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**Project Name:** ERE Property Refurbishment NCOU

**Project Address:** NCOU

**Scope of the project:** ERE Property Refurbishment

**Eskom Contract's Manager**

**Name:** Tom Hlatshwayo

**Signature:** 

**Date:** 17/11/20

**Eskom's Health and Safety Manager**

**Name:** Magda Wynngaardt

**Signature:** 

**Date:** 17/11/2020

**Eskom's Safety Officer**

**Name:** Simphiwe Nundze

**Signature:** 

**Date:** 12/10/2020

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## Content

	Page
1. Introduction .....	5
2. Supporting Clauses.....	6
2.1 Scope .....	6
2.1.1 Purpose .....	7
2.1.2 Applicability .....	7
2.2 Normative/Informative References.....	7
2.2.1 Normative.....	7
2.2.2 Informative .....	8
2.3 Definitions.....	9
2.4 Abbreviations.....	13
2.6 Roles and Responsibilities.....	14
2.6.1 Commitment .....	14
2.5 Related/Supporting Documents .....	24
3. Specification .....	25
3.1 Scope of work.....	25
3.2 Legal Compliance .....	25
3.2.1 Section 37(2) (Legal) Agreement .....	25
3.2.2 Hazardous work by children (Child Labour).....	25
3.3 Eskom Requirements .....	27
3.4 Construction Professional Registration .....	27
3.5 Notification of Construction Work.....	27
3.6 SHE Policy .....	27
3.7 COID .....	28
3.8 Costing for SHE within the Project.....	28

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.9 Statutory Appointments .....	28
3.10 Eskom Life-saving Rules .....	30
3.11 Substance Abuse .....	31
3.12 Contractor organisational Structure .....	32
3.12.1 Principal Contractor Organogram .....	32
3.12.2 Appointed Contractor/s Organogram .....	32
3.13 Risk assessment (refer to 32-520) .....	32
3.14 Safe work procedures / method statements .....	34
3.15 Roof work (refer to 32- 418) .....	34
3.16 Construction Sites .....	34
3.17 Fire Equipment and maintenance .....	35
3.18 Flammable and Combustible Liquids .....	35
3.19 First Aid and Equipment .....	36
3.19.1 Boxes and equipment .....	37
3.20 SHE Communication Systems .....	38
3.20.1 Statutory Health and Safety Committees .....	38
3.20.2 Non-statutory health and safety committees .....	39
3.20.3 Agenda .....	39
3.20.4 Minutes and action items for all health and safety committee meetings .....	40
3.20.5 Tool box talks / Daily team talks / pre job meetings .....	41
3.21 SHE Training .....	41
3.21.1 Induction training .....	42
3.21.2 Site specific induction training .....	42
3.21.3 Visitors to site induction .....	43
3.21.4 General training .....	43
3.22 Contractor Site Establishment .....	43

## Public

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.22.1 Site roads.....	43
3.22.2 Construction vehicle safety .....	44
3.23 Housekeeping and Order.....	44
3.23.1 Stacking .....	45
3.24 Workplace Signage and Colour Coding .....	46
3.25 Tools and Equipment.....	46
3.25.1 Hand tools.....	47
3.26 Ladders .....	47
3.27 Scaffolding.....	48
3.28 Auditing .....	49
3.28.1 Approval and compliance of principal contractor SHE plan .....	49
3.28.2 Eskom SHE audits .....	49
3.28.1 Contractor audits.....	49
3.29 Smoking .....	50
3.30 Cellular Phones .....	50
3.31 Occupational Health, Hygiene and Rehabilitation .....	50
3.31.1 Medicals.....	50
3.32 Working at Heights .....	51
3.32.1 General Requirements .....	51
3.33 Risk Assessments .....	52
3.34 Safe Work Procedures and Practices / Safe Operating.....	52
3.35 Personal Protective Equipment Requirements.....	53
3.36 Incident Investigation .....	53
3.37 Emergency Management.....	54
3.38 Non-Conformance and Compliance.....	54
3.39 SHE File .....	54

## Public

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.40 Work Stoppage.....	55
3.41 Hours of Work.....	56
3.41.1 Normal work.....	56
3.41.2 Night work.....	56
3.41.3 Overtime .....	56
3.42 Omissions from Safety and Health Requirements Specification.....	56
3.43 Contract Sign-Off.....	57
3.44 Asbestos Work .....	57
3.45 Electrical Installations and machinery .....	62
3.45 Electrical Installations and machinery .....	63
4. Acceptance.....	65
5. Revisions .....	65

## Public

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the system.

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## 1. Introduction

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

This SHE specification is Eskom the 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 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] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane
- [5] DMN 34-1981 Excavations.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## 2.3 Definitions

Definition	Explanation
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Business unit (BU)</b>	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
<b>Client</b>	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contractor</b>	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
<b>Construction work</b>	Any work in connection with <ul style="list-style-type: none"> <li>a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.</li> <li>b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.</li> </ul>
<b>Consultant</b>	means a person providing professional advice
<b>Controlled disclosure</b>	controlled disclosure to external parties (either enforced by law or discretionary)

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
<b>Duty of care to the environment</b>	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
<b>Employee</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
<b>Environment</b>	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
<b>Environmental Management plan</b>	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Fall protection plan</b>	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
<b>Health and safety file</b>	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
<b>Health and safety plan</b>	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
<b>Health and safety specification</b>	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Lifesaving Rules</b>	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
<b>Medical Certificate of fitness</b>	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
<b>Medical surveillance</b>	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
<b>Method statement</b>	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
<b>Organisation</b>	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Pre-job meetings</b>	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
<b>Principal contractor</b>	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
<b>Responsible Manager</b>	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
<b>Risk assessment</b>	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Subsidiary</b>	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
<b>Supplier</b>	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
<b>Toolbox talks</b>	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## 2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour ( Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## 2.6 Roles and Responsibilities

### 2.6.1 Commitment

Visible commitment is essential to providing a safe work environment. Managers, supervisors and employees at all levels must demonstrate their commitment by being proactively involved in the day to day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

### 2.6.2 Principal contractors and appointed contractors

**Note 1:** Most of the roles and responsibilities listed apply to both principal contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. The principal contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
3. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
4. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
5. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

6. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
7. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
8. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
9. The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
10. Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
11. The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
12. Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
13. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

employees understand the hazards associated with all other work being carried out on the project.

14. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
16. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
17. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
18. Take reasonable steps to ensure cooperation between all their appointed contractors.
19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

**Note 2:** No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.

21. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

**Note 3:** In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

**Note 4:** If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may supervise more than one site.

22. Appoint a full or part time safety officer or construction safety officer (registered with SACPCMP) in writing.
23. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
24. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
26. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
27. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
29. Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
30. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

32. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
33. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
34. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
35. Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
36. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

**Note 5:** should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom project manager and the relevant site safety and fire prevention requirements;
38. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
39. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

40. Respect the rights of land owners/lessors and the preservation of their registered activities;
41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
42. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

**Note 6:** Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

43. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
45. Be involved in all of their appointed contractor's investigations.
46. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
47. Chair their own health and safety committee meetings and record such meetings.
48. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
49. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
50. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 2.6.3 Construction Managers/ Contract Managers

**Note 1:** No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

1. Not supervise construction work on any construction site other than the site they have been appointed to supervise;
2. Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
3. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
4. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
5. Stop any construction work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.
10. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
12. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.;
13. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

#### 2.6.4 Contractor site supervisor or Contract Supervisor

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site in order to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
8. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

9. Ensuring that quality records are maintained in accordance with legislative and Eskom requirements;
10. Continual liaison between the principal contractor, appointed contractors and employees.
11. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
12. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
13. Submit the observation reports to the relevant management.
14. Have meaningful participation in the project statutory health and safety committee meetings.
15. Participate in all appointed contractor incident investigations.
16. Participate in the principal contractors emergency preparedness planning.
17. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
18. Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
19. Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

## 2.6.5 Employees

Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
  - a. familiarising themselves with their workplaces and safety and health procedures;
  - b. working in a manner that does not endanger them or cause harm to others;
  - c. ensuring that the work area is kept tidy;
  - d. reporting all incidents and near misses;
  - e. protecting fellow workers against injury by performing job observations;
  - f. reporting unsafe acts and unsafe conditions;
  - g. reporting any situation that may become dangerous; and
  - h. carrying out lawful orders and obeying safety and health rules;

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
6. Obey any safety signs and adhere to any site demarcation at all times.
7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
15. Maintain the surrounding area of the work site in a neat and tidy condition.
16. Have meaningful participation in regular health and safety meetings.
17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
18. When given instructions, understand the instructions and be permitted to clarify those instructions.

#### 2.6.6 Contractor Health and Safety officer

1. Promote a SHE culture within the organisations involved in the project / contract.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project SHE plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
5. Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Conduct audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.
11. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
12. Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
13. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;
14. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.
15. A part-time contractor health and safety officer will be appointed by the principal contractor for effective execution of H&S duties on site. The safety officer will be issued with necessary working tools to effectively execute his/ her duties.

## 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3. Specification

#### 3.1 Scope of work

**Refurbishment of Eskom properties in Northern Cape Operation Unit (Painting, carpentry, steel work and plumbing)**

**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:

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that
  - i. are inappropriate for a person of that child’s age; or

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

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

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

### 3.2.3 OHS Act

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

### 3.2.4 Legislative compliance

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

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this project 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.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- SANS Standards –Contractor shall use the relative standards applicable to the project.

### 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.

### 3.4 Construction Professional Registration

The principal contractor and all his/her appointed contractors shall be registered in their respective levels as professionals in terms of the requirements of the SACPCMP.

The SACPCMP web address is <http://www.sacpcmp.org.za>

- SHE professionals (which include Construction Safety Officers) are required to register as professionals with the SACPCMP.
- Construction Managers are required to register as professionals with the SACPCMP.
- Construction agents are required to register as a professional with the SACPCMP.

### 3.5 Notification of Construction Work

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter sent to the DoL shall be forwarded to the Project Manager on the same day as sent to the DoL. A copy of the letter and their approval must be kept in the SHE file. When the DoL provide a letter of approval, a copy of the approval must be sent to the Eskom Project Manager and a copy filed in the SHE file.

### 3.6 SHE Policy

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

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.

### 3.7 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.

### 3.8 Costing for SHE within the Project

The costing for SHE must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

### 3.9 Statutory 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 the following:

- OHS Act Construction Regulation 8(1) - Construction Manager (Full time)|
- OHS Act Construction Regulation 8(7) – Assistant Construction Supervisor

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act Construction Regulation 7(1)(V) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1) - Competent Person to Compile Fall Protection Plan
- OHS Act: Pressure Equipment Regulations 11 & 12 Portable Gas Container Inspector
- OHS Act: Construction Regulations 11(1) Person to Supervise Excavation Work
- OHS Act: Construction Regulations 16(1) Scaffolding Supervisor
- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator
- OHS Act: Construction Regulations 24(c) Electrical Installations and Machinery on construction sites
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor on Construction sites
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

### 3.9.1 Non-statutory appointments

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

### 3.10 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> ( That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	<b>BUCKLE UP</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Rule 4	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work.

Eskom will take a stance of zero tolerance on these rules.

Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

This is to ensure that **every person** who works on or visits an Eskom **returns home safely to his or her family.**

### 3.11 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 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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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.12 Contractor organisational Structure

#### 3.12.1 Principal Contractor Organogram

The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project SHE files.

#### 3.12.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.
3. This diagram must be kept up to date and filed in the project SHE files.

### 3.13 Risk assessment (refer to 32-520)

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 which risks and hazards are attached to the health and safety of persons due 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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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted 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. For example if a job / task is extended over a day or halted due to inclement weather.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.14 Safe work procedures / Method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:-

- a. Designing a new job or task;
- b. Changing a job or task;
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

- d. The supervisor for the task or job and the employees who will undertake the task;
- e. The tasks that are to be undertaken that pose risks;
- f. The equipment and substances that are used in these tasks;
- g. The control measures that have been built into these tasks;
- h. Any training or qualification needed to undertake the task;
- i. The personal protective equipment to be worn;
- j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

### 3.15 Roof work (refer to 32- 418)

Where roof work is to be performed, a risk assessment must be carried out prior to climbing on to the roof to determine the hazards (stability, suitability strength etc.), consequences of climbing and control measures that are required.

### 3.16 Construction Sites

**Note1:**No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

1. The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act CR 29 must be made.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2. It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.
3. A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
4. Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
5. Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
6. Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

### 3.17 Fire Equipment and maintenance

1. All firefighting equipment's that have been provided shall:
  - a. Be clearly labelled
  - b. Conspicuously numbered
  - c. Entered in a register
  - d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

### 3.18 Flammable and Combustible Liquids

1. Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. All fuel storage areas must comply with the following requirements: -

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- a. Storage should be well clear of buildings.
- b. Storage areas must be kept free from all combustible materials.
- c. All Safety signs must be prominently displayed i.e.
  - Flammable Liquid.
  - No Smoking.
  - No open flames.
- d. Adequate firefighting equipment must be available.
5. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
6. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
7. Bunded area shall have a drain valve.
8. No other material/equipment shall be stored in the bunded area.

### 3.19 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.

### 3.19.1 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).
- 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.20 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

#### 3.20.1 Statutory Health and Safety Committees

1. The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the principal contractor's safety committee.
3. The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues. Listed below is a preferred agenda.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoL.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

### 3.20.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

### 3.20.3 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.
  - List of agenda items:
  - Matters arising from previous minutes
  - Matters arising from Contractor's SHE meetings.
  - Audit results and feedback
  - Review Health and Safety Representative Inspection Reports
  - Review
    - Incident investigation reports
    - Non-Conformances

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Announcements (near miss/injury/damage)
- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
  - Planned Job Observations
  - SHE Training
  - Protective clothing and equipment
  - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

#### 3.20.4 Minutes and action items for all health and safety committee meetings

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

### 3.20.5 Tool box talks / Daily team talks / Pre job meetings

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

### 3.21 SHE Training

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.

- The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees must be kept on the SHE file.

### 3.21.1 Induction training

- The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE file on site for the duration of the project.
- All employees and visitors on site shall carry the proof of induction training.

### 3.21.2 Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.21.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

### 3.21.4 General training

The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

## 3.22 Contractor Site Establishment

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

### 3.22.1 Site roads

1. When planning, sufficient areas must be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

### 3.22.2 Construction vehicle safety

1. It is the responsibility of the driver to ensure:
  - a. Their passengers wear seat belts whilst the vehicle is in motion.
  - b. Comply with all traffic road rules, safety, direction and speed signs.
  - c. Ensure that vehicle loads are properly secured prior to moving off.
  - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. All drivers of construction vehicles are to have valid medical fitness certificates.
4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

### 3.23 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom project/site manager in the second instance.
8. The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

### 3.23.1 Stacking

1. Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
3. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.24 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

### 3.25 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.
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, 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.

### 3.25.1 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.

### 3.26 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.
11. 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.

### 3.27 Scaffolding

1. Scaffolding use shall conform to the requirements of CR 14, Eskom procedure 32-418 and used in terms of GSR 6.
2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of CR 16 shall be carried out.
4. Scaffolding shall be erected and inspected by the competent personnel.
5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.
7. A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

### 3.28 Auditing

#### 3.28.1 Approval and compliance of principal contractor SHE plan

The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the project manager or an appointed Eskom contract custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

#### 3.28.2 Eskom SHE audits

Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

**Note:** Eskom reserves the right to conduct unannounced audits on contractors

There will be monthly audits conducted by Eskom on the principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this SHE Specification.

#### 3.28.1 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.29 Smoking

The national smoking policy must be observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

### 3.30 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

### 3.31 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.

#### 3.31.1 Medicals

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

1. Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.32 Working at Heights

#### 3.32.1 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.
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;

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.

### 3.33 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 which risks and hazards are attached to the health and safety of persons due 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. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted 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. For example if a job / task is extended over a day or halted due to inclement weather.

### 3.34 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.35 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.

### 3.36 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.37 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. The contractor must familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

### 3.38 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.

### 3.39 SHE File

1. A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
2. All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.

- The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
- The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- On completion of the construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 3.40 Work Stoppage

- 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.
- 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.
- Where stoppages are carried out, the required non-conformance report shall be raised.
- All work stoppages ideally should be investigated and documented by contract custodians.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.41 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.

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

#### 3.41.2 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.

#### 3.41.3 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.

### 3.42 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.

### 3.43 Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation; SHE files and forward such to the principal contractor. The principal contractor shall likewise close out his/her project documentation and SHE files and forward such to the Eskom project manager.

### 3.44 Asbestos Work

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

#### 1. 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

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

(b) During and after completion of demolition work -

All asbestos and material containing asbestos are handled and disposed of according to Asbestos Regulation 20;

All persons exposed to or likely to be exposed to asbestos is issued with appropriate Personal Protective Equipment and that such equipment is used properly.

The premise, area or structure is thoroughly checked to ensure that all asbestos waste has been removed

## 2. Contractor shall ensure:

Where roof work / Work from fall risk position are performed it is done in accordance to Construction Regulation 10.

Written work procedures are established and followed to prevent release of asbestos dust in the environment and approval therefore obtained from Approved Asbestos Inspection Authority and Provincial Director of D.O.L. 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

## 3. 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;

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

(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:

#### 4. 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.

#### 5. 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).

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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.

## 6. 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.

(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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

(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.

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.

#### 7. 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

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

### 3.45 Electrical Installations and Machinery on Construction sites

1. The Principal Contractor shall ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.
2. Before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of, and guard against, danger to workers from any electrical cable or apparatus which is under, over or on the site;
3. The Principal Contractor shall ensure that all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
4. The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
5. All temporary electrical installations used by the contractor are inspected at least once a week. This must be done by a competent person and the inspection findings must be recorded in a register that's kept on the construction site; and
6. All electrical machinery is inspected by the authorised operator or user on a daily basis. The person inspecting the electrical machinery must use the relevant checklist when conducting the inspection. He must also record the findings and keep the register on the construction site.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.46 Covid-19 Requirements

In terms of the OHS Act Section 8. (1), every employer has a responsibility to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.

The Contractor should comply with all Covid-19 requirement in order to safeguard and arm the employees with suitable awareness, knowledge and PPE to enable them to do their work of safely especially from the pandemic of COVID-19.

#### 1. Appointment of COVID 19 Manager

##### [COVID-19 Directive](#)

A Contractor shall comply with COVID-19 Occupational Health and Safety measures in the Workplace COVID-19 (C19 OHS), 2020. Clause 16.5 of the Directive, A manager shall be appointed to address employee or workplace representative concerns and to keep them informed and, in any workplace in which a health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken.

#### 2. Appointment of Compliance Officer

##### [Government Gazette](#)

A Contractor shall comply with Section 27(2) of the Disaster Management Act, 2002, published regulations in Government Gazette 43258, GNR 480 Regulation 16.6 under Chapter 3 Alert Level 4. This stipulates that: All industries, businesses, entities, both private and in the public sector, which are permitted to operate during Alert Level 4, must-

- (a) designate a COVID-19 compliance officer who will oversee the:
  - (i) implementation of the plan referred to in sub regulation (b); and
  - (ii) adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3. COVID 19 Policy

Clause 16 (2) of the Directive: COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020, Eskom is required to develop and implement a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of the Occupational Health and Safety Act (OHSA). It is further stipulated that this policy shall be submitted to:

- The health and safety committees established in terms of section 19 of the OHSA; and
- The Department of Employment and Labour.

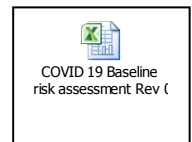
All contractors to provide Proof of discussion with teams.



### 4. COVID 19 Baseline risk assessment

Directive: COVID-19 Occupational Health and Safety measures in the Workplace COVID-19 (C19 OHS), 2020. Clause 16.6 that the Employer must ensure that measures required by (COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020 Directive and its risk assessment plan are strictly complied with through monitoring and supervision.

All contractors to provide Proof of discussion with teams, Review their current baseline risk assessments in terms of COVID 19 and Add to Baseline risk assessment any other risk that is not identified specific to your company.

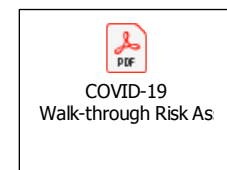


### 5. Walkthrough risk assessment

All contractors to complete and submit the Walkthrough risk assessment by the 5<sup>th</sup> of each month to [vTondeMr@eskom.co.za](mailto:vTondeMr@eskom.co.za)

This tool is to be used by Occupational Health and Safety professionals at workplaces to assess:

- the potential risk of exposure to SARS-CoV-2 virus
- current control measures; and
- provides recommendations to management.



### 6. Technical Instruction

240-154263529: Protective measures to be taken during the COVID-19 (Field Staff) need to be discussed with employees and proof to be submitted to Eskom.

**Public**

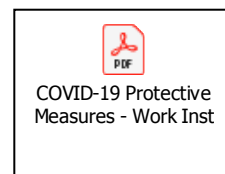
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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

All contractors to provide proof of discussion with teams.



#### 7. Notification of COVID-19 cases

All Contractors must ensure that the Client/Eskom is informed of any COVID-19 cases in their teams that have tested positive for the virus.

#### 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.
	1		

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## ANNEXURE 2 – FLASH REPORT

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			
PRIORITYISATION BY LINE & SHE USING THE MATRIX  Matrix.pdf			

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	

<b>FULL DESCRIPTION OF ACCIDENT/INCIDENT :</b>

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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<b>WHAT IMMEDIATE ACTION IS TAKEN TO PREVENT SIMILAR INCIDENT IN FUTURE?</b>

<b>LESSON LEARNT (GENERAL)</b>

<b>IMMEDIATE PRELIMINARY FINDINGS OBSERVED</b>

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 <sup>RD</sup> PARTY VEHICLE	
TELEPHONE NUMBER OF 3 <sup>RD</sup> PARTY	
NAME OF WITNESS	
WITNESS TELEPHONE NUMBER	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

**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**

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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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

# DISTRIBUTION TECHNICAL INSTRUCTION

15 December 2011 Enquiries: Moniwa Mahlangu  
Tel: (012) 421 6625

**TECHNICAL INSTRUCTION: 11TI-027**

**ART: 21 – RISK MANAGEMENT**

**TRANSPORTATION OF PEOPLE AT THE BACK OF OPEN VEHICLES ( BAKKIES)**

**Background**

In the past years we have experienced fatalities where people were being transported at the back of open vehicles, this has had a major impact since these vehicles are not meant for the conveyance of people but material and tools instead and furthermore it is against existing laws in the country. It was also communicated through a technical instruction (10TI-012) issued on 26 March 2010 that the practice should be stopped, it was however observed that this practice still persists in the organization.

It is further expressed that all Eskom employees and contractors should ensure Zero Harm to employees whilst performing work and even travelling on a daily basis.


**Instruction**

In order to prevent these incidents and similar consequences, it is decided that no person will be transported in a vehicle that is not intended for the conveyance of people at all times. Therefore no one will be transported at the back of an LDV regardless of whether it is covered with a canopy.

This instruction should be implemented with immediate effect and be communicated to all the relevant parties.

This Technical Instruction is in accordance with Eskom's Policies & Procedure and applicable legislation.

Your commitment to Zero Harm to all is appreciated.

  
APPROVED BY:

23/12/2011  
DATE:

**A Noah**  
Chairperson – Distribution SHEQ Committee

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### **ANNEXURE 1- TRAINING NEEDS MATRIX**

X – Compulsory  
O - Optional

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

	First Aid Level 1 & 2	Emergency Preparedness (General) Emergency Action Plans / Evacuation / Drills	Safety Induction Eskom And Contractor Own Workers Induction Programme	Fire Fighting For Individuals	Incident Investigation (Rcat)(Management	Hazardous Substance Handlers	C.O.I.D. Act	Occupational Health & Hygiene And Housekeeping	SMAT & Be Safe Be Smart	Eskom Distribution Hazard Identification & Risk Assessment Course	Job Safety Analysis, Planned Task Observation Course	Integrated SHE Management	OHS Act & The Regulations	Environmental Legislation/ Vegetation / Bush Clearing Non High Risk Trees	High Risk Trees:- Grounds Man ,Tree Climbers ,Chainsaw , Identification ,Cutting ,Sectional Felling ,Tree Climbing And Rescue At Heights	Eskom Distribution RAS Audit Template	Working At Heights:- Fall Prevention And Rescue Training	Risk Management Standards And Procedures Awareness	Operating Regulations For H.V. Systems	Defensive Driver Training	Advance Driver Training	Vehicle Driver And Mobile Equipment Operator
CEO/Appointed Person	O	X	X	X	X	X	X	x	X	X	X	X	X	O	O	X		X	X	X	X	O
Senior Site Supervisors	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Building Work Contractor employees	X	X	X	X			X	X	X	X	X		O	X	X		X	X				X
Drivers/Operators	X	X	X	X		X	X	O	X	X			O	X	X			X	X	X	X	X
Bush/Vegetation cleaners	X	X	X	X			X	O	X	X			O	X	X			X	O			X
High Risk Tree Fellers	X	X	X	X		X	X	O	X	X	X		O	X	X		X	X	O			X

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Contractor employees(non-building work)	X	X	X	X		X	X	X	X	X			O	X			X	X				
Cleaners	X	X	X	X		X	X	X	X	X			O					X				
Other		X	X	X		X	X	X		X			O					X				

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		Document Identifier		Rev	X
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## **TENDER EVALUATION FORM**

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 <b>Eskom's SHE rules</b> and requirements form ( <b>Annexure B</b> ) signed and submitted by the tenderer?			
2	<b>Costing for Safety Health and Environmental management</b>			

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		Document Identifier		Rev	X
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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		
	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"> <li>based on the overall scope of work/service to be performed;</li> <li>the generic scope of work/service risk assessment – this may serve as a guideline.</li> </ul>			
3	<b>Environmental Management plan</b> (Applicable to high risk work only)			

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		Document Identifier		Rev	X
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		Y = Yes N= No N/A = Not applicable		
	•			
4	<b>OHS plan</b> (Applicable to high risk work only) <ul style="list-style-type: none"> <li>• OHS organization within the Company- Responsibility &amp; Accountability</li> <li>• SHE Incident management</li> <li>• Planning of conduct of work activities including planning for changes and emergency work</li> <li>• PPE- Personal Protective Equipment</li> <li>• Emergency planning and fire risk management</li> <li>• Vehicle and driver behavior safety</li> </ul>			

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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		
	<ul style="list-style-type: none"> <li>Contractor or supplier selection and management</li> <li>Design and specifications</li> <li>Competency, training, appointments</li> <li>Communication and awareness</li> </ul> Management commitment and visible felt leadership			
5	<b>Baseline Risk Assessment (BRA)</b> 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		
6	<b>Valid Letter of Good Standing</b> (COIDA or equivalent)			
7	<b>SHE policy signed by CEO/ MD-</b> Comply to OHS Act Section 7 or OSHAS 18001			
8	<b>Medical fitness certificate</b> x 1 or Medical surveillance programme for non-operational suppliers or supplier with no employees			
9	<b>SHE Competency</b> (Consider scope of work, risks, SHE plan and applicability) CV,s and qualifications /			

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No N/A = Not applicable		
	certificates e.g. - First aiders - Safety officer - Environmental officer - SHE officer - SHE Representative - HCS Controller - Incident investigator			
	<b>TOTAL</b>			<b>Approved/ Not Approved</b>

**Score:**

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
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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](#)

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

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
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<u>Ref.</u>	<u>KPIs</u>	<u>Submission</u>	<u>Actual score</u>	<u>Comments</u>
		Y = Yes N= No		
4				
	<b>TOTAL</b>			<b>Approved/Not Approved</b>

**Score:**

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## CONSTRUCTION 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:

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Construction H&S Officer( Principal Contractor)						Cell:	
Nature of Construction Work							
Project Commencement Date:							
Project Completion Date:							
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	

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

		32-726 (Annexure B)				Signed Annexure	
A3.1	Construction Work Permit	CR 3(6)				Annexure 1- Proof of Construction Work Permit from DoL	
	OR						
A3.2	Notification of Construction Work	CR 4(1)				Completed & Signed Annexure 2 (by both parties). Proof of faxed Annexure 2 to DoL	
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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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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	
B4	H&S Committee Members	Sec. 19(3)				Letters of appointment	
B5	First Aider	GSR 3(4)				Letter of appointment and proof of competency	

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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	
B9	Construction Manager	CR (8) (1)				Letter of Appointment & proof of competency	
B10	Assistant Construction Manager	CR (8) (2)				Letter of Appointment & proof of competency	
B11	Construction H&S Officer (either Full- time, part-time)	CR 8(5)				Letter of Appointment & SACPCMP Registration	
B12	Construction Work Supervisor	CR 8(7)				Letter of Appointment & proof of competence	
B13	Assistant Constr. Work Supervisor	CR 8(8)				Letter of Appointment & proof of competence	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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	
B16	Temporary Work Supervisor	CR 12(2)				Letter of appointment and proof of competency	
B17	Crane supervisor (Tower Cranes)	CR22(a)				Letter of appointment and proof of competency	
B18	Training of Lifting Machine operator	DMR 18(11)				Certificates & permit to operate	
B19	Construction Vehicle & Mobile Plant operator	CR 23(1)(d)(i)				Letter of appointment and course certificates/ Nationals driver licence ( Check road worthiness of the construction vehicles on site)	
B20	Temporal Electrical Installation	CR24(d)				Letter of appointment and proof of	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

	Inspector					competency	
B21	Electrical Machinery Inspector	CR 24(e)				Letter of appointment and proof of competency	
B22	Procedure for prevention of Fall into water & rescue plan of persons in danger of drowning	CR26(1)(a)				Procedure & Rescue Plan	
B23	Stacking & Storage	CR 28(a)				Letter of Appointment & proof of competence – a CV outlining experience with regards stacking and storage in the absence of any formal training.	
B24	Fire Equipment Inspector	CR29 (h)				Letter of appointment and proof of competency	
B25	Mobile Elevated Working platforms, Skyjacks: Operating certificates on file	SANS 1887:2007				Operating Training certificates	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

B26	Inspector of Lifting Machines & Tackle	DMR- 18 (6)				Letter of appointment and proof of competency	
B27	HCS Controller	HCS Regulations				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	
C3	Risk Control	CR 9(1)(c)				Documented Risk Mitigation/ Control plan  Safe work procedures to mitigate, reduce or	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

						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	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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	
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 Eskom-approved instructors and service providers	32-418				Check training records against Eskom 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.	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Codes	Induction Training	Legal Ref	Status			What to look for?	
			Y	N	N/A		
E1	The Company's Training syllabus						
E2	Training Matrix of the Company						
E2	Proof of Eskom's Induction Training on file.					Proof of Eskom Induction conducted	
E3	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		
FI	Crane operator's medical certificate of fitness	CR 22(f)				Medical Fitness certificates	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

F2	Construction Vehicle & Mobile Plant 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	
F4	Certificate of medical fitness	CR10(2)(b)				Evaluation of medical fitness of employees working at heights.	
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.)	

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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	
Codes	ORHVS	Legal Ref	Status			What to look for?	
			Y	N	N/A		
H	Copies of Valid ORHVS certificates if work is to be done in any Eskom HV yard, substation or servitude authorized by the GMR 2(1)					Certificates/ Permits	

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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							
FUNCTION REPRESENTATIVE		SIGNATURE			DATE	% COMPLIANCE TO SHE SPECIFICATION	
Signature of Eskom SHE Officer						100% COMPLIANT	
Signature of Project Co-ordinator						80% COMPLIANT	
Signature of Principal Contractor Health and Safety Officer / Representative						BELOW 80% COMPLIANT	

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

**(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 compliance


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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

	<b>Occupational Health and Safety Act: Section 37(2) Agreement - Form</b>	Document Identifier	240-77037682	Rev	2
		Authorisation Date	March 2014		
		Review Date	March 2019		

## SECTION 37(2) AGREEMENT

### CONCLUDED BETWEEN

### Select the relevant entity

(Hereinafter referred to as Select the relevant entity

**AND**

.....

**(Name of contractor/supplier)**

I, .....[(name)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 Select the relevant  
entity, 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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 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 ..... (supplier/contractor)

**Contractor Responsible Manager** (responsible for signing the Select the relevant entity contract on behalf of the contractor)

Witnesses

1. ....

2. ....

Signed this ..... day of .....20.....

at ..... (Place)

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

behalf of **Select the relevant entity**  
**(Contracts and/or Project Manager or Select the relevant entity's representative)**

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Witnesses


1. ....
2. ....

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

	Principal Contractor 5(1)(k) 2014 Construction Regulations Appointment Letter	Document Identifier	240-64729708	Rev	2
		Authorisation Date	31 March 2014		
		Review Date	31 March 2019		

#### **Authorised Responsible Manager Assignee**

I .....have been assigned by an authorised Responsible Manager with the duty of ensuring compliance with the Occupational Health and Safety Act within my area of responsibility.

I hereby assign you to assist me in the performance of my duties.

#### **Assignment**

I, **(Name of Project Manager)** the Project Manager for **(Site name)** hereby appoint you **(Add Appointee Name Here)** as **Principal Contractor** for **(Specific section of site)**.

#### **Designated Responsibilities and Authority**

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	<b>SHE SPECIFICATION</b> <b>HIGH RISK / CONSTRUCTION PROJECT</b>	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

In particular you are required amongst others ; to ensure that –

- 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 paragraph (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;
- 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 Responsible Person.

.....  
**Project Manager Signature**

.....  
**Date**

#### **Acceptance of Designation**

I, **(Add Appointee Name Here)(Add Unique Number Here)**, 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.

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### **Annexure B: SHE requirements for tender enquiries**

#### **1. The specific requirements that will be mandatory for informing the tenderer and the requirements that the tenderer has to address when submitting its tender returnables:**

**\*\*\* NOTE: the tenderer has to ensure that he/she understands the SHE requirements listed hereunder by participating in the clarification meetings arranged by Eskom.**

#### **1.1 Items for informing the tenderer:**

##### **1.1.1 ACKNOWLEDGEMENT FORM FOR ESKOM RULES & REQUIREMENTS**

1. The following documents contain requirements with which every person / vendor's staff members are expected to comply when working at/rendering a service to Eskom: <ol style="list-style-type: none"> <li>Eskom Safety, Health, Environmental and Quality Policy: 32-727</li> <li>Eskom Cardinal Rules, Directive: 32-421</li> <li>Eskom Procedure on Smoking: 32-36</li> <li>Eskom Incident Management Procedure 32-95</li> </ol>
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 vendor and/or its sub-contractor and/or supplier) pertaining to Eskom and/or Statutory SHE requirement/s.
4..Ensure that all employees (incl. subcontractors/suppliers) undergo the relevant Eskom induction
5. Management OF Subcontractors and Suppliers <ol style="list-style-type: none"> <li>The main vendor has to demonstrate to Eskom the process and selection criteria applied when appointing subcontractors and suppliers.</li> <li>The main vendor has to provide notification to Eskom, prior to the appointment of subcontractors and suppliers for the commencement of work.</li> <li>The main vendor has to ensure that subcontractors and suppliers possess adequate resources and competencies.</li> <li>The main vendor is accountable for the management of its subcontractors and suppliers in order to ensure that the applicable legal and Eskom requirements (that are applicable to the main vendor during contract execution) are complied with by the subcontractors and the suppliers.</li> <li>The main vendor shall monitor subcontractors and suppliers through audits and assessments with regard to SHE compliance during the execution of work.</li> <li>The grounds for the termination of work done by subcontractors and suppliers shall be provided by the main vendor.</li> <li><b>g)</b> All non-conformances/non-compliance by the subcontractors/suppliers (all tiers) to the main vendor shall be dealt with directly with the main vendor in terms of performance and penalty processes.</li> </ol>
<b>Note: any other applicable BU-specific requirements should be referenced here.</b>
<b>I, the undersigned, hereby acknowledge that I have obtained copies of the above documents and confirm</b>

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

that I fully understand them and the consequences of non-compliance.

Signed at ..... on this ..... day of ..... 20.....

Signature of Contractor Manager

Signature of Contractor Supervisor

Name of Contractor

Date

Witness 1 .....

Witness 2 .....

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		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Behavioural Observation Form - Standard					
<b>Observer's Details</b>					
Name of Observer:			Date of Observation:		
Duration of Observation (min) :			Task Grading of Observer:		
Operation Unit:			Observer's Dept./Area:		
Dept. observed:			Location/Area/PS/Unit:		
<b>People Observed</b>			<b>Group Observed</b>		
Number of people observed:			Employee:		
Number of people working safely:			Principal Contractor:		Co-Observer:
			Sub-Contractor:		Co-Observer:
Number of people working unsafely:			Visitor:		Co-Observer:
<b>Type of activity Observed:</b>					
<b>Safe behaviours and Safe Conditions Observed</b>					
<b>Activity is:</b>	Safe		(If block is selected - describe safe behaviours and conditions in above block)		
	Unsafe		(If block is selected - Please identify the unsafe actions in the categories below)		
<b>Unsafe Categories</b>					
<b>PPE</b>		<b>Positions of People</b>		<b>Reactions of People</b>	
<input type="checkbox"/> Ears		<input type="checkbox"/> Striking against or getting struck by		<input type="checkbox"/> Adjust PPE	
<input type="checkbox"/> Eyes and face		<input type="checkbox"/> Caught in or between objects		<input type="checkbox"/> Change position	
<input type="checkbox"/> Feet and Legs		<input type="checkbox"/> Fall/could fall		<input type="checkbox"/> Rearrange job	
<input type="checkbox"/> Hands and Arms		<input type="checkbox"/> Contacting extreme temperatures		<input type="checkbox"/> Stop activity	
<input type="checkbox"/> Head		<input type="checkbox"/> Inhaling or swallowing hazardous substances		<b>Orderliness/Housekeeping</b>	
<input type="checkbox"/> Respiratory System		<input type="checkbox"/> Repetitive motion		<input type="checkbox"/> Not understood	
<input type="checkbox"/> Trunk		<input type="checkbox"/> Awkward positions		<input type="checkbox"/> Not known	
		<input type="checkbox"/> Electrical contact		<input type="checkbox"/> Not followed	
<b>Tools and Equipment</b>		<b>Procedures</b>			
<input type="checkbox"/> In bad, unsafe condition		<input type="checkbox"/> Not adequate		<input type="checkbox"/> Not followed	
<input type="checkbox"/> Not used correctly		<input type="checkbox"/> Not known		<input type="checkbox"/> Not understood	
<input type="checkbox"/> Wrong for job					
<b>Reasons for Unsafe Behaviours</b>					
<div> <div> <input type="checkbox"/> Not available </div> <div> <input type="checkbox"/> Knowledge (training) </div> </div>					
<div> <div> <input type="checkbox"/> Unaware of risk </div> <div> <input type="checkbox"/> Not practical </div> </div>					
<div> <div> <input type="checkbox"/> Uncomfortable </div> <div> <input type="checkbox"/> Time pressure </div> </div>					
<div> <div> <input type="checkbox"/> Cost </div> <div> <input type="checkbox"/> Unclear responsibility </div> </div>					
<div> <div> <input type="checkbox"/> Forgetting </div> </div>					
<b>Comments/Follow-up Actions:</b>					

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

	<b>Annexure D:</b> <b>SHE Post-contract Reviews</b>	Document Identifier	240-77472561	Rev	1
		Authorisation Date	July 2014		
		Review Date	June 2019		

The objectives and outcome of the SHE post-contract review shall be reflected in any future contractual relationship with the supplier so that the supplier is aware of this exercise.

An evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract and the supplier. The evaluation report must be filed in the contract documents.

The following criteria (but not limited to) shall be considered for the review

- Accident and injury data for the contract.
- SHE non-conformances.
- Duration and effectiveness in addressing and closing out SHE deficiencies/corrective actions.
- Legal compliance with SHE requirements.
- Number behavioural safety observations conducted by contract manager and the contractor supervisors.
- Close-out of Incident Investigations.
- No. of staff members (incl. subcontractors and suppliers) who contravened the Eskom Lifesaving rules.
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.
- Contributions and effort made to improve SHE performance
- Supplier (including sub-contractor) Total number of incidents:
  - Fatalities,
  - Lost-time injuries,
  - reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs)
  - Environmental incidents and legal contraventions

The following matrix shall be used to assess the performance against the identified criteria. The OU/BU may add or remove KPI's to ensure practicality:

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

**Post Contract Evaluation Report:**

Unacceptable	Satisfactory	Good	Exceptional
Comments:			
<b><u>Decision:</u></b> <b><u>Will this Supplier be Recommended for Future Work Within Eskom? Tick Applicable Column</u></b>			
Yes, With Reservations	Yes	No	
<b>Substantiate the reasons for reservation (if applicable):</b>			
Names and designations and contact details of persons that conducted the post contract review:			
<b>Administrative:</b> Performance record and evaluation data on this form have been completed by:			

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

Unacceptable	Satisfactory	Good	Exceptional
Client representative: Name: _____ Title: _____ Signature: _____ Date: _____ Additional comments:			

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 1. Contractor OHS KPI

KPA	KPI	Weighting	Floor	Kick	Target	Stretch	Ceiling
			1	2			
1. Fatalities	1.) No of fatalities experienced for the fiscal year or the duration of the project if less than 12 months	40%	0	0	0	0	0
2. Lost time incidents / LTIR	1.) Lost time incidents/LTIR for the fiscal year the duration of the project less than 12 months	30%	0.38	0.36	0.34	0.20	0
3. OHS compliance	1.) Supplier average audit rating for the fiscal year the duration of the project less than 12 months	20%	1	2	3	4	5
	2.) Supplier has closed out audit findings/non-conformances within a specified period.		80%	85%	90%	95%	10%
	3.) Eskom Safety rules violation for the fiscal year the duration of the project less than 12 months		40%	20%	0%	-20%	-40%
4. OHS	1.) Supplier has implemented OHS interventions or initiatives to improve on the	10%	60%	70%	80%	90%	100%

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

improvement programme	Health and Safety of employees						
	2.) Supplier participate in Eskom's OHS interventions and programmes  (Safety stand offs, OHS campaigns/events, cooperation, provide the required feedback or information etc)		60%	70%	80%	90%	100%

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

## **TASK OBSERVATION FORM**

<b>1</b>						
.						
	Task observer's name:..... Section / department: ..... Occupation:..... Date: ..... Time with task: .....			Task observed / Scope of work: ..... Location: ..... Is there a procedure for this task? <input type="checkbox"/> Procedure ref. no. .... Work order no. ....		
<b>2</b>	<b>REASON FOR OBSERVATION</b>					
.						
	Planned	Accident repeater	Experience worker	Risk taker	Follow-up	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name of employee/s being observed: ..... ..... .....					
<b>3</b>	<b>TASK OBSERVATION</b>					
.						
	Did employee adhere to the procedure/practice requirements?			Could observed practices / conditions lead to:		
		Yes	No		Yes	No
	1. Failure to use PPE			1. Injury:		
	2. Ignore safety specifications			a) Risk of getting caught by		
	3. Tools equipment:			b) Risk of striking against/get struck by		
	a) used correctly			c) Risk of fall from same level		
	b) In good and safe condition			d) Risk of fall from different level		
	c) Test certificates valid and available			e) Risk of slip, trips and falls		
	4. Toolbox Talk:			2. Illness (fumes, gas, etc.)		
	a) Work instructions/task manuals used			3. Costs (delays)		
	5. Complete Worker's register			4. Poor quality (non-conformance)		
	6. Risk Assessment been done					
	7. Valid work permits available					

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

<b>4 NON COMPLIANCE PRACTICES OBSERVATION</b>					
	Yes	No		Yes	No
1. Working at unsafe speed			7. Failure to warn		
2. Using unsafe equipment			8. Taking chances		
3. Using equipment unsafely			9. Failure to identify hazards		
4. Unsafe loading, placing & lifting			10. Failure to secure lock-out		
5. Taking unsafe position			11. Safety signs ignored		
6. Safety rules ignored					
<b>NOTE: ALL OBSERVED CLASS HAZARDS SHALL REQUIRE IMMEDIATE INTERVENTION</b>					
<b>5 OBSERVED DEVIATIONS / NON-CONFORMANCES</b>					
<b>6 AT RISK BEHAVIOURS</b>					
<b>7 PROPOSED CONTROLS</b>					
Compile a procedure for this task	<input type="checkbox"/>	Issue a standing instruction	<input type="checkbox"/>		
Revise present procedure	<input type="checkbox"/>	Change work methods	<input type="checkbox"/>		
Retraining of employees	<input type="checkbox"/>	Professional referral	<input type="checkbox"/>		
Engineering revision	<input type="checkbox"/>	Coaching	<input type="checkbox"/>		
<b>8 ANALYSIS</b>					

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

IAC – inadequate capability	<input type="checkbox"/>	ABU – abuse or misuse / equip / drugs or alcohol	<input type="checkbox"/>	MAIN – inadequate maintenance	<input type="checkbox"/>
KNO – lack of knowledge	<input type="checkbox"/>	NAT – natural factors	<input type="checkbox"/>	EQU – inadequate equipment	<input type="checkbox"/>
SKI – lack of skill	<input type="checkbox"/>	LEA – inadequate leadership	<input type="checkbox"/>	STA – inadequate work / train. Standards	<input type="checkbox"/>
STR – stress	<input type="checkbox"/>	ENG – inadequate engineering	<input type="checkbox"/>	WEA – wear & tear	<input type="checkbox"/>
MOT – improper motivation	<input type="checkbox"/>	PUR – inadequate purchasing	<input type="checkbox"/>	CON – inadequate control	<input type="checkbox"/>

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

9.	<b>DISCUSSION BETWEEN SUPERVISOR/OBSERVER AND EMPLOYEE</b>	
	1. EMPLOYEE EXPLANATION FOR RISK BEHAVIOUR	
	2. AGREEMENT TO CHANGE AT RISK BEHAVIOUR	
10	<b>FOLLOW-UP ACTION</b>	<b>WHEN / WHO</b>

Person being Observed signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Task Observer): \_\_\_\_\_ Date: \_\_\_\_\_

Signature Chairperson Safety Committee: \_\_\_\_\_ Date: \_\_\_\_\_

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

(if deviations were found)

**NOTE 1: ALL PROPOSALS / REVISIONS MUST BE ATTACHED TO THIS REPORT**

**NOTE 2: THIS FORM SHOULD USED FOR UNPLANNED OBSERVATIONS CARRIED OUT ON NON CRITICAL TASKS**

	<b>CONTRACTOR SHE FILE HAND BACK  RECORD</b>	Document Identifier	240-76755865	Rev	1
		Authorisation Date	01 March 2014		
		Review Date	January 2019		

**Delete not applicable**

\*Contract / Project : \_\_\_\_\_

\*Contract / Project Number: \_\_\_\_\_

I, \_\_\_\_\_ in my capacity as \_\_\_\_\_,  
have received the SHE File for the above mentioned Contract / Project from:

**Details of Contractor**

<b>Trading Name</b>	
<b>Company Registration Number</b>	
<b>Contact Person</b>	
<b>Contact Number</b>	
<b>Address</b>	

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

**The contents of the file include:**

**Note:** member receiving to ✓ requirement for inclusion in file for project specific

Requirement	Minimum Requirement ✓	In file
All drawings, photographs, designs	✓	
Copy SHE policy	✓	
Copy Letter of Good Standing	✓	
Sect 16(2) Appointment	✓	
Project / Contract scope of work	✓	
Project / Contract SHE plan	✓	
Principal Contractor Appointment	✓	
H & S Representative appointment	✓	
Safety Officer appointment	✓	
Construction Notification application	✓	
Construction Work Permit approval	✓	
Approved copy of specific SHE plan	✓	
Project Organisational Organogram	✓	
Breakdown for costing for SHE	✓	
Scope of Work	✓	
Competency Training records	✓	
Incident investigation records	✓	
Base Line Risk Assessments	✓	
Fall protection plan	✓	
Medical Certificates	✓	
Emergency Management plans	✓	
Fire Risk Management plans	✓	
First Aid Management	✓	
SHE Communication System	✓	
Pre start job assessment / talk	✓	
Relevant Equipment check lists	✓	
Audit reports		
•		

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
		Effective Date	20 February 2016		
		Review Date	February 2021		

•		
•		
•		
•		
•		
•		

- Assessor to add additional project / contract specific requirements

Comments by member receiving file:

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---



---

**SHE File handed in by:**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date of Handover: \_\_\_\_\_

**SHE File received by:**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date Receiving: \_\_\_\_\_

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	<b>SHE SPECIFICATION</b> HIGH RISK / CONSTRUCTION PROJECT	Template Identifier	240-73416879	Rev	2
		Document Identifier		Rev	X
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