”	means the Security Officers’ Interim Board established by section 2 of the repealed legislation;
Controlled disclosure	controlled disclosure to external parties (either enforced by law, or discretionary).
Client	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.
Competent person	(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)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
Duty of care to the environment	(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
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(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)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.

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Definition	Explanation
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(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.
Health and safety requirements	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
Organisation	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
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Responsible Manager	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
"Registration number"	means the registration number contemplated in regulation 6(1)(a) of these regulations
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
"Security equipment"	means- (a) an alarm system; (b) a safe, vault or secured container; (c) a satellite tracking device, closed circuit television or other electronic monitoring device or surveillance equipment; (d) a device used for intrusion detection, access control, bomb detection, fire detection, metal detection, x-ray inspection or for securing telephone communications; (e) a specialised device used to open, close or engage locking mechanisms; or (f) a specialised device used to reproduce or duplicate keys or other objects which are used to unlock, close or engage locking mechanisms;

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Definition	Explanation
"Security officer"	means any natural person- (a) (i) who is employed by another person, including an organ of State, and who receives or is entitled to receive from such other person any remuneration, reward, fee or benefit, for rendering one or more security services; or (ii) who assists in carrying on or conducting the affairs of another security service provider, and who receives or is entitled to receive from such other security service provider, any remuneration, reward, fee or benefit, as regards one or more security services. (b) who renders a security service under the control of another security service provider and who receives or is entitled to receive from any other person any remuneration, reward, fee or benefit for such service; or (c) who or whose services are directly or indirectly made available by another security service provider to any other person, and who receives or is entitled to receive from any other person any remuneration, reward, fee or benefit for rendering one or more security services;
"Security service"	Means: one or more of the following services or activities: (a) protecting or safeguarding a person or property in any manner; (b) giving advice on the protection or safeguarding of a person or property, on any other type of security service as defined in this section, or on the use of security equipment; (c) providing a reactive or response service in connection with the safeguarding of a person or property in any manner; (d) providing a service aimed at ensuring order and safety on the premises used for sporting, recreational, entertainment or similar purposes; (e) manufacturing, importing, distributing or advertising of monitoring devices contemplated in section 1 of the Interception and Monitoring Prohibition Act, 1992 (Act No. 127 of 1992); (f) performing the functions of a private investigator; (g) providing security training or instruction to a security service provider or prospective security service provider; (h) installing, servicing or repairing security equipment; (i) monitoring signals or transmissions from electronic security equipment; (j) performing the functions of a locksmith; (k) making a person or the services of a person available, whether directly or indirectly, for the rendering of any service referred to in paragraphs (a) to (j) and (l), to another person; (l) managing, controlling or supervising the rendering of any of the services referred to in paragraphs (a) to (j); (m) creating the impression, in any manner, that one or more of the services in paragraphs (a) to (l) are rendered;
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
"The Levies Act"	means the Private Security Industry Levies Act;

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Definition	Explanation
Visitor	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
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

2.5 Related/Supporting Documents

Eskom ERE Corporate site's OHS Act section 37(2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

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3 Specification

3.1 Scope of work

The Service Provider contracted shall employ every lawful means to prevent loss of life, property and equipment through damage, theft, explosion, and fire when performing the duty of CIT (Cash-In-Transit) services as they provide the following security services:

- Patrolling duties: shall include but not limited to the continuous physical patrolling around the entrance and exit points of the collection, while CIT(Cash-In-Transit) is in progress.
- Guarding duties: shall include but not limited to physical guarding of the Eskom cash while CIT(Cash-In-Transit) is in progress.
- Protection duties: shall include but not limited to escorting the bank marshal and other related Eskom staff as and when required, while CIT(Cash-In-Transit) is in progress.
- Key Control: shall include but not limited to safekeeping of cash while in transit. Eskom shall hold the Contractor responsible for losses that occur because of lack of key control by the security officers. The contractor shall provide a permanent contract manager/supervisor who will be responsible ensuring the quality of work carried out by the security officer/s for the full contract period.
- Registers & documents management: The service provider shall always ensure that a log and receipt book for monies received is in place and shall issue to the Eskom project manager or appointed supervising manager proof of receipt of money. The service provider must always be able to provide information about the status of the money bag.
- Incidents Management: Conduct investigations within 24 hours and submit a preliminary report within 5 days and final report within 7 days. This includes theft/ loss/ damages.
- Compliance: valid PSIRA (Private Security Industry Regulatory Authority) identification cards, firearm competency certificates, firearm permits must be carried whilst on duty and comply with all approved security related legislation, code of conduct and procedures.
- Security Guards/Personnel: Minimum Qualifications: Security guards must have at least Grade C (PSIRA certificate), with competency certificates, to render Cash-In-Transit (CIT) services. Supervisors must have at least Grade B (PSIRA certificate); relevant qualifications and experience for supervision. Security guards must be able to communicate, read and write at least in English. Security guards may not be younger than 21 years of age.

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

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom ERE Corporate sites and the principal contractor at the time of awarding the contract. The principal contractor must ensure

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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 project manager.

A copy of 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:

17.being protected from exploitative labour practices;

18. 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.
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.

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- Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001).
- The sectoral determination, number 6, issued in terms of the Basic Conditions of Employment Act.

3.3 Eskom Requirements

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom ERE Corporate site's SHE documentation that is applicable to contract 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 ERE Corporate site's requirements for the duration of the contract.

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 the contractor SHE files and attached as an annexure in the SHE Plan.

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 (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

3.4 Esko Life Saving Rules

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

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4 The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS 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.
Rule 3	BUCKLE UP 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	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

4.1 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom Corporate Site.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. **The alcohol and drug permissible level is 0%.**
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom Corporate Sites will be subjected to ad hoc alcohol testing.

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- Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
- Test records must be treated as “Confidential” and filed in the employees’ personal file.

4.2 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.

3.5.1 Medicals

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

- Principle contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
- In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

4.3 Safe Work Procedures and Practices /Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

4.4 Risk Assessment

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,

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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.

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. Therefore, the contractor shall demonstrate in a documented format the procedure undertaken to perform work safely.

4.5 Training

The contractor is to provide a detailed training programme. The programme is to ensure the client that workers are provided with information on safe work procedures, the results of risk assessments and the safe use of plant including manufacturers' instructions.

Workers must be provided with training that gives them the skills necessary to carry out their duties safely and competently. Workers carrying out cash-in-transit work should only perform duties consistent with their qualifications and experience. Workers should be supervised to ensure they carry out their duties in this way.

A person who is gaining competency skills to provide cash-in-transit services, either covert or overt, should work in a 'buddy system' under the direct supervision of a person with qualifications, skills and experience until they demonstrate the skills to carry out the work safely.

4.6 Personal Protective Equipment Requirements

1. The principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.

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3. The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. All PPE purchased and used by all contractor employees including must comply with the relevant SANS standards.
5. Where deemed as a requirement, then high visibility vests shall be worn.

Required Personal Protective equipment

- Uniforms
- Bullet proof vests
- Handgun
- Boots
- First aid kit
- Vehicles (Armoured vehicle)

4.7 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, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

4.8 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. A detailed emergency preparedness plan relating to the project activity hazards must be provided to Eskom.


5 Covid Compliance

1. Undertake a covid-19 risk assessment to give effect to the minimum measures required by the Directions, taking into account the specific circumstances of the workplace and the requirements of the OHS Regulations for Hazardous Biological Agents.
2. Comply with the Covid-19 prevention rules:

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- Washing of hands for at least 20 seconds or sanitise using alcohol base sanitiser
- Wearing of face mask
- Always maintain social distancing

6 Acceptance

Zeph Mayisela

7 Development Team

- Lungile Mloyi

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