

 Eskom	Specification	Matimba Power Station
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1. Introduction

The aim of this document is to standardise the requirements applicable to activities of contractors throughout Matimba Power Station and its subsidiaries. This specification has been prepared, in accordance with the requirements of the construction regulations, to assist all project managers and contractors in providing a health and safety management system which is in line with Matimba Power Station safety requirements, without derogating from the legal obligations of the responding parties. Contractors however will remain responsible for ensuring the health and safety of their employees.

2. Supporting Clauses

2.1 Purpose

The purpose of this document is to provide contractors with essential information on significant safety, health and environmental aspects and give direction to contractors when compiling their SHE programs and SHE plans, and to provide contractors with the necessary health and safety guidelines as envisaged by legislation, clearly outlining the Matimba Power Station safety requirements. This document will empower contractors in the field of health and safety, allowing them to implement a health and safety program and their SHE File geared at achieving the overall objective of Matimba Power Station; namely, Zero Harm. This specification will be applicable to all maintenance and construction projects in plant areas. Contractors are accountable for taking all the necessary steps to protect all persons (including employees, visitors, and the general public), to protect the environment and property against any harm during the course of performing work or services in relation to their contractual obligations. In addition, all work procedures and equipment will be carried out in accordance with Eskom and legislative requirements.

2.2 Scope

All contractors shall use the applicable safety, health and environmental information in this standard to develop a suitable and sufficient health, safety and environmental plan, which will indicate to Eskom the level of compliance with the health, safety and environmental requirements. This SHE specification applies to all contractors.

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2.3 Applicability

<p><i>NOTE: Mark appropriate block/s with a "X"</i></p> <p><i>(Select at least one)</i></p>	All	Head of department	Head of function	Head of section	Administration	Auxiliary	Civil	Control & Instrument	Electrical	Mechanical	Projects	Support	Training	Shifts	Other (Specify):
Matimba Staff	X														
Operating															
Maintenance															
Engineering															
Risk Management															
Human Resources															
Finance															
Production															
Contractors	X														

2.4 Normative/Informative References

2.4.1 Normative

- [1] ISO 9001 Quality Management Systems.
- [2] Occupational Health and Safety Act and Regulations, No 85 of 1993
- [3] National Environment Management Act No. 107 of 1998
- [4] Vehicle and Driver Safety Management Procedure – 240-62946386 Rev (6)
- [5] Basic Conditions of Employment Act No. 75 of 1997
- [6] National Road Traffic Act No. 93 of 1996
- [7] Eskom Substance Abuse Procedure – 32-37 Rev (3)
- [8] Safety, Health, Environment, and Quality Policy – 32-727 Rev (4)
- [9] Life-saving Rules Standard – 240-62196227 Rev (6)
- [10] Working from Heights Procedure – 32-418 Rev (5)
- [11] Eskom Contractor Health and Safety Requirements – 32-136 Rev (4)
- [12] Eskom OHS Act Section 37(2) agreement –240-77037682 Rev (6)

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2.4.2 Informative

The following is a list of documents that can be used as a guide in order to meet legal and Eskom requirements

- [1] Contract and Contractor OHS Management – 32-726 Rev (3)
- [2] Refusal to Work on the Grounds of Health, Safety, and Environmental Concerns – 240-43848327 Rev (1)
- [3] Eskom Vehicle Specifications – 32-345 Rev (5)
- [4] The Wiring of Premises Part 1: Low-voltage installations – SANS 10142
- [5] Identification of Colour Marking – SANS 10140
- [6] Symbolic Safety Signs – SANS 1186
- [7] National Colour Standard – SANS 1091
- [8] LP Gas Storage – SANS 10087
- [9] Design and Erection of Scaffolds – SANS 10085
- [10] Products Control Act 83 of 1993
- [11] ISO 12480-1:1997 Cranes – Safe use
- [12] Personal Protective Equipment Issue/Replacement – 240-120053694 Rev (1)
- [13] Personal Protective Equipment Specifications – 240-44175132 Rev (1)
- [17] DMN 34-110 Operating a Vehicle Mounted Crane
- [18] 240-150642762 Plant Safety Regulations Rev (3)
- [19] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure Rev (9)
- [20] 240-131838225 Occupational Health Safety Incident Management Definitions Classification Parameters Standard Rev (3)
- [21] 240-133087117 – Environmental Incident Management Procedure Rev (2)
- [22] 32-520 Risk Assessment procedure Rev (4)
- [23] 240-77433139 Generation Supplier Risk Category Rev (3)
- [24] 32-123 Emergency Planning Rev (3)
- [25] Government Notice No. R. 480
- [26] COVID-19 (C19 OHS), 2020

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2.5 Definitions

Definition	Explanation
High risk activities	Are activities as listed in the guideline 240-77433139, Generation Business Supplier Services Risk Category
Agent	(OHS Act) means any person who acts as a representative for a client
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
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	Means an employer as defined in section 1 of the OHS Act who performs construction work and includes principal contractors
Contractor	In relation to this document, where the word “contractor” is used, it will mean all or some of the following: principal contractors, appointed contractors, suppliers, vendors, service providers and consultants
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan which includes and provides for 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 of falling and a rescue plan and procedures for training, medical screening and inspection

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Definition	Explanation
High risk activities	Are activities as listed in the guideline 240-77433139, Generation Business Supplier Services Risk Category
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	Means a files or other records in permanent form, containing the information required as contemplated in the Construction Regulations
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 as contemplated in the Construction Regulation
Health and safety requirements	Means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Life Saving Rules	Means five life savings rules that have developed by Eskom which will apply to all employees, agents, consultants, and contractors. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area with Eskom
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the Construction 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
Principal contractor	Means an employer, as defined in section 1 of the Act, who performs construction work and is appointed by the client to be in overall control and management of a part of, or the whole of, a construction site.
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
Site	(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

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Definition	Explanation
High risk activities	Are activities as listed in the guideline 240-77433139, Generation Business Supplier Services Risk Category
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Toolbox talks	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.)

2.6 Abbreviations

Abbreviation	Explanation
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulation
DMR	Driven Machinery Regulation
DSTI	Daily Safety Task Instruction
DOL	Department of Labour
EP	Emergency Preparedness
ERW	Environmental Regulation for Workplace
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substance
ISO	International Organisation for Standardization
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheet
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulation (No. 83 of 1993)
OHNP	Occupational Health Nursing Practitioner
PPE	Personal Protective Equipment
SANS	South African National Standards
SHE	Safety, health, and environment
SAQA	South African Qualifications Authority

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Abbreviation	Explanation
SHEQ	Safety Health Environmental and Quality
SACPCMP	South African Council for the Project & Construction Management Professions
RA	Risk Assessment
LTI	Lost Time Injury
GAR	General Administrative Regulations
STAR	Stop; Think; Act; Review
NIHL	Noise Induced Hearing Loss
SWP	Standard Working Procedure
SOP	Standard Operating Procedure
H&S	Health & Safety
EH&S	Environment, Health & Safety
SAQA	South African Qualifications Authority
SETA	Sector Education and Training Authority
LDV	Leyland DAF Vans
PDP	Professional Driving Permit

2.7 Roles and Responsibilities

Eskom is committed to safeguarding contractors (principal contractors, appointed contractors, suppliers, vendors, service providers and consultants) and the environment against undesired operating exposures, which is in line with its Safety, Health, Environmental and Quality Policy (SHEQ). Therefore, as an organisation, processes need to be in place to identify all possible practical occupational health and safety risks to which contractors are exposed and to implement appropriate measures that need to be taken in order to prevent any incidents or injuries or environmental damage resulting from accidental exposure

2.7.1 Principal contractors and appointed contractors

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:

- a) 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.

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- b) 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);
- c) 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;
- d) 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 Matimba Power Station Contract Manager.
- e) 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.
- f) Ensure that the minimum legislative, regulatory and Eskom Matimba Power Station SHE requirements are complied with in all work activities.
- g) Give the Eskom High risk activity their full attention and Eskom Contract and/Responsible Managers full cooperation.
- h) Compile a SHE file where all relevant health and safety records must be kept for each work site.
- i) The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to Eskom contract 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.
- j) 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 contract manager with all the valid letters of good standing from their appointed contractors.
- k) 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.
- l) 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.
- m) 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.

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- n) 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.
- o) 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.
- p) Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely and take reasonable steps to ensure cooperation between all their appointed contractors.
- q) Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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

- r) 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 2: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

Note 3: 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.

- s) Appoint a full or part time safety officer or construction safety officer (registered with a relevant professional body e.g. SACPCMP) in writing.
- t) 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;
- u) 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.
- v) 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.
- w) 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.
- x) 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.
- y) Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

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- z) Ensure compliance to Legal and Other Requirements by all employees and appointed contractors at all times within the workplace.
- aa) 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.
- bb) 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.
- cc) 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 4: should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

- dd) 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 Matimba Power Station project manager and the relevant site safety and fire prevention requirements;
- ee) On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
- ff) 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.
- gg) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 5: Eskom Matimba Power Station 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.

- hh) 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;
- ii) Ensure that all incidents are reported and investigated timeously by competent incident investigators, and be involved in all of their appointed contractor's investigations.
- jj) Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- kk) Chair their own health and safety committee meetings and record such meetings.
- ll) 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.

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- mm) 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 Contract Manager.

2.7.2 Construction Managers and/Contract Managers

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

Shall:

- a) Not supervise construction work on any construction site other than the site they have been appointed to supervise;
- b) Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
- c) 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;
- d) Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites;
- e) 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;
- f) Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed, inspect such PPE on a regular basis and keep record.
- g) Ensure that all incidents are reported to the client and are investigated, and be involved in all investigations that occur within their area of responsibility.
- h) Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
- i) Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- j) 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.
- k) 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;
- l) 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;
- m) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or near a construction site against all risks that may arise from such site.

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- n) 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;
- o) 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.
- p) Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible.
- q) 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).
- r) 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.
- s) Stop any employee or contractor from performing construction work that 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.

2.7.3 Contractor Site Manager/Supervisor

Shall:

- a) Be competent to perform the required supervisory tasks;
- b) Ensure their employees and all appointed contractors comply with the required statutory and Eskom contract requirements;
- c) Inspect all work done by the Contractors to ensure adherence to Eskom Matimba Power Station 's standards and specifications
- d) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- e) Monitor contractors for adherence to statutory requirements and safety standards.
- f) Monitor contractors overall SHE performance on site in order to achieve excellent results
- g) 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.
- h) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom contract manager in the second instance relating to procedure requirements, non-conformance's identified, corrective actions, audits and inspection schedules.
- i) Ensuring that quality records are maintained in accordance with legislative and Eskom Matimba Power Station requirements;
- j) Continual liaison between the principal contractor, appointed contractors and employees.
- k) Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom Matimba Power Station :

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- l) Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- m) Submit the observation reports to the relevant management.
- n) Have meaningful participation in the project statutory health and safety committee meetings.
- o) Participate in all appointed contractor incident investigations.
- p) Participate in the principal contractors emergency preparedness planning.
- q) Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- r) Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
- s) Assist the principal contractor with the handing over process, in particular the SHE file and relevant documentation.

2.7.4 Contractor Employees

Shall:

- a) Be responsible for their own safety and health and that of their co-workers;
- b) Co-operate with their employer to meet all of the employer's as well as legislative and Eskom Matimba Power Station requirements;
- c) 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;
- d) 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 Matimba Power Station's project manager or supervisor immediately.
- e) 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.
- f) Obey any safety signs and adhere to any site demarcation at all times.

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- g) 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.
- h) Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom Matimba Power Station requirements, company requirements, or legislative requirements.
- i) 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.
- j) Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
- k) Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
- l) 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.
- m) Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom Matimba Power Station 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.
- n) 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.
- o) Maintain the surrounding area of the work site in a neat and tidy condition.
- p) Have meaningful participation in regular health and safety meetings.
- q) Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- r) When given instructions, understand the instructions and be permitted to clarify those instructions.

2.7.5 Contractor Health and Safety officer

- a) Promote a SHE culture within the organisations involved in the project / contract.
- b) The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- c) Be in constant liaison and cooperate with Eskom Matimba Power Station's SHE professionals responsible for providing them with a health and safety service.
- d) Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
- e) Conduct audits and inspections of all work sites for the duration of the project.
- f) Be involved in the organisations incident investigations when required.
- g) Participate in the organisation's statutory and non-statutory health and safety committees meetings.
- h) Conduct organisational, site and visitor induction training.

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- i) Stop any employee or contractor from performing construction work that 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.
- j) 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.
- k) 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 Matimba Power Station work site by Eskom Matimba Power Station.
- l) Carry out audits and or inspections on their contractors at least monthly and any appointed contractors
- m) Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors.

2.8 Related/Supporting Documents

- a) Contractors compliance audit Check sheet & Report
- b) Health Safety and Environment Safety File Assessment
- c) Project Risk Assessment template
- d) Contractor Monthly OHS Report
- e) Contractors Internal audit schedule
- f) Contractor Incident register
- g) List of business partners (Contractors)
- h) Generation Business Supplier Services Risk Category

3. Document Content

3.1 High risk Activities

The guideline 240-77433139, Generation Business Supplier Services Risk Category has reference

3.2 Legal Compliance

3.2.1 SHE Policy

- a) A SHE policy is a statement of intent and a commitment by the organisation's Chief Executive Officer/Managing Director and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence and innovation.

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- b) The principal contractor and all appointed contractors shall 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, in terms of the section 16(2) of the OHS Act. The policy must be displayed in a prominent place within the workplace. The SHE policy must be communicated with all employees and it must be filed in the contractor's SHE files.
- c) The contractor shall develop the SHE Objectives and set targets to achieve them in line with the STAR principle.

3.2.2 Legislative Compliance

The Contractor shall at all times comply with and must have available, the Occupational Health and Safety Act 85 of 1993 and regulations, the Compensation for Occupational Diseases Act no 29 of 1996. The Contractor shall at all times during the continuance of the contract comply with the site health and safety specifications, instructions, procedures and directives directed by Matimba Power Station Management

3.2.3 Section 37(2) Legal Agreements

- a) A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract
- b) The principal contractor must ensure that section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract
- a) The original copy of the section 37(2) agreements must be retained by the contractor and a copy retained by the responsible manager
- b) A contractor/supplier shall strictly adhere to and ensure that its employees adhere to, the prescriptions as contained in the OHS Act and agree to comply with Eskom's safety requirements,

3.2.4 Compensation for Occupational Injuries and Diseases Act (COIDA)

The principal contractor and all his/her appointed contractors shall be registered with the registered insurance fund/or employment compensation fund and submit proof of good standing with the workman compensation. The contractor shall, before the commencement with work on site, furnish Matimba Power Station management with proof of a valid registration through a certificate of good standing in terms of the Compensation for occupational Injuries and Diseases Act, (COIDA Act), 130 of 1993 and that all payments due to the commissioner are discharged. This cover shall remain in force during the contract and shall be the responsibility of the principal contractor to ensure validity. A copy of letter of good standing shall be kept in the SHE file.

3.2.5 SHE Costing

This document must be submitted with the tender documentation and to ensure a detailed breakdown as to the expenditure requirements with regard to the implementation and maintenance of the health and safety program based on the overall scope of the project. Where a specific personal protective equipment and or training is required for the performance of the contract, the principal contractor, when making a bid for a specific

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contract shall provide a breakdown list of PPE requirements and costing of such requirements.

3.2.6 Appointments

- a) Principal contractor shall made legal appointments specific to a project, 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
- b) All legal appointments to be in place and submitted to the Matimba Power Station safety department before work commences on site.
- c) The principal contractor and appointed contractors must make relevant legislative and non-statutory appointments which will be required to remain valid throughout the contract.
- d) The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts and form part of the appointment.
- e) All appointed personnel shall be suitably trained and found to be competent for the responsibilities assigned
- f) All appointments/copies made by the contractor shall be included in the health and safety plan, kept in the relevant SHE files and should be available to the client/agent.
- g) Other appointments shall be made as prescribed by the OHSA to ensure the requirements of the Construction Regulations were addressed.

3.2.7 Statutory appointments

- a) OHS Act, Section 16(2) Assistant to Chief Executive Officer
- b) OHS Act, Section 8 2 (e)(i) Supervisor
- c) OHS Act, Section 17 – Health and Safety Representative
- d) OHS Act, General Administrative Regulations 9(2) – Incident Investigator
- e) OHS Act, General Safety Regulations GSR 3(4) – First Aider/s
- f) OHS Act, Section 19(3) – Health and Safety Committee Member
- g) OHS Act, Section 19(6) – Co-opted Health and Safety Committee Member
- h) OHS Act, Electrical Machinery Regulation 10 – Portable Electrical Equipment Inspector
- i) OHS Act, Pressure Equipment Regulations 11 & 12 – Portable Gas Container Inspector
- j) OHS Act, Construction Regulation 8(1) – Construction Manager (if applicable)
- k) OHS Act, Construction Regulation 8(5) – Project Safety Officer (if applicable)
- l) OHS Act, Construction Regulation 8(7) – Construction Supervisor

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- m) OHS Act, Construction Regulation 9(1) – Person to Perform Risk Assessment
- n) OHS Act, Construction Regulation 10(1) – Competent Person to Prepare a Fall Protection Plan (if applicable)
- o) OHS Act, Construction Regulation 28(a) – Stacking and Storage Supervisor
- p) OHS Act, Construction Regulation 29(h) – Fire Fighting Equipment Inspector
- q) OHS Act, Construction Regulation 23 – Construction Mobile Equipment Operator
- r) OHS Act, General Administrative Regulation 13 A – Ladder Inspector
- s) OHS Act, HCSR 10 & 11 – Hazardous Substance Controller
- t) OHS Act, Driven Machinery Regulation 18 – Lifting Equipment Operator/Inspector
- u) GN No. R.480, 4(1)(f)-Covid Compliance Manager

3.2.8 Appointment of a SHE officer and SHE representative

a) Appointment of a SHE representative

- SHE representatives shall be appointed as per the requirements of the OHS Act.
- Health and safety representatives shall be nominated and elected by the employees
- Contract managers shall permit their appointed health and safety representatives to carry out their functions as required by legislation and support them in fulfilling these functions

b) Appointment of a SHE officer

A contractor shall upon having considered the size of the project, the degree of dangers likely to be encountered or accumulation of hazards or risks on premises/ workplace, appoint a full- time or part time construction SHE officer in writing to assist in the control of all safety related aspects on premises/ workplace. Provided that, where the question arises as to whether a construction SHE officer is necessary, the Eskom responsible person will make a decision. If a contractor does not accept such a decision the decision of an inspector of the Department of Labour shall be decisive.

c) Construction professional registration

The legislation and the SACPCMP's publications direct that all persons assuming responsibility for Construction Project Management, Construction Management and Construction Health and Safety should be registered as professionals in the appropriate category with the SACPCMP in order to comply with legal and statutory requirements within South Africa. Eskom is responsible for ensuring that all future Vendors, in the Built Environment activities, services and work, comply with the requirements of the professions' Acts

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3.3 Organisational Structure

- a) The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the senior management to the supervisors responsible for the contract. The relevant positions held names of the appointees and legal appointments must be listed.
- b) The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all of the organogram's as well as submitting them with the SHE plan/file. All organograms shall be updated timeously when appointments are changed.
- c) This diagram must be kept up to date, a copy of which must be given to the contractors and copy filled in the relevant project SHE files

3.4 Hazard and Risk Management

- a) A documented risk assessment shall be conducted before the commencement of work and every time the scope of work changes or the risk of a potential incident increases.
- b) Principal contractor to ensure all risk assessments are conducted by competent and trained person to do so and shall complete comprehensive risk assessments (baseline, task and continuous) on all work related tasks which include risk identifications and analysis.
- c) Principal contractor and appointed contractors shall appoint in writing a competent risk assessor to undertake all such risk assessments. Conformance with the controls specified in the risk assessment will be monitored by the appointed/responsible supervisor and the risk assessor
- d) Each operational task is broken and analysed further into individual task risk assessments. The risks associated with that task along with the preventive measures are tabled.
- e) The list of risk assessments which will be included in the safety file, if applicable to the site with supervisors

3.4.1 Baseline risk assessment

A principal contractor shall conduct a baseline assessment to determine its current risk status. Through this process major risks will be identified and prioritised for future control. A programme must be developed for the management of identified risks.

3.4.2 Issue based risk assessment

Issue based assessments must be conducted prior to where new hazards or risks may be introduced into the operation or on request from a Matimba Power Station contract manager. This assessment must be in writing and must be approved by the risk assessment team. It will be required:

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- For new work method or system
- For new machines or equipment
- Following the occurrence of an accident or an incident
- After obtaining knowledge that may influence the level of risk employees are exposed to.

3.4.3 Continuous risk assessment

These should be done as part of the daily programme of the principal contractor or as may be required by the safety management system. Continuous assessments are the responsibility of line management especially first line supervision. Continuous assessments may include but are not limited to:

- Audits
- Management walk about
- Meetings
- Pre-operational inspections
- DSTI
- Suggestions and safety awareness programmes
- Toolbox talks
- Issue based risk assessments

3.4.4 Safe working procedures / method statement

Method statements are step-by-step tasks as to how to prevent an incident occurring during execution. A written safe working procedure is how to execute the task safely.

- a) A principal contractor work method statement must meet mandatory standards for designated hazardous activities.
- b) Written safe working procedures or method statements must be compiled for the risks and hazards that have been identified during the risk assessments indicating procedures to mitigate reduce or control the risks and hazards
- c) Safe operating/working procedures will be developed for all high risk activities so as to safeguard all principal contractors' activities. Method statements, operating manuals, safe working procedures will be established, implemented and maintained to apply a common standard of work practices throughout the entire project operations

3.5 SHE Communication Systems

- a) 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.

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- b) Site Management and responsible person[s] will ensure all personnel are kept regularly up to date with health and safety information and how prompt feedback will be given to personnel for issues they raise. For example, hazard reports such noise and dust survey conducted by the Client
- c) Health and safety publicity and awareness programs. For example, competitions and lifestyle improvement.
- d) 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.

3.5.1 Statutory Health and Safety Committees

- a) 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.
- b) All appointed contractors shall be members of the principal contractor's safety committee.
- c) 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.
- d) SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
- e) 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)
- f) 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.
- g) Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoL.
- h) All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
- i) Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
- j) Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.

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- k) The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
- l) 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.

3.5.2 Non-statutory health and safety committees

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

3.5.3 Contractor (Business partners) bi-monthly SHE meetings

- a) Principal contractors and their appointed contractors shall attend Matimba Power Station bi-monthly health and safety contractor meeting
- b) Safety officers, representative, supervisor, site manager and contractor's responsible person.
- c) All persons attending contractor health and safety meeting(s) will be required to sign a standard attendance register as proof of attendance.

3.5.4 Agenda

- a) All health and safety committee meetings shall be covered by an agenda that is circulated or posted on a notice board at least three days before the meeting is scheduled to take place
- b) Ideally, the agenda for statutory safety committees should consist of the following topics:
 - 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
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
 - Accident Prevention – Safety Promotion

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- 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
- Life saving rules
- Closure

3.5.5 Minutes and action items

- a. Minutes and record of action items shall be kept of all health and safety committee meetings.
- b. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
- c. 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.
- d. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project.
- e. All other meeting minutes where SHE is on the agenda, shall be kept for the duration of the project.

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- f. The original copy of the minutes and record of the action items must be signed by the chairperson.
- g. 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.

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

- a. Daily pre-start discussions that encourage staff and leaders to try to anticipate and pre-empt potential hazards within the day's activities along with "Toolbox" meetings and project safety meetings.
- b. 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.
- c. 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.
- d. Where possible, tool box talks can be included in the pre-job brief meetings and the frequency of these meetings shall be daily. 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.

3.6 Incident Management

- a) Principal contractor shall report all incidents/accidents as required by legislation and client including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities), Section 24&25 incidents, electrical contact, major equipment damage, chemical spillages and other environmental incidents, shall be reported before the end of the work shift or before 24 hours to the client responsible person and other relevant personnel.
- b) Management shall cause all incidents to be investigated in order to identify required control measures based on the root cause; assigning responsibilities for their implementation and ensuring close out and report back to Eskom project management.
- c) All incident/accident investigations will be conducted by either the appointed SHE investigator (GAR 9(2) or appointed health and safety representative

3.6.1 Reporting

- a) All occupational health, safety and environmental incidents including near misses occurring at work shall be reported to the relevant supervisor/manager as soon as practicable but before the end of shift
- b) All section 24 incidents shall be reported to the provincial inspector of the DOL and section 25 incidents shall be reported to the chief inspector of the DOL

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3.6.2 Investigation

- a) All incidents must be investigated in terms of the OHS Act, section 24 & 25 and GAR 8 & 9 and conducted in terms of Eskom procedure for conducting EH&S Incident Management, procedure 32-95
- b) Investigations shall be conducted by a competent investigator who will compile the appropriate incident report form as listed in the OHS Act, GAR Annexure1
- c) A comprehensive and detailed investigation report shall be submitted to the Eskom responsible manager within 7 days after the incident
- d) All incidents that were in contravention of any one of Eskom's lifesaving rules must be presented by the relevant contract manager to the responsible manager and where required to the BU responsible manager
- e) 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.

3.6.3 Close-out

- a) All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the Risk Manager for approval. Close out procedure ideally must be done as soon as practicable. All LTI, serious incident shall be presented to Eskom for the acceptance, before concluded.

3.7 Occupational Health and Hygiene

- a) 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.
- b) All contractors must provide appropriate and sufficient facilities for their employees as listed hereunder.
- c) The program is intended to ensure that the risks to health are identified and controlled. Identification of health risks includes conducting occupational hygiene monitoring and measuring to establish the magnitude of stressors.

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3.7.1 Medicals

- a) The principal contractor and/ contractor shall, in compliance with the act, be responsible for the medical examination by an occupational medical practitioner of his employees and shall provide Matimba Power Station with written proof that medical examination of his employees to be engaged on premises/ workplace has been done and that they are medically fit for the work they are to perform and that the necessary certificates of fitness have been obtained. These medical examinations shall be conducted before employees will be allowed to commence work on premises/ workplace.
- b) In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- c) For all employees working on the contract/project the medical fitness certificates shall be renewed annually. This shall be maintained until completion of the contract at which stage an exit medical examination shall be conducted to ascertain if any illnesses or hygiene issues have been contracted during the contract
- d) The contractor must arrange appointments for medical examinations at least 1 week prior to commencement of work on premises/ workplace.
- e) The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

Note: Eskom will only accept medical surveillance conducted by an Occupational Health Practitioner who has completed qualification in occupational health.

3.7.2 Health and awareness

Principal contractors and their contractors shall submit details of their employee health and wellness programme as part of their health and safety plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment.

3.7.3 Personal hygiene

The principal contractors shall provide proper amenities to enable the practice of good personal hygiene including toilets; eating facilities separate from work areas; washing facilities close to the workplace and appropriate protective clothing. Details of the personal hygiene program must be developed and implemented for the execution of the project.

3.7.4 Thermal conditions

- a) Contractors must protect their employees against the natural thermal conditions, by providing sufficient and suitable cold weather gear for the winter months and suitable rain wear for the rainy seasons

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- b) In hot conditions, contractors must prevent the effects of heat fatigue and heat exhaustion by providing sufficient rest periods, shade cover where possible re-hydration mineral replenishment fluids. Where the heat index and the humidity levels reach the required dangerous levels, contractors shall stop work for that period

3.7.5 Noise Induced Hearing Loss (NIHL)

- a) Where mechanical and or electrical devices are used which emit noise, then a risk assessment and noise survey shall be conducted to establish the noise levels and determine as to what type of hearing protection must be supplied.
- b) Contractors shall provide the appropriate hearing protection, train the users in the use, care and maintenance of such equipment

3.7.6 Covid 19/infectious virus management

- a) The contractor shall comply with the requirements as stipulated in Government Notice No. R.480, COVID-19 (C19 OHS), 2020, and all other Department of health guidelines.
- b) The contractor that employs less than 500 employees, shall with all requirements as best practice.

3.7.7 Rehabilitation

Where any contractor's employee is injured at work to the extent that they rehabilitation, then this must be given, using the services of an appointed rehabilitation organisation

3.8 Training (Competency and Awareness)

3.8.1 Legal requirements

- a) All personnel engaged to carry out work on the project should have the necessary skills and knowledge and be competent to perform the tasks for which they will be employed. Contractors will be required to furnish proof by way of licenses, permits, certificates or by RPL or by written certification by a qualified assessor of their skills, competencies and knowledge of their work tasks
- b) Every contractor will compile a training and competency matrix to indicate competency requirements for each job category. No employee who has not yet competent will be allowed to work. This training matrix will at least contain the following information:
- Job categories
 - Training and competency associated and required per job category.

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3.8.2 Site specific induction training

- a) All personnel should complete the Matimba Power Station site induction prior to working on the site. The purpose will be to ensure that all personnel have been made aware of and will conversant with the requirements of this safety specification, required PPE, site rules, environmental requirements, cultural heritage and community relations
- b) All contractors shall have an induction program, which will be in compliant to Eskom requirements
- c) Contractors' employees will be required to carry proof of this inductions training on their persons for the duration of the project
- d) All proof of safety inductions attendance register shall be kept on the safety file on site

3.8.3 Site visitors induction

A visitor's safety induction program will be established by principal contractors explaining the site SHE requirements, the conditions applicable to their entry onto site and the necessary PPE they will be required to wear

3.8.4 General Training

- a) The principal contractor will be required to ensure that before an employee commences work on the contract that the supervisor in control with responsibility for the employee has informed the employee of their scope of authority, any hazards associated with the work to be performed as well as the control measures to be taken. This will include job descriptions, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee
- b) The principal contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazard associated with any work to be performed by conducting task/job observations
- c) Continuous on-site training shall be conducted by safety officer, supervisor or manager on safe working procedures, risk assessments and SHE awareness
- d) All personnel engaged to carry out work on the project should have the necessary skills and knowledge and be competent to perform the tasks for which they will be employed.
- e) Certifications of such trainings or records shall be kept on the SHE file for reference.

3.8.5 Minimum training requirements of Safety Officer(s)

The training shall include but not limited to the following:

- National Diploma in Safety Management and at least 5 years related experience
- SAMTRAC or Programme in Safety management
- Hazard identification and risk assessment training
- Training regarding applicable legislation
- Incident investigation training
- Computer literacy and English Language proficiency

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3.8.6 Minimum training requirements of Manager and/ Supervisor(s)

The training shall include but not limited to the following:

- Training regarding hazard identification and risk assessment techniques
- Training regarding incident investigation techniques
- Training regarding job safety analysis
- Training regarding applicable legislation.

3.8.7 Minimum training requirements of General employee(s)

The training shall include but not limited to the following:

- Basic H&S training
- Firefighting training
- Workplace induction
- PPE use, care and maintenance
- Work Instructions and/ procedures.

3.9 Emergency Preparedness Plan

3.9.1 Emergency response plan

The contractor will be required to establish his/her own emergency response plans for construction, commissioning, and operation of the project before each activity begins. These plans will ensure early notification of any incident and how the crisis or incident will be managed.

The emergency response plan will:

- Describe how the emergency response will be initiated and how the emergency teams will be activated
- Specify command, control and communications arrangements
- Identify the roles and responsibilities of all personnel likely to be at the site of the emergency or involved in the response
- Include a person nominated as the site emergency control officer
- Identify emergency equipment available and personnel trained in its use

3.9.2 Emergency drills

The contractor should conduct emergency response drills (including, but not limited to, fire, rescue and spill drills) to test the effectiveness of its emergency procedures and equipment and the knowledge and proficiency of all response personnel. Such drills will take place at least every 6 months or as agreed with the Matimba Power Station EP Coordinator and will be the responsibility of the contractor. The contractor will record a drill report and provided them on request.

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3.9.3 Emergency numbers

Lists with emergency numbers will be posted at phones, site entrances and in every office. Provide workers with emergency numbers printed on stickers to place on their hard hats and ensure that these numbers will be displayed at all SMI boards as well as all other notification and information boards.

3.10 Fire Risk Management

3.10.1 Compliance to: Construction Regulation 29 and ERW 9

- a) Contractors must develop a fire safety procedure for the office, building and workshops, which must comply with the requirements of the local authority fire department and the OHS Act
- b) The fire plan must include emergency escape routes, supply to appropriate fire extinguishing equipment, appropriate signage, maintenance of the extinguishing equipment, location of the equipment and appointment of fire personnel
- c) The contractor will prominently publish, in all relevant languages for all areas of operation under its control, the procedures to be carried out in the event of fire.
- d) The contractor will train all employees in the procedures to be followed in the event of a fire and/or a fire alarm. Contractors should familiarise themselves with locations of fire equipment in the vicinity of their work site.
- e) Work areas will be clear, at all times, of any smouldering material which could fuel a fire. A thorough inspection will be made of the area at the end of any working period to ensure that no smouldering material will be left at the work site or any situation left in such a manner that a fire or accident could result. Electric welding, oxy-welding or cutting, or any other fire hazardous equipment will not to be used inside electrical switch rooms, control rooms, cable ducts or adjacent to any electrical switch room, control room, cable duct or adjacent to any electrical equipment, cables or conveyor belts without obtaining a work permit from the Client representative.
- f) The contractor should supply and maintain all firefighting equipment for its work as required by the statutory regulations governing the site. Fire extinguishers will not be used for any purpose other than their intended use.

The contractor shall ensure that:

- All flammable/combustible material will be removed on a daily basis
- The minimum amount of flammable liquids (petrol, thinners and paint) will be brought on to site and will be transported safely
- All required safety signs will be posted should any work be carried out with any flammable/combustible materials (i.e. no smoking, no naked flames and no unauthorised entry)

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- Supervisors do constant and regular inspections to ensure adherence of firefighting procedures.

3.10.2 Firefighting training

It will be the responsibility of the contractor to ensure that supervisory staff and all persons involved in grinding, cutting or welding or any other hot work activity that could give rise to a fire will be familiar with firefighting procedures and the use of firefighting equipment. Training given will be done by an accredited training provider.

3.10.3 Maintenance of firefighting equipment

All fire extinguishers should be:

- Conspicuously numbered
- Recorded in a register
- Visibly inspected monthly by a competent person using an inspection checklist with a set of inspection criteria items (which have at least completed a basic firefighting course)
- Inspected at least annually by an accredited supplier. This frequency will vary depending on the risks exposed to, i.e. excessive dust, water, etc. This person needs to be appointed in writing and competency to be available
- Results entered in the register and signed.

3.10.4 Damaged firefighting equipment

Contractors shall ensure fire extinguishers with damaged or broken seals must be returned to an accredited supplier for re-charge/repair. Details will be entered in the inspection register.

3.11 Audits and Review

- a) The purpose of the safety and health assurance is to give assurance to Matimba Power Station that principal contractors and their contractors are in fact complying to all legislative and Other requirements
- b) The client shall develop a periodic audit program/schedule, stating dates of audits and the type of audit to be conducted and submit the program to the contractor. The client shall notify the contractor within a reasonable time, at least 7 days prior, for the audit to be conducted. The results of these audits including the list of actions (action plan) with names and time allocated must be submitted to the Contract Manager for approval. This audit must be conducted at least on a monthly or quarterly basis unless otherwise arranged in writing between the client and the contractor.
- c) SHE plan shall be approved by the Eskom contract responsible manager or an appointed Eskom functionary. The implementation of the SHE plan shall be assessed/audited by Eskom functionaries on a regular basis, which will include physical conditions evaluation

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3.11.2 Eskom SHE audits

- a) Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and contractors SHE plans. A site/workshop inspection shall form part of the audit.
- b) There will be periodic audits conducted by Eskom on the principal contractor/s and or appointed contractors. These audits shall be attended by the contractor's contract manager or his/her representative.
- c) If there is any major findings/non-compliance identified as serious in these audits, work will be stopped for that specific principal contractor and or appointed Contractor Company.

Note 1: Eskom reserves the right to arrange for audits to be scheduled either on monthly basis, quarterly or otherwise as arranged with the respective contractor

Note 2: Where Eskom is audited by the external party on its activities inclusive of the contractor activities, the contractor shall be notified and comply with Eskom requirements of participation in such audits.

3.11.2 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 at least on a monthly basis and when the scope of work changes. Principal contractor will develop a periodic audit program, stating dates of audits and the type of audit to be conducted and submit the program to the Matimba Power Station's SHE Officer. A summary of the findings and the proposed corrective actions shall be submitted to the Eskom contract responsible manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor then a copy of the audit report shall be submitted to the appointed contractor on the last day of the audit.

3.11.3 Workplace inspections

Supervisors must conduct regular inspection of the work areas to ensure that a safe working environment exists and to correct any deviations noted. These inspections do not replace the inspections required to be done by the appointed health and safety representatives.

3.12 Planned Task Observations

- a) Planned task observations are a critical step in identifying any deviations from specified process and or procedures
- b) Contractors are required to carry out periodic task observations on employees who are more at risk and therefore need to be observed more frequently and more systematically than employees who are at low risk.

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- c) Task observations may be conducted by an observer who is competent to conduct planned, unplanned or partial basis observations
- d) Following a task observation, feedback and instruction must be given immediately to the worker who has been observed

3.13 Behaviour Observation

Documents and paper systems alone have been identified as being ineffective and add very limited value the safety in the workplace. Matimba Power Station believes that visible commitment will be a key factor in providing a safe and healthy work environment. Management personnel will be expected to demonstrate the following behaviours:

- Ensure that decisions and practices will be consistent with the intent in the SHE policy
- Undertake a risk management approach to SHE issues on the project
- Make adequate resources available
- Discuss safety with employees as an ongoing process
- Visit work areas frequently
- Wear Personal Protective Equipment (PPE) as per the requirement of any specific area
- Commend safe work practises
- Coach employees who need to improve on safety performance
- Take disciplinary action for violations of safety rules
- Encourage employee participation in the formulation of work instructions and safety rules
- Refuse to sanction short cuts to save time or money at the expense of safety
- Safety to be the first agenda point of any meeting

3.14 Statistical reporting

Statistics is an integral part of the framework for measuring health and safety performance and assist in improving the organisation's health and safety performance

- a) The principal contractor must report to the Eskom contract responsible manager, by the 2nd of every month, their SHE statistics and those of their appointed contractors, specific to the contract.
- b) The statistical information required is:
 - Name of the Contractor Company
 - Total number of employees per Principal contractor
 - Actual man-hours worked
 - Days worked

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- Days lost
- Incident data: Medicals, Fatalities, Lost time, First aid, near misses,
- Property damage
- SHE statistical data as per the standard form

3.15 Substance abuse

- 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, or working on, any of Eskom's equipment and premises, similarly contractors should adopt the same principles.
- Principal contractors shall comply with the General Safety Regulation 2A with regards to intoxication
- Contractors are encouraged to compile their own manual and carry out regular testing of their own employees. The legislative blood/breath alcohol level is deemed to be zero percentage (0%).
- Persons are prohibited from entering or remaining on or at a workplace whilst under the influence of either or both substances, not permitted to be under the influence or consume intoxicating substance whilst at/in the workplace. There is provision regarding the taking of medication.
- All contractors shall comply with Eskom's procedure 32-37 (Substance abuse procedure) whilst being on any Eskom premises, remembering that this is an Eskom life saving rule: Rule 4: Be Sober, that is to say, they will make themselves available to be tested by Eskom as and when required.
- Test records must be treated as confidential and filed in the employee's personal file

3.16 Eskom Life Savings Rules

- 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 contractors will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, consultants and contractor working any area within Eskom.
- If any contractual work will be performed on any Eskom premises, then the rules shall be obeyed by any contractor and their employees.
- The rules are:

Rules	Description of rule
-------	---------------------

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1	Open, Isolate, Test, Earth, Bond and or Insulate Before Touch That is any plant operating above 1000 v
2	Hook at heights Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into
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
4	Be Sober No person is allowed to be under the influence of intoxicating liquor or drugs while on duty.
5	Permit to Work Where an authorisation limitation exists, no person shall work without the required permit to work

- d) Violation of these rules will be viewed in a serious light and the consequences will be dealt with via the respective disciplinary processes, which may include dismissal
- e) Eskom will take a stance of zero tolerance on these rules
- f) This is to ensure that every person who works on or visits an Eskom work site returns home safely to his or her family

General Site Rules

Continued disregard for project H&S standards, requirements or rules by personnel on the project will result in withdrawal of site access or other disciplinary action. Contractors will ensure all staff personnel engaged on the work, observe the following general site rules:

- Obey all traffic speed limits
- Responsible persons on site will ensure that personnel who will have allocated tasks will be competent to perform them
- Gambling, horseplay and fighting will not be permitted on the site
- Safe access and egress will be maintained at all times
- Personnel will only take essential items, such as toolboxes, onto the site. All such items will be subject to inspection by security personnel, both upon entering and leaving the site

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- Equipment, tools and utilities, owned by another contractor or individual will not be used without the express permission of the Eskom or project management team representative and the rightful owner of the equipment, tools or utilities
- Firearms and pets will not be permitted on site
- Wear appropriate PPE at all times when working and travelling through work areas and ensure tools and materials will be in a safe condition before use – specific PPE requirements will be decided and included in the H&S management plan of the project for contractors to comply with
- Food will not be stored in the working areas
- Attend safety meetings
- In the event of an emergency, follow all emergency procedures
- Smoke in designated areas only
- Wear seat belts in vehicles and on equipment where these have been supplied
- Do not use mobile phones whilst driving.

3.17 Refusal to work on the grounds of health and safety

Principal contractor shall develop a refusal to work policy to align it with the organisations SHE policy regarding safe work and also to standardise the reporting and investigation of such instances and the clear employee understanding of their limitations. No person shall be victimised exercising these right

3.18 Personal Protective Equipment (PPE) Requirements

- a) The principal contractor, when making a tender for this project shall provide a breakdown list of the specialised PPE requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor.
- b) All principal contractors and contractor shall comply with the requirements of General Safety Regulation 2 of the OHS Act.
- c) A PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks for the conduct.
- d) Where there are unusual instances, where particular activities require additional types of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out accordingly.
- e) Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- f) All contractors shall ensure that their visitors wear and/or use the correct PPE whilst on worksites
- g) All PPE purchased and used by all contractor employees including visitors at/to the worksites, must comply with the relevant SANS standards and specification provided by Eskom.

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- h) Ensures that there will be an adequate supply of all relevant PPE available on site. Where PPE has not been available, individuals will not be allowed to start work
- i) Ensures that all PPE will be maintained in a good, serviceable and hygienic state
- j) Ensure that no PPE will be shared between employees

3.18.1 Issuing and Wearing of PPE

- a) The principal contractor must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his/her employees and require the same from the appointed contractors
- b) Personal protective equipment must be provided free of charge by the Principal Contractor for all his employees.
- c) The principal contractor and appointed contractors are required to keep an updated register of all PPE issued and all issues are to be recorded on a register per individual.
- d) Strict non-compliance measures must be administered to any employee and/or visitor not complying with the use of PPE
- e) Where working at height, only double lanyard safety harnesses are permitted and must be used.
- f) Welders, blazers, cutters and assistants shall wear suitable eye protection, gloves, apron and spats.
- g) Sufficient suitable protection screens shall be provided to protect onlookers and passers-by

3.18.2 Inspections

- a) Contractor supervisor are required to perform weekly inspections of the PPE issued to their employees to ensure that the PPE is still in a serviceable condition and the PPE is available on site.
- b) Inspections must be documented.

3.18.3 Training

- a) All contractors shall ensure that their employees are informed/trained and understand why the PPE is necessary, and in the use, care and maintenance thereof
- b) Thereafter, all employees shall sign an undertaking to wear such PPE supplied to them

3.19 Working at Heights

The contractor will ensure that all applicable Eskom standards/procedures will be complied with at all times. The contractor should implement and comply with Construction Regulation 10 and General Safety Regulation 6. Any work performed above ground will be considered as working at height or in an elevated position.

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The contractor shall:

- Submit and implement a fall protection and rescue plan to Matimba Power Station for review, before commencement of any elevated work;
- The contractor will ensure where personnel will be required to work in any area not guarded for fall protection, which will be 1.8 metres or more above ground level or platform, floor or surface below, permanent fall protection will be utilised by the personnel;
- Ensure that employees to work at heights are properly trained in line with legal and other requirements.

3.19.1 Scaffolding

- a) Compliance to: Construction Regulation 16 and General Safety Regulation 6
- b) Compliance to: SANS 085/1988 and Life Saving Rules (hook up at heights)
- c) Scaffolding will only be erected, dismantled and altered under the supervision of the contractor's competent appointed person. Erection and dismantling will be undertaken by competent and certified scaffold builders and an approved certified training certificate will be submitted. Training providers will be registered with SAQA or SETA (proof of the training provider's registration should be made available on the request of Eskom representative).
- d) Guard rails (hand and knee rails) and toe boards will be provided on all outer edges and ends of all scaffolding platforms where a person or an object can fall a distance of 1.8m or more.
- e) Ladders will be staggered every 2.5m inside the scaffold frame with a safe landing platform and a trap door fitted on the working platform. These trap doors will be kept closed by the contractors employees at all times, to prevent employees from falling through.
- f) A tagging scaffolding management system will be implemented and used by the contractor to ensure that scaffolding erected on the Eskom complies with the provisions of all legal, SANS and the Eskom requirements.
- g) Information sign showing the following (the date of erection, record of weekly inspections and inspections after inclement weather and signature of the appointed competent inspector), will be available.

3.20 Operational Controls

3.20.1 Transport/Mobile Plant Equipment

Where the principal contractor and/or appointed contractor will be delivering the finished products/goods to the Eskom premises/sites or undertaking any activity requiring this type of transportation, then the under mentioned requirements must be met:

- a. It is the responsibility of the driver to ensure:
 - Their passengers wear seat belts whilst the vehicle is in motion.
 - Comply with all traffic road rules, safety, direction and speed signs.

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- Ensure that vehicle loads are properly secured prior to moving off
- Ensure that vehicles are not overloaded
- a) All motors vehicles driven/operated by contractors within the contract shall, in all respects, comply with the National Road Traffic Act.
- b) Designated drivers shall be in possession of the relevant driver's licence and valid for the class of vehicle
- c) The driver's licence shall be kept by the person authorised to operate/drive and shall produce such licence on request.
- d) Contractor management must keep copies of the relevant driver's licences and monitor the validity of the licences. It must be noted that the license holder remain responsible for ensuring that their licence remains valid
- e) No drivers or operators may text or talk on mobile phones or two way radios whilst driving, unless a hands free kit is used.
- f) It is a contractor's responsibility to ensure that the vehicle and/or equipment they drive on any road is roadworthy and complies with the requirements of the National Road Traffic Act.
- g) Whilst on the Eskom contract and travelling for the contract, contractors are not permitted to transport passengers in the back of LDV's and trucks
- h) Contractors must maintain their vehicles in a roadworthy condition and the vehicle license shall be valid
- i) Contractor's vehicles shall be subjected to inspections by an Eskom representative. Vehicles which are not roadworthy will not be allowed onto the site.
- j) All drivers to have valid medical fitness certificates and PDP's where required.
- k) Where vehicles, mobile plant and equipment have to be refuelled on site, this will be done under caution and every effort must be made to prevent any spillage and starting of fires. This must be done on bounded wall to contain any accidental spillage
- l) Precautions shall be taken to secure all loads properly. Loads protruding from vehicles shall be securely loaded and in daytime a red flag and during darkness a red flag or red reflective material shall be attached to the extreme end of such protruding material.
- m) Where vehicles have seating for passengers, then seats are required to be firmly affixed to the vehicle with seat belts adequate for the number of passengers being transported
- n) Contractors are to ensure that visibility (e.g. switching on lights, reflectors, rotating lights etc.) is enhanced on all construction vehicles in order to be easily seen whilst travelling.
- o) All vehicles and driven mobile equipment over 2tons, when reversing must have a hooter/beeper, with good sounds, when the vehicle and equipment is reversing

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3.20.2 Site roads

- a. When planning, sufficient areas must be allocated for parking of vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
- b. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.
- c. The site speed limit and all other signs to be adhered to at all times

Note 1: No vehicles shall park on the plant unless authorised by the Responsible Manager

Note 2: The contractor shall compile a traffic management plan addressing compliance commitment to all necessary requirements

3.20.3 Manual Handling

Risk assessments shall be done on manual handling tasks involving: · Lifting, carrying or putting down (e.g. the transportation of stock and equipment); · Pushing, pulling, throwing or restraining; · Any activity involving bending, twisting or awkward postures, even where no object is handled (e.g. working in confined spaces, reaching into low or high cupboards, or maintaining inaccessible equipment items); · Activities that require stationary/static muscle loading e.g. to support or restrain loads.

3.20.4 Hazardous Materials/Chemicals Management

- a) All the requirements in regards to the handling, use and storage of HCA shall be in done in accordance to the legislative requirements and local authority by-laws
- b) Where HCA are brought onto the site, the appropriate Material Safety Data Sheets (MSDS) shall be available on site
- c) Contractors are required to have and maintain a register with all the HCA that they have on site and which are issued
- d) The disposal of any substance and disposal of containers which have contained HCA's shall be done in accordance to the HCA requirements.

3.20.5 Machinery

- a) All the requirements as listed in the various regulations of the OHS Act shall be adhered to whilst working on the Eskom contract
- b) All machinery intended for use on the contract and brought to the Eskom's premises by the contractors must be appropriate for the task being performed, be in good condition and adequately maintained
- c) Contractors shall ensure that all machinery is listed on an inventory list, be inspected regularly (prior to use every day) and at least monthly or as required by legislation and risk assessments. Machinery should be numbered or tagged so that it can be properly monitored and inspected.

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- d) Where required machinery must have the necessary approved test or calibration documentation prior to being brought onto the Eskom site and records shall form part of the SHE plan and filed in the SHE files. Maintenance calibration shall be undertaken in terms of the manufacture's requirements.
- e) All fuel driven equipment must be properly maintained in accordance with the manufacture's recommendations and legal requirements.
- f) Eskom functionaries reserves the right to inspect items of machinery brought to site by contractors for use on the contract
- g) All machine operators shall be certified competent to operate such machine. Copies of their certificate of competencies shall be kept in the SHE file
- h) Should the Eskom functionary find that any item 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 functionary shall advise the contractor in writing and the contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute.

3.20.6 Tools and Equipment

- a) All tools and equipment for the duration of the Eskom contract shall be in accordance to legislative requirements
- b) Contractors shall ensure that all tools and equipment are identified, safe to be used and are maintained in a good condition
- c) Tools and equipment must be inspected at least monthly or as required by legislation. Equipment should be numbered or tagged so that it can be properly monitored and inspected.
- d) Where applicable, tools and equipment must have necessary approved test or calibration documentation and maintenance calibration must be undertaken in terms of the manufacture's requirements
- e) Eskom functionaries reserves the right to inspect tools or items of equipment brought to site by contractors for use on the contract
- f) Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the contract. Such tools and equipment shall be subjected to regular inspections.

3.20.7 Hand tools

For the purposes of this standard, all tools and equipment, which will not be independently powered, will be deemed to be hand tools. This will include, inter alia, hammers, chisels, screwdrivers, spanners, files, spades, mops and brooms, wheelbarrows and handcarts etc.

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- a) All hand tools, whether privately or company owned will be kept clean and maintained in a safe and serviceable condition
- b) The sharing of handles between separate tools (e.g. files) will not be permitted
- c) All hand tools will be neatly stored on racks or shelves or in cupboards or toolboxes specifically designed or set-aside for this purpose. Toolboxes and cupboards will be kept clean and tidy
- d) Supervisors will conduct a physical inspection of all hand tools in their area of responsibility at intervals not exceeding one month. A record will be kept of all such inspections in a register designed for this purpose
- e) Defective hand tools will be immediately withdrawn from service and repaired or replaced as appropriate. Hand tools that cannot be repaired will be cut up or otherwise destroyed to avoid unauthorized use prior to disposal
- f) The use of "home-made" tools will not be allowed
- g) The use of mushroom head chisels will also not be allowed.

3.20.8 Explosive-powered tools

The contractor should implement and comply with Construction Regulation 21. Explosive powered tools will only be used when prior written permission has been granted by the Eskom, project manager. The following will be included and considered:

- Training for staff using these tools
- Control over cartridges used
- Daily inspection regime
- Storage and control over the equipment
- Specific protective equipment
- Safe work practice for use of the equipment
- Demarcation and control in areas where explosive powered tools will be used.

3.20.9 Lifting and Material handling

- a) Where lifting material and such like will be performed, such lifting shall be done by a competent authorised person
- b) All the requirements applicable to the lifting operations shall conform to the DMR 18 of the OHS Act

3.20.8.1 Lifting machines

- a) The crane operator shall be trained for the class of crane they are operating and be in possession of an operators permit

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- b) The riggers shall be utilised when lifting loads and shall direct the crane operators with the appropriate signals
- c) Qualified crane operators will familiarize themselves with a crane before any operation
- d) No side loading allowed and no lifting will take place without the outriggers being locked
- e) Before performing any lifting operation, it should be determined whether the lift will be routine or not. An example of a routine lifting operation will have a maintenance team removing a section of plant and this lift will be carried out on a daily or weekly basis
- f) If the lift be routine, a lifting study will not be required. However a safe operating procedure should be in place that details the safe operation of the lifting operation. Should this be the case, the lifting operation will proceed after RA has been carried out

3.20.8.2 Lifting tackle

A risk assessment shall be conducted prior commencing with the task to identify that correct slinging equipment is used for the specific load

3.20.10 Pressurised systems and vessels under pressure

a) Transportation and storage of gas cylinders

- Storage areas should whenever possible be well clear of buildings
- Adequate ventilation will be provided
- Storage areas will be kept free from all combustible materials, no other materials will be stored in cylinder enclosure
- Cylinders should always stand upright, special stands will be used for cylinders and the cylinders will be chained separately in an upright position
- Full cylinders will be kept apart from empty cylinders so that it should not be necessary to open valves to check whether cylinders will be empty or full. Mark empty cylinders clearly and store in space provided
- A protective covering will be provided
- When transporting cylinders, where possible must be transported in the upright position and secured to prevent dislodgement
- Whilst being used, all gas bottles shall be in the upright position and either secured in a trolley or fixed to a sturdy surface.

b) Compressed air

Compressed air should not be used for any purpose other than that for which it will be provided.

- Do not use compressed air to remove dust from clothing

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- Never direct a stream of compressed air at your body or that of any other person – it will enter the body and cause serious injury or death
- Locking cables or other suitable approved devices will be used to prevent accidental uncoupling of compressed air hoses, between hoses, at tools and compressors
- Do not disconnect air hoses until certain that the supply valve has been closed and the pressure in the hose has been released
- Hoses to be orderly routed and elevated, if required, to prevent tripping hazards
- Approved hose clamps to be used for connections.

3.20.11 Ladders

- a) The contractor should implement and comply with OHS Act - General Safety Regulation 13A. All ladders used on the site will be constructed and used in compliance with the OHS Act and regulations.
- b) Ladders, which provide access to a working platform, should extend one meter above the platform where it provides access, and will be secured to prevent slipping.
- c) Timber ladders should not be painted other than with clear preserving oils, clear varnishes or clear plastics.
- d) Ladders, which will be in a damaged condition, should not be used and will be labelled accordingly and removed from the premises.
- e) All ladders will be numbered, logged in a register, and inspected monthly.
- f) A ladder in use will be held by an assistant and properly tied down.

3.20.12 Entering Confined Spaces

- a) The contractor should implement and comply with OHS Act - General Safety Regulation 5.
- b) Enclosed space work necessitates a confined space permit. This will only be obtained from the authorised person nominated in writing and after notification of the Eskom representatives.
- c) The responsibility for safe procedure, both at the time of entry and during the entire operation of entering and working in confined spaces, rests with the contractor. The contractor will ensure that adequate steps have been taken to eliminate or control hazards. Before working in an area which contains dust, the area will have to be ventilated and hosed down to settle and dampen the dust.
- d) The contractor should provide all necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment (such as tripods, breathing equipment etc.).

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- e) The contractor should ensure all persons working in a confined space or managing entry to a confined space will be appropriately trained.
- f) Compulsory - continuous monitoring, trained rescue teams, standby present, radio communication, adequate ventilation, adequate lighting and resuscitation equipment.
- g) All confined space work will require a RA specific to the task and consideration for flame proof, intrinsically safe equipment to be used where there will be a risk of fire or explosion.

3.20.13 Barricading

The contractor should ensure that:

- All openings and edges will be barricaded with solid barricading to withstand an impact of at least 1kN (100 kg)
- Only solid barricading covered with orange “snow netting” and/or Eskom approved equivalent barricading will be allowed to be used as barricade, danger tape or snow netting alone will not be accepted as barricading
- Solid barriers to prevent persons falling into them should protect openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist
- Barricading will be tagged, placed on register, maintained and inspected daily - the owner of the barricade’s name and mobile number should appear on the tag

3.20.14 Permit to work

a) Permit to work

- A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken by contractor
- Permits-to-work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable hazards have been considered.
- A permit is needed when maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work. Examples are entry into vessels, hot work and pipeline breaking. If the type of work requires working with Eskom power systems (low voltage, medium voltage, or high voltage), then the appropriate permits will be required.

b) Access Permit

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This is a general permit required that allows the Contractor to gain access to site. This permit is required before site establishment can commence.

c) Permit Conditions/Requirements

This permit is issued once the safety file has been approved by the Eskom Contractor Safety Officer as well as the Construction Manager.

3.20.15 Radiography, Ultrasonic or Non-destructive Testing (NDT)

During the construction phase and maintenance phase, certain equipment and or material require some form of examination to ascertain that the material used is free of any form of defect or welded joints in piping are leak free. Where testing is performed, all the requirements for that specific type of testing must be done in accordance to the relevant requirements. The contractor should implement and comply with Nuclear Energy Act 131 of 1993.

Radio-active sources will not be utilised on site without written permission from the Eskom representative and all statutory requirements has been adhered to:

- Radiation operators should submit proof of certification
- All x-ray personnel should wear meters and film badges
- Warning signs and lights to be posted at all x-ray activities
- Sources will be stored according to legal requirements
- All contractors will be informed of x-ray activities
- X-ray work will only commence with a valid permit to work. The permit will be valid for one section only
- X-ray areas to be barricaded and flagged with radio-active identification markers as per legal requirements

3.20.16 Work in close Proximity to/on Public Roads

- a) Working next to or in close proximity to any public road has its inherent dangers, not only to the persons carrying out the work but also to the motorists, where the persons working do not take care of their own safety and ignore any rules and regulations. It is imperative that when work is performed, all the requirements in terms of the National Road Traffic Act are complied with. For additional worker safety, organisations should enhance the national requirements.
- b) Public safety will be considered and remedial actions identified and implemented when developing all RAs and pre-task risk assessment. Unauthorised persons will be prevented entry to the work site by appropriately securing all work sites at all times.

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- c) Where practical, signage and/or barricading will be placed at all entrances to work sites advising all unauthorised personnel to report to the site office or barricade owner prior to entering the site

3.20.17 Housekeeping

- a) The contractor will ensure that all legislative requirements with regards to housekeeping including Construction Regulations 27 will be adhered to. The contractor will maintain all work areas in a tidy state, free of debris and rubbish. The contractor should make themselves aware of the Eskom waste management plan and collection and disposal arrangements and align his waste management program accordingly.
- b) In cases where an inadequate standard of housekeeping safety and cleanliness has developed and compromised, the Eskom representative will have the right to instruct the contractor to cease work until the area has been tidied up and made safe.
- c) Neither additional costs nor extension of time to the contract will be allowed as a result of such a stoppage. Failure to comply should result in site cleaning by another contractor at the cost of the non-complying contractor.
- d) The contractor will carry out regular H&S/housekeeping inspections at least weekly to ensure maintenance of satisfactory standards. The contractor should document the results of each inspection and should maintain records for viewing by the Eskom representative.
- e) Employees should also actively assist in creating and maintaining a safe work environment by being aware of unsafe conditions, bringing these conditions to the attention of appropriate personnel, and by direct intervention through tasks such as ensuring leads and hoses will be placed in a manner which avoids the creation of trip hazards or potentially unsafe conditions.

Note: No shift will commence without and/or before proper housekeeping has been in place.

3.20.18 Stacking and storage

a) Compliance: Construction Regulation 28

- The building up and breaking down of any stack will only be carried out under the direct supervision of a competent person
- Stacks will only be built up in areas specifically demarcated for this purpose
- Stacking will only be carried out on a stable and level footing capable of supporting the entire mass of the stack. Broken or damaged pallets will not be used and will be repaired or replaced immediately
- The height of any stack will not exceed three times the smaller side of the base unless specific permission has been obtained from the construction manager
- Stacks of articles of irregular or alterable shape (e.g. bags of cement) will be interlocked and/or bonded to ensure stability

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- Circular items (e.g. oil drums) will be secured with wedges or chocks
- No person will remove any item from any stack except from the topmost layer
- All stacking will be neat, stable and controlled
- Any stack that becomes unstable or unsafe for any reason will be broken down immediately
- No stack will be constructed in such a manner or location as to obstruct access to any fire extinguishing equipment, first aid equipment, electrical switchgear, ventilation or lighting installation
- A minimum clearance of one meter will be maintained between the top of any stack and all ceilings, light fittings, sprinkler systems and ventilation outlets/inlets
- Stacking and storage on shelves, in cupboards, lockers and cabinets will be neat, tidy, stable and controlled. Heavier items will be stored on the lowest shelves.

3.20.19 Workplace Signage and Colour Coding

- a) All symbolic safety signage shall conform to the requirements of SANS standard 1186 (symbolic safety signs)
- b) Principal contractor shall all required mandatory signage's are erected and strategically placed on construction site and all employees to be made aware on the meaning of each signs
- c) The contractor shall prominently display all notices/signs/pictograms on the construction premises/ workplace in terms of the Act. Further, the contractor shall ensure that these notices/signs/pictograms are placed in effective positions on the construction premises/ workplace.
- d) Notices prohibiting entry onto the construction premises/ workplace by any unauthorised personnel.
- e) It is required that whenever any posted notice or copy thereof becomes defaced, obliterated or destroyed, it shall be renewed immediately.

Note:

Noise - All premises/ workplace areas where noise levels exceed 85dBA shall be suitably marked with mandatory signs indicating that hearing protection is to be worn.

Colour coding - All storage, stacking, work areas must be demarcated and the colour and demarcation used shall conform to SANS standard 1091 (national colour standard)

3.20.20 Portable electrical equipment

All portable electric equipment shall be maintained in good condition. Such equipment shall be identified by numbering and recorded on register. Formal monthly inspections of all Portable Electrical Tools shall be conducted and counter signed by the Supervisor. Untrained employees shall not to be allowed to operate any equipment. Every tool **MUST** have a tag attached to it. This tag should indicate when last this tool was inspected.

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a) Portable Grinders

Persons shall use purpose designed cutting tools for materials such as concrete, masonry, metal, ceramics, stone or plastic so that there is no need to use an angle grinder for cutting. All grinders shall be fitted with a dead-man switch. All grinders shall be fitted with guards and side handles which are to be used at all times. Persons required to use angle grinders shall be fully informed of the hazards, instructed in the safe use of the machine, and the Project safe work procedures. Safe work procedures shall include avoiding the use of angle grinders for cutting purposes.

b) Welding, Cutting, Grinding and Heating

- The contractor should implement and comply with OHS Act - General Safety Regulation 9 and SANS 50730-1, SANS 1539, SANS 2503, SANS 10087, SANS 10460 where applicable.
- Contractors will ensure that all employees employed for the purpose of performing welding, cutting and grinding activities will be competent to perform their duty and will be instructed via RA, DSTI, SWP and SOP in the safe use of welding equipment.
- Non-combustible or flameproof shields to protect employees from direct rays and air-borne particles should shield arc welding, cutting and grinding operations.
- Electrode holders or welding guns will be maintained in good order and when they will have to be left unattended, the electrodes will be removed and the holders will be placed or protected so that they cannot make electrical contact with employees or conducting objects.
- All arc-welding cables will be properly maintained and completely insulated. There will be no repairs or splices within 3m of the electrode holders, except where splices will be insulated equal to the cable. Defective cable will be repaired or replaced. The earth cable will be connected to the work piece.
- Fuel gas hose and oxygen hose will be of an approved type, be easily distinguishable and should not be interchangeable. Hoses will be inspected at the beginning of each day and will be repaired or replaced when defective.

c) Electrical Installation

The contractor shall ensure that:

- All electrical installations carried out on the site will be in accordance with the electrical installation regulations. For permanent or temporary installation, as appropriate
- Connections will not be made to any power supply without the prior written approval of the Eskom representative and should an isolation be required, then an isolation permit will have to be obtained and the isolation procedure associated to the permit will have to be followed correctly
- All electrical installations will be inspected by the Eskom electrical representative (or his nominee) to ensure that the installation complies with the statutory regulations applicable to the site and Eskom safety standards

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- All electrical machines and appliances provided by the contractor for his own use on the site will be in a serviceable condition
- Power tools used on the site will be protected by residual current devices approved by the Eskom representative and will be double insulated
- All mobile generators will be provided with earth leakages switches
- All extension cords, portable tools and electrical plant supplied will be inspected, tested and tagged by a competent, qualified electrician at regular monthly intervals.

3.20.21 Excavation

All excavation work shall be performed in compliance with the OHS Act (Construction Regulations) specifically attending to the following: Risk assessment, supervision, stability, shoring and bracing, sloping, signage, barriers and fencing (visible at night), inspections, proximity of plant, equipment, structures, etc., means of access, underground facilities, confined space precautionary measures.

3.21 Facilities

a) Ablution Facilities

- Separate toilet and washing facilities must be provided for female staff employed on site and appropriate notices affixed at the entrances of these areas.
- To be cleaned daily and maintained weekly as minimum requirement. Running water to be available at toilets.

b) Eating Facilities

- Hand washing facilities and adequate potable water provided
- The Contractor must provide a suitable undercover area equipped with seating and tables for workmen to have their meals. This facility may be either in the lay down area or in an area on the construction site as agreed by the construction manager.

3.22 Hours of Work

- a) The principal contractor will be responsible for the administration of the working hours of its employees and contractors.
- b) Maximum working hours per day and minimum rest times between shifts will be specified in the contractor's H&S management plan and will comply with the legal requirements.
- c) The contractor will be responsible to apply for any directives from the DOL for work outside legislative boundaries.

3.23 Unlawful orders/instruction

- a) Section 14 of the OHS Act stipulates that employees shall carry out lawful order given to them. That is to say, they have the right to refuse to obey an unlawful order or work instruction.

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- b) In terms of the legal and Eskom requirements, if an employee has a reasonable believe that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to use to work.
- c) All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment, that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.
- d) An employee may also in terms of section 29 of the NEMA, refuse to work if the work would result in an imminent and serious threat to the environment.
- e) Contractor managers shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environment management related issues or concerns.

3.24 Health and Safety Disciplinary Standard

Where a breach of a site H&S rule or a contractor's safety procedure has been identified the contractor will ensure that any disciplinary action taken will be in accordance with the approved Eskom standards. Depending on the nature of the breach, the process as outlined below should be used on the Eskom:

- First breach – verbal warning/counselling
- Second breach – written warning/counselling
- Third breach - appropriate disciplinary action taken.

Where a breach of H&S rule has occurred and has been considered blatant, the person's site access will be withdrawn at the discretion of the Eskom or project management team construction manager after consultation with the relevant persons.

3.25 SHE Recognition and Reward System

Contractors will establish systems within their own organisation that recognise, reinforce and reward safety initiatives and desired outcomes. This program will include as a minimum:

- A suggestion scheme
- An achievement/award program
- A schedule as well as an target and objective description for the proposed incentive program
- A description of the intended incentives.

3.26 Security

- a) Matimba Power Station Protection Services is responsible for the security and control of the movement of persons in the workplace/premises.
- b) It is expected that the contractor's responsible person and all contractor's employees will give their full co-operation to the Protection Services Officers in the execution of their duties.

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- c) No firearms shall be taken into the workplace/premises.
- d) No liquor shall be taken into the workplace/premises.
- e) Drugs are prohibited on the premises/ workplace, unless authorised by a Medical Practitioner who is fully aware of the duties to be performed by the contractor's employees.
- f) The contractor and the contractor's employees shall take no photographic equipment function into the workplace/premises without prior approval from Matimba Power Station.
- g) No photos shall be taken whilst in the premises of Matimba Power Station. Taking photos without necessary authorisation will lead to a breach of contract.
- h) No person shall be allowed to use cellular phones whilst performing a task that has been identified and classified, through a risk assessment, to require undivided attention from those directly or indirectly involved in its execution.

3.27 Omissions from safety and health requirements specification

- a) 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 in adequately providing for health and safety of employee on site
- b) Should Eskom not have addressed all SHE 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 submitting the tender

4. Record(s)

Type of record	Retention time	Responsibility
SHE File	40 years	Contract Managers

5. Addenda / Appendix

5.1 SHE File evaluation form

5.2 Contractor OHS compliance audit sheet

5.3 Annexure B (Acknowledgement of SHE requirements)

5.4 Contractor Monthly OHS Report

6. Acceptance

This document has been seen and accepted by:

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Dist List O365 MTP MP&S	Matimba Management

7. Revisions

Date	Rev.	Compiler	Remarks
November 2021	1	G Makara	Supersedes PA/270/003 for high risk activities

8. Development Team

The following people were involved in the development of this document:

- Octavia Mhlongo
- Manakedi Mokgabudi
- Khutjo Maswanganye

9. Acknowledgements

- N/A

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Appendix 1: SHE File evaluation form



SHE File Evaluation
form.xls

Appendix 2: Contractor OHS compliance audit sheet



Contractor OHS
compliance audit sh

Appendix 3: Annexure B (Acknowledgement of SHE requirements)



Annexure B
(Acknowledgement

Appendix 4: Contractor Monthly OHS Report



Contractor Monthly
OHS Report.doc

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