
	SHE SPECIFICATION OFFICE MOVE FOR GEMMA CLUSTER	Template Identifier	240-73198256	Rev	2
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		Effective Date	20 February 2016		
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Project Name: OFFICE MOVE FOR GEMMA CLUSTER

Project Address: NCOU

Scope of the project: OFFICE MOVE FOR GEMMA CLUSTER


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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.

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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.

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

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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

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
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.
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.

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Definition	Explanation
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
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

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Abbreviation	Description
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

- Dismantle, move and re-assemble bulk filing systems;
- Physical handling/ removal of items such as printers, PCs, safes, pictures etc.
- Physical handling/ removal and re-assembling of furniture (desks/ tables, cupboards, chairs), storage racks, and workstations screens;
- Dismantle, move medical equipment (hearing testing booth, physical assessment equipment);
- Movement of gym equipment;
- Movement of appliances (TVs, fridges, microwaves, water coolers).
- **Supply of material:**
- Boxes that are suitable for office moves are to be supplied.
- Equipment/ tools (e.g. trolleys, jacks) required for office moves to be provided.
- Supply of bubble wrap and tape.
- **TOOLS/EQUIPMENT LIST**
- The contractor must provide the following tools:
- Trolleys
- Jacks

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- Tools for dismantling of furniture
- Any other tool required for lifting, loading, moving, dismantling office items.

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 “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.

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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.

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

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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 premises.
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 Power Station 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.

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.

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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

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position.

Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.

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3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

Every employer shall ensure that work at height is:

1. properly planned;
2. appropriately supervised; and
3. carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

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.

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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.

3.9 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.
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.

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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.
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 Ladders

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1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.

A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.14 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

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5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that is inadequate, faulty, and unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions.

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.15 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Tools with sharp points in tool boxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No make shift tools are permissible on the project.


3.16 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
4. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, to the satisfaction of the client/agent.

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3.17 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.17.1 Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).

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- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.18 Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.19 Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.19.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the

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notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

3.19.2 Night work

When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.19.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the Eskom project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.20 Omissions from Safety and Health Requirements Specification

By drawing up this SHE specification Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when signing the contract.

3.21 Covid-19

As a result of COVID-19 the principal contractor shall ensure that all the necessary requirements have to be put in place to ensure adequate control measures are present in workplaces:

Labour Relations Act, 1995: Code Of Practice Managing Exposure To SARS-COV-2 In The Workplace, 2022 Dated 24 June 2022

What has changed?

Initially report on 24 June 2022

In [GNR 2191 published in GG 46596 on 24 June 2022](#) the Department of Employment and

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Labour promulgated a notice regarding the implementation of the Code of Practice: Managing Exposure to SARS-COV-2 in the workplace.

What is the implication of this?

The Department of Employment and Labour promulgated the Code of Practice: Managing Exposure to SARS-COV-2 in the workplace under the Labour Relations Act on 15 February 2022 under Government Notice 1876 in Government Gazette 46043.

The Department has promulgated what appears to be the same Code of Practice: Managing Exposure to SARS-COV-2 in the workplace under Government Notice 2191 in Government Gazette 46596 of 24 June 2022. However, in this Notice the Minister of Employment and Labour states that the Notice published in Government Notice 1876 on 15 February 2022 in Government Gazette 46043 was in error and is liable to be set aside.

This means that the Code of Practice: Managing Exposure to SARS-COV-2 is still applicable to manage COVID-19 in the workplace, but that the version to use is the one dated 24 June 2022 which is enclosed in this report notification.

The Minister reiterated in a media statement on 22 June 2022 that “the health and safety of workers remain a priority for our labour market. The Code of Practice on the Management of Exposure to Sars-Cov-2 in the Workplace remains the guiding principle on matters of health and safety in the workplace and is still the responsibility of all leaders to design an inclusive environment that promotes safety and makes workers comfortable in the workplace.”

Commencement?

24 June 2022.

4 Acceptance

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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Date	Rev.	Compiler	Remarks

6 Development Team

- T.R Magagula
- F Poee

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ACCIDENT / INCIDENT REGISTER NO

PART 1 – TO BE COMPLETED FOR ALL ACCIDENTS / INCIDENTS:

ESKOM ☐ PUBLIC ☐ CONTRACTOR ☐ CASUAL/TEMP ☐

POOL ☐ COMPANY CAR ☐ SCHEME ☐ HIRED/PRIVATE ☐

FIRST AID		ELECTRICAL CONTACT	
MEDICAL		EQUIPMENT DAMAGE	
FATAL		THEFT	
LOST TIME INJURY		ENVIRONMENTAL	
OCCUPATIONAL DISEASE		FIRE	
VEHICLE ACCIDENT		NEAR MISS	
STORM DAMAGE		ON DUTY	
OTHER		OFF DUTY	
CRIME RELATED INCIDENTS			
PRIORITISATION BY LINE & SHE USING THE MATRIX			
			

NAME OF PERSON INVOLVED	
UNIQUE NUMBER OR IDENTITY NUMBER	
NATURE OF INJURIES SUSTAINED	
UNIT/SECTION/DEPARTMENT	
DATE OF ACCIDENT/INCIDENT	
LOCATION OF INCIDENT/ACCIDENT	
MANAGER/SUPERVISOR	
TELEPHONE NUMBER	

FULL DESCRIPTION OF ACCIDENT/INCIDENT :

IMMEDIATE CORRECTIVE ACTIONS


LESSON LEARNT

KEY LEARNING POINTS (GENERAL)

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--

SUBSTANCE ABUSE TEST DONE	YES		NO	
---------------------------	-----	--	----	--

PART 2 – TO BE COMPLETED FOR PUBLIC / CONTRACTOR / LIVESTOCK ACCIDENTS

LOW HANGING CONDUCTOR / CONDUCTOR ON GROUND		OTHER	
IRRIGATION PIPE INTO LINE			
TELKOM LINE INTO ESKOM LINE			
EXTERNAL / SUB-CONTRACTOR			
UNLAWFUL ENTRY / VANDALISM			
CRANE INTO LINE			
TREE ON LINE			
ESKOM VEHICLE INVOLVED			

PART 3 – TO BE COMPLETED FOR ALL VEHICLE ACCIDENTS

ESKOM DRIVER & UNIQUE NUMBER	
ESKOM VEHICLE REGISTRATION NUMBER	
DAMAGES TO ESKOM VEHICLE	
THIRD PARTY REGISTRATION NUMBER	
DRIVER OF 3 RD PARTY VEHICLE	
TELEPHONE NUMBER OF 3 RD PARTY	
NAME OF WITNESS	
WITNESS TELEPHONE NUMBER	

PART 4 – TO BE COMPLETED FOR ALL ELECTRICAL CONTACTS

DD SHEET NUMBER	
LINE CLEARANCE	
SUB STATION AND NETWORK	
SECTION BREAKERS	
TEE LINE	
ESKOM VOLTAGE	
BEFORE THE METER	
BEYOND THE METER	

PART 5 – TO BE COMPLETED FOR ALL CRIME RELATED INCIDENTS


NAME OF INVESTIGATING OFFICER	
DATE , TIME REPORTED TO INVESTIGATING OFFICER	
ESTIMATED VALUE INVOLVED	
DESCRIPTION OF PROPERTY DAMAGE	
NAME OF POLICE STATION REPORTED TO	
DATE, TIME REPORTED TO SAPS	
PERSON REPORTING TO SAPS	

PART 6 – TO BE COMPLETED FOR ALL MEDICAL AND LOST TIME INJURIES

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NAME OF ATTENDING DOCTOR	
NAME HOSPITAL TAKEN TO	
TELEPHONE NUMBER OF DOCTOR / HOSPITAL	
FAX NUMBER OF DOCTOR / HOSPITAL	
DATE OF TREATMENT RECEIVED	
TIME OF TREATMENT RECEIVED	


PART 7 – TO BE COMPLETED FOR ALL INCIDENTS / ACCIDENTS

FULL NAME OF PERSON REPORTING INCIDENT	
NAME OF SAFETY REP REPORTED TO	
TELEPHONE NUMBER	
FAX NUMBER	
DATE OF REPORTING INCIDENT / ACCIDENT	
TIME OF INCIDENT / ACCIDENT	

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Annexure B: Acknowledgement Form for Eskom OHS legal and other requirements


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

<p>1. The supplier/contractor/tenderer is expected to comply to the following documents when working at/rendering a service to Eskom but not limited to the following:</p> <ul style="list-style-type: none"> a. Eskom contractor Health and Safety requirements standards 32-136 b. OHS specification/requirements provided c. Occupational Health and Safety Act 85 of 1993 d. Compensation for Occupational Diseases and Illnesses Act 130 of 1993 <p>Note: Please note that after contract award, it is your responsibility to fully align the company's processes to Eskom's OHS requirements (policies, procedures, standards etc).</p>
<p>2. Penalties shall be enforced on the main supplier for non-conformance/s (identified for the main supplier and/or its contractor and/or supplier) pertaining to Eskom and/or Statutory OHS requirement/s.</p>
<p>4. Ensure that all employees (contractors/suppliers) undergo the relevant Eskom induction and the company's</p>
<p>5. Management of Contractors/ Suppliers</p> <p>The main contractor/supplier:</p> <ul style="list-style-type: none"> a) Has to demonstrate to Eskom the process and selection criteria applied when appointing contractors and suppliers. b) Has to provide notification to Eskom, prior to the appointment of contractors or suppliers for the commencement of work. c) Has to ensure that contractors/ suppliers have adequate resources and competencies. d) Is accountable for the management of its contractors/ 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 OHS compliance during the execution of the work. f) The grounds for the termination of work done by contractors/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 contractor/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
<p>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.</p> <p>Signed at on day of 20.....</p>

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Company/Supplier Name: -----

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

Signature

Date

Witness 1

Witness 2

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**SECTION 37(2) AGREEMENT
CONCLUDED BETWEEN**

[.....[insert name of subsidiary or Eskom Holdings SOC Limited]]

AND

[.....]

(Name of contractor/supplier)

I, [.....[insert name of person representing contractor/supplier company] representing [..... [insert name of contractor/supplier], do hereby acknowledge that [..... [insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that [..... [insert name of contractor/supplier] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service [.....[insert brief details of project/service, for example, name, contract/project number]

and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between [..... (insert name of contractor/supplier) and [insert name of subsidiary or Eskom Holdings SOC Limited] which will ensure compliance by [..... [insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure

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from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this day of 20 at

..... (Place)

(Full name)..... (Signature)

.....on

behalf of (Contractor/supplier)

Contractor Responsible Manager (responsible for signing the contract on behalf of the contractor/supplier)

Witnesses

1.

2.

Signed this day of 20 at

(Place)

(Full name)..... (Signature)

on

behalf of [insert name of subsidiary or Eskom Holdings SOC Limited]

(Contracts and/or Project Manager or Representative)

Witnesses

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1. |.....

2. |.....

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CONTRACTOR EVALUATION TEMPLATE

Template Identifier	240-43921898	Rev	5
Document Identifier	240-92418889	Rev	0
Effective Date	20 February 2015		
Review Date	February 2018		

CONTRACTOR EVALUATION TEMPLATE

PRINCIPAL CONTRACTOR DETAILS

Site Name & Address		Telephone:
Project Manager (Client)		Telephone: Cell No :
Principal Contractor		Telephone: Cell No :
Contractors		Telephone:
Construction Manager(Principal Contractor)		Cell:
Construction H&S Manager (Principal Contractor)		Cell:
Construction H&S Officer(Principal Contractor)		Cell:
Nature of Construction Work		
Project Commencement Date:		
Project Completion Date:		

1

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Codes	Legal Requirements	Legal Ref	STATUS			What to look for??	Actions & Comments
			Y	N	N/A		
A1	SHE Policy	Sec. 07 OHS ACT				SHE Policy must be signed by the CEO of the company and dated.	
A2	Mandatory Agreement	Sec. 37(2)				A signed 37-2 agreement (new) by Client and Principal Contractor	
		Section 10 (4)				Is there an agreement of Client and/ or Supplier using third party equipment/ machinery on site	
		32-726 (Annexure B)				Signed Annexure	
A4	H&S specification for the project	CR 5(b) CR5(1)(a)				Client Issued H&S Specification and Baseline Risk Assessment to be included in file	
A5	Total Number of employees on site	CR 5(1)(h)				Employee list	
A6	Letter of Good Standing	CR 5(1)(j)				A valid current FEM/COID letter of Good Standing, Number and expiry date	

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CONTRACTOR EVALUATION TEMPLATE

Template Identifier	240-43921898	Rev	5
Document Identifier	240-92418889	Rev	0
Effective Date	20 February 2015		
Review Date	February 2018		

A7	H&S Plan	CR7 (1)(a)				H&S Plan to be aligned to Clients H&S Specification.

Codes	Appointments & Competencies	Legal Ref	Status			What to look for?	Actions & Comments
			Y	N	N/A		
B1	CEO	Sec.16(1)				Letter of Appointment	
B2	CEO Assignee	Sec. 16(2)				Letter of Appointment	
B3	H&S Rep.	Sec. 17				Letter of appointment and proof of competency	
B5	First Aider	GSR 3(4)				Letter of appointment and proof of competency	
B6	Ladder Inspector	GSR 13A				Letter of Appointment & proof of competence	
B7	Incident Investigator	GAR 9(2)				Letter of appointment and a certificate in incident investigation e.g. RCAT	
B8	Appointment of Principal Contractor	CR 5(1) (k)				Letter of Appointment of Principal Contractor and competency	
B12	Work Supervisor	CR 8(7)				Letter of Appointment & proof of competence	

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B14	Risk Assessor	CR 9(1)				Letter of appointment & proof of Risk Assessment course/training attended- Institution name	
B15	Fall Protection Planner	CR -10(1)(a)				Letter of appointment and proof of training	
B19	Construction Vehicle Operator	CR 23(1)(d)(i)				Letter of appointment and course certificates/ Nationals driver licence (Check road worthiness of the construction vehicles on site)	
B21	Electrical Machinery Inspector	CR 24(e)				Letter of appointment and proof of competency	
B23	Fire Equipment Inspector	CR29 (h)				Letter of appointment and proof of competency	
Codes	Risk Assessment	Legal Ref	Status			What to look for?	
			Y	N	N/A		
C1	Risk Identification	CR 9(1)(a)				Risk Assessment template -Site specific risk identification Copy of Baseline Risk Assessment	
C2	Risk Analysis	CR 9(1)(b)				A documented method on how hazards and risks are evaluated and analysed e.g. matrices	

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C3	Risk Control	CR 9(1)(c)				Documented Risk Mitigation/ Control plan Safe work procedures to mitigate, reduce or control the risks	
C4	Monitoring Plan	CR 9(1)(d)				A monitoring plan- How are risks monitored. Note: during execution phase planned task observation at 4 per month by the supervisor,	
C5	Review Plan	CR9(1)(e)				A review plan demonstrating the frequency of review of Baseline RA's(Date of review of the plan)	
C6	Task Manuals and Safe Work Procedures					Check for Review dates of Safe Work Procedures/ Task manuals	
Codes	Fall Protection	Legal Ref	Status			What to look for?	
			Y	N	N/A		
D1	Fall Protection Plan- Risk Assessment	CR 10(2) CR 10(2) (a)				Proof of: Hazards and risks associated with all work carried out at positions of elevation	
D2	Risk Assessment	32-418				Risks to be considered refer to 3.3.2 (b) pg. 8&9 of 32-418: Working at Heights Procedure. Risk assessment to include the Rescue plan	

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D3	FAS and Rescue Training	CR 10(2)(c)				Programme for the training of employees working from a Fall Risk position & records thereof.	
D4	Work at height and rescue training must be provided by SETA approved instructors and service providers	32-418				Check training records against SETA approved service providers	
D5	3.5.11 At least two persons per team have to be able to perform rescues if work at height is involved. All personnel trained to perform rescues will be trained to first aid Level 2.	32-418				Two rescuers per team & Proof of first aid level two training of rescuers.	
Codes	Induction Training	Legal Ref	Status			What to look for?	
			Y	N	N/A		
E1	Proof of Eskom's Induction Training on file.					Proof of Eskom Induction conducted	
E2	Was Induction done by the Company?					Proof of Company Induction (Attendance register) & Contractor Induction Curriculum Content	
Codes	Medical Surveillance	Legal Ref	Status			What to look for?	
			Y	N	N/A		

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F2	Construction Vehicle Operator's medical certificate of Fitness	CR 23(1)(d)(ii)				Medical Fitness Certificate	
F3	Medical certificates for all employees	CR 7(8)				Medical Certificates of all employees in the project	
Codes	Procedures	Legal Ref				What to look for?	
			Y	N	N/A		
G1	Incident Management Procedure	32-95				Incident Management procedure to be aligned to 32-95, wrt reporting, recording, classification and investigation	
G2	Effective Evacuation Plan	CR 29(1)				Evacuation Plan (e.g. Check emergency number, appointments letters etc.)	
G3	Inspection, testing and maintenance of all Fall Protection Equipment	CR10(2)(d)				Procedure outlining the Inspection, testing and maintenance of all Fall Protection Equipment	
G4	Rescue Plan	CR10(2)(e)				Rescue Plan- procedure	
G5	Safe Work Procedures for all work performed at elevation to be contained in SHE plan.	32-418 Ref 3.3.2 (c)				Safe work procedure/s	
G6	Vehicle Safety Management	32-345				Vehicle Safety Management Procedure to be aligned to Eskom 32-345	

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Codes	Principal Contractor to inform the client regarding use of contractors	Legal Ref	Status			What to look for?	
			Y	N	N/A		
I1	Is the Principal Contractor using contractors?	32-136				List of contractors	
I2	Is the contractor's H&S Plan approved by the Principal Contractor (Client)					Copy of contractor's H&S plan , signed by the Principal Contractor	
Other SHE Specification Requirements							
% Compliance to SHE Specification		100% compliant		80% compliant		Below 80% compliant	
Function Representative		Name & Surname		Signature		Date	
Signature of Eskom SHE Officer							
Signature of Project Co-ordinator							
Signature of Principal Contractor Health and Safety Officer / Representative							

(100% requirements met) - The file is FULLY compliant in all respects and the contractor may access the site and commence work.

(More than 80% requirements met) – The file is partially compliant – The contractor may access site solely for the purposes of planning and initial mobilization, with the agreement of the project manager. The contractor may only commence work after rectifying the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

(Less than 79% requirements met) - The file is non-compliant – The contractor may not have access to site or commence work. The contractor must rectify the deviations as listed on the following page and the file is re-viewed and a new assessment form is completed achieving full compliant.

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	Annexure C 1: SHE Tender Evaluation Template (Medium Risk)	Template Identifier	240-43921898	Rev	5
		Document Identifier	240-77471651	Rev	2
		Effective Date	November 2016		
		Review Date	December 2021		

High and Medium Risk Category (All or nothing approach will be used for section 1)

<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
1	Is the acknowledgement of Eskom's SHE rules and requirements form (Annexure B) signed and submitted by the tenderer?			
2	OHS plan (Applicable to high risk work only) <ul style="list-style-type: none"> • OHS organization within the Company- Responsibility & Accountability • SHE Incident management • Planning of conduct of work activities including planning for changes and emergency work • PPE- Personal Protective Equipment • Emergency planning and fire risk management • Vehicle and driver behavior safety • Contractor or supplier selection and management • Design and specifications • Permits • Competency, training, appointments • Communication and awareness 			

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<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
	Management commitment and visible felt leadership			
3	Costing for Safety Health and Environmental management Has the tenderer submitted detailed (The cost should be broken down not provided as a lump sum) costing for SHE, i.e. – <ul style="list-style-type: none"> based on the overall scope of work/service to be performed; the generic scope of work/service risk assessment – will may serve as a guideline. 			
4	Baseline Risk Assessment (BRA) Identification, assessment and management of SHE risks related to the scope of work. The methodology used for the risk assessment must be provided together with the BRA			

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<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
5	Valid Letter of Good Standing (COIDA or equivalent)			
6	SHE policy signed by CEO/ MD- Comply to OHS Act Section 7 or OSHAS 18001			
7	SHE Competency (Consider scope of work, risks, SHE plan and applicability) CV,s and qualifications / certificates e.g. <ul style="list-style-type: none"> - First aiders - Risk Assessor - SHE Representative - Fall Protection Planner - Incident investigator 			
8	Medical fitness certificate x 1 or Medical surveillance programme for non-operational suppliers or supplier with no employees			
	TOTAL			Approved/ Not Approved

Score:

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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](#)

1. Other requirements:

<u>Ref.</u>		<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No		
1				
2				
3				
4				
	TOTAL			

Score:

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

1 = Document submitted and the content satisfy the minimum SHE requirements


Development Team

- Diane Maunatlala

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	Principal Contractor 5(1)(k) Construction Regulations 2014 Appointment Letter	Document Identifier	240-64729708	Rev	7
		Effective Date	Aug 2021		
		Review Date	September 2026		

I, **(Name & Surname of the appointer)** the **(Designation of the appointer*)** for **(Site name)** hereby appoint you **(Add Appointee Name & Surname)** being the Contractor's Representative for **(Add full company Name)** as **Principal Contractor** for **(Scope of work)** as per Construction Regulations 2014, Regulation 5(1)(k); to perform the following duties as prescribed by Construction Regulations 2014, Regulation 7(1) ; .

Designated Functional Responsibilities and Authority

In particular you are required amongst others, to ensure the following –

- provide and demonstrate to the client sufficient documented Health and Safety Plan based on clients documented health and safety specification contemplated in regulation 5(1)b of CR 2014
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act, which must be available on request to an inspector; the client, the client agent or a contractor;
- on appointing of any other contractor and ensure compliance with the provision of the Act as contemplated on regulation 7(1)c;
- ensure health and safety plan contemplated in regulation 7(1)(a) as well as contractors health and safety plan is available on request to an employee, inspector, a contractor ; the client or client's agent
- hand over a consolidated health and safety file to the client upon completion of the construction work;
- include and make available a comprehensive and updated list of all contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- stop any contractor from performing a construction activity which poses a threat to the health and safety of persons and which is not in accordance with the client's health and safety specifications and the Contractor's Health and Safety Plan for the site.

You are required to report any deviations from the above-mentioned instructions to me.

You shall submit a written weekly report on all shortfalls that have not been met in terms of these regulations.

This appointment is effective from **(Add Start Date Here)** until withdrawn by the **(Designation of the appointer*)**.

Signature

(Designation of the appointer*)

Date

Acceptance of Designation


I, **(Add Appointee Name Here) (Add Unique number or ID number)**, hereby acknowledge and accept the above-mentioned appointment and declare that I am conversant with the relevant provisions of the Occupational Health and Safety Act No. 85 of 1993.

Principal Contractor CR 5 (1)(k)

Date

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		Effective Date	Aug 2021		
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* *Designation of appointer refers to but not limited to the following:*

16.2 Appointee, Construction Manager, Programme Manager, Programme Director, Responsible Manager

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