	Kusile Power Station: Maintenance of Permanent Rack and Pinion Lifts SHE SPECIFICATION	Template Identifier	240-73416879	Rev	2
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Project Name: Maintenance of Permanent Rack and Pinion Lifts

Project Address: Kusile Power Station

Scope of the project: Maintenance (Inspect, Clean, Test), repairs on all the permanent Rack and Pinion elevators at Kusile Power Station. This is applicable to U1-6 ACC, Coal Silo 1, Chimney East and West lifts. This is to also perform all statutory tests and inspections to ensure the lifts are full compliant to the OHS Act and all Regulatory requirements

Eskom Contract's Manager


Name: Bongekile Makini

Signature: 

Date: 07/04/2021

Eskom's Procurement Manager

Name: Cornelius Makgwale

Signature: 

Date: 08 April 2021

Eskom's Health and Safety Manager


Name: Ntokozo Mashita

Signature: 

Date: 09-04-2021

Eskom's Safety Officer

Name: Thobile Yonga


Signature: 

Date: 09 April 2021

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1. Introduction

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

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

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


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

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

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2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

The purpose of this specification is to ensure conformance by the Principal Contractor and Subcontractors to the Eskom SHE requirements within Kusile Power Station, to address all aspects of SHE management adequately and to comply with the requirements

2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Kusile Power Station.

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

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- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32- 418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations.
- [14] SANS 53015 Maintenance for lifts and elevators
- [15] SANS 1545-10 Testing and Inspection of lifts
- [16] 240-75850027 Inspection, Testing and Maintenance of Lifts, Escalators and Passenger Conveyors Standard
- [17] ISO 45001: 2018 Occupational health and safety management system
- [18] 240-155373927 Eskom's COVID-19 Health and Safety Policy Statement
- [19] 240-156025414 generations COVID 19 work instruction


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.
- [6] 240-98162374 Kusile Maintenance User Requirement Specification
- [7] 240-102770193 Maintenance Execution Strategy for Kusile Power Station Lifts

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(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
Client	(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.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with <ul style="list-style-type: none"> a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. 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.
Consultant	means a person providing professional advice

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Definition	Explanation
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(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
Environmental Management plan	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
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(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

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Definition	Explanation
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(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.
Health and safety requirements	Mean's 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
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(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
Medical surveillance	(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
Method statement	(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

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Definition	Explanation
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.

2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
LOG	(COID) Letter of Good Standing

2.5 Related/Supporting Documents

N/A

2.6 Roles and Responsibilities

2.6.1 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 40f

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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.
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

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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 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.

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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.

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.

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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.
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;

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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.
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.

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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.

2.6.2 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;

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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;
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.

2.6.3 Contractor site 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

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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.
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.

2.6.4 Employees


Must:

Be responsible for their own safety and health and that of their co-workers;

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Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;

Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:

familiarising themselves with their workplaces and safety and health procedures;

working in a manner that does not endanger them or cause harm to others;

ensuring that the work area is kept tidy;

reporting all incidents and near misses;

protecting fellow workers against injury by performing job observations;

reporting unsafe acts and unsafe conditions;

reporting any situation that may become dangerous; and

carrying out lawful orders and obeying safety and health rules;

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.

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.

Obey any safety signs and adhere to any site demarcation at all times.

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.

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.

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.


Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.

Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.

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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.

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.

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.

Maintain the surrounding area of the work site in a neat and tidy condition.

Have meaningful participation in regular health and safety meetings.

Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.

When given instructions, understand the instructions and be permitted to clarify those instructions.


2.6.5 Contractor Health and Safety officer

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

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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.

3. Specification

3.1 Scope of work

The Contractor is responsible for maintenance and all repairs on the Rack and Pinion elevators at Kusile Power Station. They are also responsible for all statutory inspection and ensuring that all the legal requirements are adhered to.

For more details on SOW, refer to doc: 240-99242525 Kusile Power Station Rack and Pinion Scope of Work

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 Kusile Power Station Contract Manager/Project Manager and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub- contractors for the contract. This agreement must be submitted as part of the safety file package.

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3.2.2 Hazardous work by children (Child Labour)

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

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

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

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

3.2.3 OHS Act

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

3.3 Eskom Kusile Power Station Site Access Requirements

The Safety file package must be submitted to the OHS department **2 weeks** before the agreed project commencement date.


Before the successful Contractor commences with any work, the Kusile power station Project Manager/Contract Manager shall ensure that;

- a) A copy of the SHE Specification document is in the possession of the responsible person of the contracting company as well as the Kusile Power Station baseline risk assessment.

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- b) The responsible person of the contracting company and the Kusile power station project manager/contract manager have signed the Kusile power station section 37 (2) agreement.
- c) The appointment of the Appointed Contractor have been concluded and signed by the Contractor and Appointed Project Manager. A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- d) Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Kusile power station SHE specifications to the Sub Contractor(s).
- e) The OHS department shall assess and give written feedback to the appointed contractor. The safety file shall be approved in a form of a written letter from the OHS department.


3.4 Requirements specific to the issued scope of work

- 4. Permanent Rack and Pinon Lifts work falls under a high risk category as per Eskom supply risk category. In compliance with legal and other requirements, the following requirements must be complied with fully:
- 5. Employees performing the work must be competent to perform working at heights and working in a confined space activities.
- 6. Employees must be medical fit to work in a confined space and at fall risk position.
- 7. The appointed contractor must submit method statements/work instructions indicating how the Permanent Rack and Pinon Lifts work will be done safely.
- 8. Appointed contractor shall, before commencement of the project, ensure that all their employees are familiar with the relevant Kusile power station SHE documentation that is applicable to contract services.
- 9. Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates.

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10. First aid appointments must be made to meet the requirements, Appointees must be trained to level 2 from SAQA approved training provider.
11. The appointed contractor must submit a Covid-19 risk assessment in line with the guidelines as issued by the Department of Labour
12. No vulnerable employees are allowed to come to Kusile site as identified by the Department of Labour
13. The appointed contractor must supply employees with at least **2** cloth masks over and above other masks that may be required due to the risk of the activities note: only 3 ply cloths masks allowed on site , no buffs
14. The appointed contractor must supply hand gloves and hand sanitizers to the employees
15. The transport used to transport employees must be disinfected as per prescribed frequency
16. All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider
17. Attach proof of ISO 45001 compliance/ or plan to comply with the requirements of ISO 45001


None Negotiable requirements the following requirements must be complied fully:

- a) The appointed contractor must submit a valid letter of good standing
- b) The appointed contractor must submit a baseline risk assessment as per the issued scope of work
- c) The appointed contractor must submit a SHE Plan indicating a clear she management system
- d) The SHE Plan must also identify applicable competencies to carry out the task and attach proof of such competences

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- e) The appointed contractor must submit valid certificates of fitness for the work force
- f) The appointed contract must submit valid certificates of competency
- g) The Appointed contractor must submit an organizational SHE Policy and organogram
- h) The appointed contractor must submit applicable legal appointments with competencies where required
- i) The appointed contractor must indicate the head count /total man power
- j) Attach procedures used to manage the SHE Plan such as but not limited to risk assessment procedure, incident management procedure
- k) Attach identification documents/ passport copies
- l) Attach curriculum vitae and copies of certificates of competency
- m) Attached proof of drivers licence and PDP for the appointed vehicle operators
- n) Attach a list of tools where applicable
- o) Attach proof of PPE issuing

3.5 Safety, Health and Environmental file package requirements


The following documentation must form part of the SHE file:

- a) The appointed contractor and each Subcontractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of Contractor's Personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.

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- b) A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to this Schedule.
- c) All contractors shall prominently display a copy of the policy in the workplace where the Contractor's Personnel normally report for service.
- d) The sub- contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this schedule and other contract documents requirements.
- e) These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations
- f) The SHE Plan shall contain the following as a minimum:
- g) Relevant applicable legal and other requirements as per issued scope of work
- h) Roles and responsibilities
- i) Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
- j) Process for change management
- k) Process for employee training, competency, communication, awareness and participation
- l) Process for incident management and investigation
- m) Process for setting objectives and programmes
- n) Process in place to review the SHE plan
- o) Process for performance management and monitoring

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- p) Process for internal audits
- q) Process for document and records management

3.6 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. The costing for SHE must be itemised.

3.7 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	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes

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	himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.
Rule 6	NO REVERSING WITHOUT A SPOTTER/FLAGMAN Whenever a construction vehicle has to reverse, there must be a flagman to guide the driver at all times.

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.**


3.8 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.

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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.

3.9 Risk assessment (refer to 32-520)

The contract manager must prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package that gives an overview of identified hazards and mitigation is the work area where this scope of work will be executed

The Appointed Contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

3.10 High Risk Activities


When the appointed Contractor and/or his contractors are working in an area where a high health and safety hazard exists, the Appointed Contractor shall:

- a) Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.
- b) Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- c) Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry ;and

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- d) Provide any temporary protective shielding required for protecting nearby operations, at his own cost.

3.11 Working at Height Procedure


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. The procedure addressing the inspection, testing and maintenance of all fall protection equipment is in place.
5. A fall rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident. 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.
10. Fall Protection Planner/s shall have training from an accredited service provider that consists of US 229994 & US 229998 as a minimum.
11. Working at height training shall only be done by a SAQA approved training provider based on US 229998. The training provided is only for ascending and descending from access ladders and working on elevated platforms.

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12. All rope access technicians shall have SAQA training which is in accordance with the institute for working at heights (IWH) US 229998, Unit standards for Rope access Technicians i.e. (Level one – US 229998 and US 230000) (Level Two – US 229996) (Level Three - US 229997 and US 230001) for rope access.

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

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

Every employer shall ensure that work at height is:

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

3.12 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.


3.12.1 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.

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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.
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.


3.12.2 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

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related matters between the statutory health and safety committee and the workplace.

- The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

3.12.3 Tool box talks / Daily team talks / pre job meetings

- 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.
- 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.


3.13 SHE Training

- 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 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.

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- Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.13.1 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.

3.13.2 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.

3.13.3 Visitors to site induction


- 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.
- 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.
- Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.13.4 General training

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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.

3.14 Contractor Site Establishment

Contractor and their sub-contractors shall provide facilities that from a humane perspective have a sense of management care. Site facilities should include facilities that provide shelter in times of heavy rain and lightning storms and be conducive for extended toolbox talks.

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3.14.1 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.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.


3.14.2 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.

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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.


3.15 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. 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

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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.

3.15.1 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.


3.16 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

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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.


3.17 Tools and Equipment

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

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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.

3.17.1 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.


3.18 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.

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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.

3.19 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.
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.

3.20 Auditing


3.20.1 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

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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.

3.20.2 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.

3.20.3 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.


3.21 Smoking

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

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3.21 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.

3.22 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.

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


3.23 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.

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

3.24 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.


3.25 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.

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3.26 Work Stoppage

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

3.27 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.

3.27.1 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.


3.27.2 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.

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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.

3.27.3 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.

3.28 Omissions from Safety and Health Requirements Specification

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

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

3.29 Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation; SHE files and forwards 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.

3.30 Quality Requirements


It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system which complies with the requirements of ISO 9001 standard.

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	Kusile Power Station: Maintenance of Permanent Rack and Pinion Lifts SHE SPECIFICATION	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-134388834	Rev	2
		Effective Date	April 2021		
		Review Date	February 2024		

This type of work falls under category 2 of quality requirements, The Supplier shall submit a valid ISO 9001:2015 certificate or submit the following evidence:

- i. Quality (SHEQ) Manual
- ii. Quality (SHEQ) Policy
- iii. Quality (Business) Objectives
- iv. Control of documented procedure
- v. Procedure for control of non-conformity and corrective action.
- vi. Documented information for defined roles, responsibilities and authorities.
- vii. Procedure for control of externally provided products and services/purchase order.
- viii. Latest copy of the internal management system audit Including Nonconformity, correction and /or corrective action.
- ix. Project quality plan
- x. Quality control plan (QCP), Inspection Test plan (ITP) or previous work done.
- xi. Completed and signed Form A.

4 Acceptance

Name and Surname	Designation
Bongekile Makini	EMD Manager
Ntokozo Mashita	Occupational Hygiene Manager
Cornelius Makgwale	Procurement Manager
Thobile Yonga	Safety, Health and Environmental Officer

5 Revisions

Date	Rev.	Compiler	Remarks
April 2021	2	LNN Sibiya	New Revision. Additional Lifts on SOW
July 2018	1	LNN Sibiya	Add Life Saving Rule for Kusile Add SOW document number.

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