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Project Name: Disconnections and Reconnections of SPU meters in the Northern Cape CSA's (Jan Kempdorp, Douglas, Kimberley, Colesberg)

Project Address: NCOU Kimberley Zone

Scope of the project: Disconnection & Reconnection of SPU Meters

Eskom Contract's Manager

Name: Yolanda Jacobs



27 May 2020

Eskom's Health and Safety Manager

Name: Magda Wyngaardt



01/06/2020

Eskom's Safety Officer


Name: Deon Bezuidenhout 2020/03/05



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1. Introduction

Eskom 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 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.

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 provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts, standards and NEC 3 contracts.


2.1.2 Applicability

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

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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] Plant Safety Regulations


2.2.2 Informative

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

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2.3 Definitions

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
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
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.
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
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
COLD 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

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Abbreviation	Description
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 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.

3 Specification

3.1 Scope of work


The contractor will visit a meter installation and perform a disconnection/reconnection activity as per Eskom instruction

- Verify the meter number to be disconnected/reconnected
- The disconnection/reconnection will be performed by switching the main circuit breaker (MCB) into ON/OFF position
- For disconnections the MCB will be sealed in the OFF position. If the MCB does not have a shroud a disconnection sticker must be stuck over the MCB and the tails must be pulled in the event when the MCB cannot be sealed off to prevent the customer from tampering and reconnecting electricity supply
- Upon the reconnection the sticker must be removed. If fitted with a shroud then the MCB must be sealed in the ON position
- Record the meter reading after both disconnection and reconnection
- Take digital photograph of disconnected/reconnected meter showing the date and time when the photograph is taken
- Lock meter installation with Eskom lock
- Proper training on how to seal off meters when disconnected should be

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<p>enforced</p> <ul style="list-style-type: none"> Where meters are in the property or inside the house, the tails must be pulled as well as any other meter whether it is a single or 3 phase meter that cannot be sealed off Any private locks to be replaced with Eskom locks
--

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.

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 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

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“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.

3.3 Eskom Requirements

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom 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 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.

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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 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.
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 in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the Eskom premises will be subjected to ad hoc alcohol testing.
5. 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.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

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3.5 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 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 employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. 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.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. 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.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.6 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, incident investigator, risk assessor, SHE representative, project supervisor or project manager and 16(2) appointments.

3.7 Working at Height Procedure


3.7.1 General Requirements

N/A

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3.8 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.

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.

3.9 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.


3.10 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 and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
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.

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4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.11 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.

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


3.12.1 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.

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3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so, any recommendations made may not be 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 by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements

3.13 Asbestos

The Northern Cape is known for the prevalence of asbestos, contractors/ Eskom employees need to take precaution when working in such areas. The following towns and surrounding areas are known to be Asbestos affected.

- Kuruman
- Daneilskuil
- Lime Acres
- Kathu
- Hotazel
- Prieska
- Marydale

Client shall ensure that Contractor:

(a) Prior to work commencing –

Is performed by Registered Asbestos Contractor;

All asbestos materials likely to become airborne are identified;

Plan of work is submitted for approval, at least 30 day prior to work commencing, to an approved asbestos inspection authority;


A copy of the plan of work, approved by approved asbestos inspection authority, is submitted to the provincial director at least 14 days prior to commencement of demolition work. The approved plan of work shall be signed by Approved Asbestos Inspection Authority, employer and mandatory of employer

Copies of approved standardised procedure for demolition work is submitted to provincial director 14 days prior to work commencing

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Respirators:

The employer shall—

- (a) Provide employees with respirators approved by the chief inspector for use when working with asbestos. A sufficient quantity of respirator filters approved for asbestos shall be provided so those employees can change filters during the workday. A filter should preferably not be used for a period longer than one workday. The respirators shall be issued on a personal basis and arrangements shall be made for the regular inspection and servicing of the respirators;
- (b) Instruct and train employees in proper respirator use and ensure that filters and respirators are protected from exposure to asbestos prior to use; and
- (c) Ensure that employees wear respirators in the workplace at all times, and that respirators are properly fitted.

Protective clothing:

The employer shall-

- (a) Provide suitable protective clothing for his employees. Suitable clothing comprises overalls or similar full-body protective clothing with head covering and gumboots. Such clothing may be disposable, washable for re-use or may alternatively be suitable wet weather gear that can be hosed down;
- (b) Undertake or arrange for the disposal or laundering of protective clothing. Where a contract laundry is employed, care shall be taken that the contractor fully understands the precautions necessary for handling asbestos-contaminated clothing; and
- (c) Ensure that protective clothing is removed from the premises only for laundering or disposal and then only if suitably packed in a sealed impermeable container, and that it is clearly labelled with a warning label as containing asbestos-contaminated clothing.

Information and Training

Education and training of any person who may be exposure to lead is of paramount importance, in order to assist employers and employees in reducing the risk of exposure to asbestos dust.

The employer must ensure that he obtains suitable information and training in order to train employees effectively. Alternatively obtain the services of a person who has the requisite competence.


Competence in relation to these regulations infers that the person has practical experience relating to the correct handling, hygiene and work practices relating to work with asbestos. Additionally the person must have a theoretical knowledge of the toxic effects of asbestos.

Education and training must be planned carefully and presented on commencement of employment, and at least annually thereafter.

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It is of the utmost importance that health and safety representatives or committees are thoroughly trained and educated with regards to working with asbestos. This is to ensure that the health and safety representatives or committees are able to make informed decisions relating to their discretionary powers.

It is the duty of employers to ensure that all employees have thorough knowledge of the provisions of the Act and these regulations.

Decontamination facilities and personal hygiene:

The employer shall set up decontamination facilities outside the workplace for the exclusive use of employees exposed to asbestos. These facilities shall consist of a "clean" change-room, toilet/shower facilities and a "dirty" decontamination change-room

All employees without exception shall—

- (i) remove personal clothes in the "clean" change- room and put on clean protective clothing, gum-boots and respirators before entering the work- place; and
- (ii) Use the vacuum-cleaning to de-dust before the protective clothing and gumboots are removed in the "dirty" decontamination change room when leaving the workplace. While still wearing their respirators, the employees should proceed to the showers and only remove their respirators while showering. All showering must be done using soap and water.
- (iii) Employees shall not eat, drink or smoke in the workplace. Before eating, drinking or smoking, employees shall first comply with paragraph (ii), and before re-entering the workplace employees shall comply with paragraph (i).

All other persons entering the workplace shall wear approved respirators for asbestos as well as protective clothing and footwear. Before leaving the workplace they must comply with paragraph (ii).

All contaminated clothing and footwear shall be left in the decontamination change-room and should be immediately stored in suitable containers prior to disposal or laundering. Contaminated respirators that are removed in the showers must be removed after being washed down and stored for disposal or made good for re-use. The collection of protective clothing, footwear and respirators shall be strictly controlled.


Disposal of waste

Work procedures shall be applied to small sections of the workplace at a time. Before beginning the next section all asbestos waste shall be collected from the section where work is currently in progress and placed in impermeable plastic bags or similarly effective containers.

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(a) Before leaving the workplace all containers shall be cleaned on the outside and labelled, and, in the case of bags, the bag containing the waste shall be placed in another clean bag, sealed and labelled.

(b) All plastic sheeting, tape, cleaning material, clothing and all other disposable items used in the workplace shall be placed into impermeable plastic bags or similarly effective containers, Before leaving the workplace all containers and bags containing asbestos-contaminated materials or items shall be dealt with as in paragraph (a) above,

(c) The detailed arrangements for asbestos disposal shall be agreed upon with the appropriate local authority. The waste shall be disposed of only on waste disposal sites specifically designated for this purpose in terms of the Environment Conservation Act, 1989 (Act 73 of 1989). Waste shall be deposited in such a manner as to minimise dust dispersal as well as the need for further disturbance of the waste. The waste should be covered with at least 200 mm of sand or other suitable material capable of forming a seal to prevent the dispersal of dust. No waste should be left uncovered at the end of a workday.

(d) Liquids or sludge containing asbestos shall be collected in collecting-tanks from where it may be pumped into sealable drums or closed type tanker for transit to the waste disposal site. Transport and disposal must take place in such a way that there is no risk of the material drying out before it has been disposed of and covered as provided for in (c) above.

(e) High density materials such as asbestos cement, plastic materials containing asbestos, etc. are not likely to release asbestos dust when tipped.

All vehicles, re-usable receptacles and covers, which have been in contact with asbestos waste, shall be cleaned by a dust-free method.

The employer concerned with the collection, transport and disposal of asbestos waste is responsible for complying with the provisions of the Occupational Health and Safety Act, 1993, and the regulations.

The contractor shall ensure that the relevant training and information procedures are in place and relayed to all workers. Proof of such training and information sharing shall be available on site at all times.

All exposed asbestos shall be coated – holes, cracks, damaged asbestos surfaces prior to removal from steel structure. The contractor shall ensure that OEL for Asbestos is not exceeded if Asbestos dust becomes airborne. The contractor shall ensure that measures are put in place to determine that OEL for Asbestos is not exceeded.


The contractor shall ensure that all records relating to assessment results, air monitoring, medical surveillance, Training etc. is kept for periods as specified in AR 16

Any water containing asbestos dust as a result of dismantling asbestos cement sheeting shall be treated according to Asbestos Regulation 13 (2) (b) and (c). Asbestos removal work is done in accordance to Asbestos Regulation 11 and 13.

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Cutting or drilling is performed under controlled conditions according to Asbestos Regulation 11 and 13. This shall include the use of wet methods where possible, suitable slow speed cutter is used and a respirator used by operator and other at risk of exposure.

Asbestos waste of any form, including dust, is collected and disposed of according to Asbestos Regulation 20.

Contractor shall ensure adherence to all sections of Asbestos Regulations.


Summary of documentation required for Asbestos Work – To be read in conjunction with Asbestos Regulations:

1. Letter of Good standing - Valid - Prior to work commencing
2. Mandatory (37.2) Agreement between Principal Contractor and Contractor - Prior to work commencing
3. Notification of Asbestos Work - Prior to work commencing
4. Risk assessment, Safe Work Procedure, Fall Protection Plan - Prior to work commencing
5. D.O.L registration as an Asbestos Contractor - Valid -Prior to work commencing, At tender stage
6. Plan of work submitted to AIA - signed copy - Prior to work commencing
7. Plan of work submitted to Provincial director (D.O.L) - signed copy - Prior to work commencing
8. Copies of all waste manifest slips (Certificate of safe disposal) from approved dumpsite - After each load taken to dumpsite
9. Weigh bridge / delivery note - indicating how much waste was disposed of in kg - After each load taken to dumpsite
10. Proof of Principal Contractor acceptance of Contractor H&S documentation - Prior to work commencing

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4 Acceptance

Nill.

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.

6 Development Team

- T.R Magagula
- F Poee

7. Annexures


Tender Evaluation Template

Annexure B She Requirements

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	Form Header and Footer Portait Template (Medium risk work)	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-77471969	Rev	2
		Effective Date	November 2016		
		Review Date	December 2021		

1. PART A

<u>Ref</u>	<u>KPIs</u>	<u>Submission</u> <u>Y = Yes</u> <u>N= No</u>	<u>Actual</u> <u>score</u>	<u>Comments</u>
1	Annexure B Is the acknowledgement of Eskom's SHE rules and requirements form (Annexure B) signed and submitted by the tenderer?			

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2	Safety, Health and Environmental Plan for Scope of work not limited to the following: <ul style="list-style-type: none"> • SHE organization within the Company-Responsibility & Accountability • SHE Incident management • Planning of conduct of work activities including planning for changes and emergency work • Waste management • PPE- Personal Protective Equipment • Emergency planning and fire risk management • Vehicle and driver behaviour safety • Contractor or supplier selection and management • Design and specifications • Competency, training, appointments • Communication and awareness • Management commitment and visible felt leadership 			
3	Baseline SHE Risk Assessment (BRA) Identification, assessment and management of Safety, Health and Environmental risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA			
4	Valid Letter of Good Standing (COIDA or equivalent)			
5	SHE policy signed by CEO/ MD- Comply to OHS Act Section 7 or OSHAS 18001			

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	TOTAL			Approved/Not Approved
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Score:

0 = Document not submitted OR submitted but does not satisfy the minimum requirements

1 = Document submitted and the content satisfy the minimum requirements

OR


2. PART B

<u>Ref</u>	<u>KPIs</u>	<u>Submission</u> <u>Y = Yes</u> <u>N= No</u>	<u>Actual</u> <u>score</u>	<u>Comments</u>
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1	Annexure B Is the acknowledgement of Eskom's SHE rules and requirements form (Annexure B) signed and submitted by the tenderer?			
2	OHSAS 18001 certificate			
3	Valid Letter of Good Standing (COIDA or equivalent)			
	TOTAL			Approved/Not Approved

Score:

0 = Document not submitted OR submitted but does not satisfy the minimum requirements

1 = Document submitted and the content satisfy the minimum requirements

***NOTE:** For explanatory notes for the listed items (SHE requirements) please refer to [240 - 77433139 Annexure A: Supplier Risk Category](#)


Development Team

- Diane Maunatlala

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The specific requirements that will be mandatory for informing the tenderer and the requirements that the tenderer has to comply with when submitting the tender returnable:

NOTE: the tenderer has to ensure that he/she understands the SHE requirements listed hereunder.

1. The supplier is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:
- a. Eskom contractor Health and Safety requirements standards 32-136
 - b. SHE specification provided
 - c. Occupational Health and Safety Act 85 of 1993
 - d. Mine Health and Safety Act (where applicable)
 - e. Compensation for Occupational Diseases and Illnesses Act 130 of 1993
 - f. National Environmental Management Act 107 of 1998

Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's SHE requirements (policies, procedures, standards etc).

2. Work stoppages that are initiated due to SHE related shall not warrant any financial compensation claim lodged against Eskom.

3. Financial penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its sub-contractor and/or supplier) pertaining to Eskom and/or Statutory SHE requirement/s.

4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and company's induction


5. Management of Contractors and Suppliers

- a) The main supplier has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers.
- b) The main supplier has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work.
- c) The main supplier has to ensure that contractors and suppliers possess adequate resources and competencies.
- d) The main supplier is accountable for the management of its contractors or suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main supplier during contract execution) are complied with by the contractors or suppliers.
- e) The main supplier shall monitor contractors or suppliers through audits and assessments with regard to SHE compliance during the execution of the work.
- f) The grounds for the termination of work done by contractors and suppliers shall be provided by the main supplier.
- g) All non-conformances/non-compliance by the contractors/suppliers (all tiers) to the main supplier shall be dealt with directly with the main supplier in terms of performance and penalty processes.
- h) Eskom reserves the right to verify this when deemed necessary. The contractor may be instructed to provide copies of testimonials/references and the contact detail of clients (including Eskom) for whom the Company has done previous work of a similar nature

I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm that I fully understand them and the consequences of non-compliance.

Signed at on day of 20.....

Name of Authorised person (CEO/Director/ Managing Director)

	Annexure B: Acknowledgement Form for Eskom SHE Rules and other Requirements	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-77471499	Rev	2
		Effective Date	November 2016		
		Review Date	December 2021		

<p>-----</p> <p>Signature</p> <p>Witness 1</p> <p>Witness 2</p>	<p>-----</p> <p>Date</p>
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