	Specification	Medupi Power Station Project
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Title: **Configuration Management Services OHS Requirements**

Document Identifier: **348-10011818**

Alternative Reference Number: **Not Applicable**

Area of Applicability: **Medupi Power Station Project**





Functional Area: **Occupational Health and Safety**

Revision: **1**

Total Pages: **78**

Next Review Date: **September 2025**

Disclosure Classification: **Controlled Disclosure**

Compiled by	QA, Interface & Governance Review	Functional Responsibility	Authorized by
			
N Molapo Health & Safety Manager	B Mgidlana Project Quality Manager	M Nkosi Contracts Manager	Z Shange General Manager
Date: 18/10/2022	Date: 2022/10/24	Date: 24/10/2022	Date: 2022/10/25

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1. Introduction

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

Zero harm is one of ESKOM values. The aim of Eskom's adoption of Zero Harm as one of its values is to strive to, and achieve world class Occupational Health and Safety performance, where all Guardians (employees, Suppliers and Contractors) return home safely every day and without harm done to the environment we operate in.

This document is Eskom's minimum OHS requirements which are required to be met for the specific contract and for the duration of the contract period by the Supplier and where required, the delivery organisation.

The Supplier and their Service providers are expected to develop a OHS system/manual which complies with these requirements as well as the relevant applicable legislation.

Eskom in no way assumes the Supplier's legal responsibilities. The Supplier is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed Service provider employees.

This document reflects minimum OHS requirements and should not be construed as all encompassing. This document may not thoroughly address all hazards and aspects associated with any specialised activity or operation. In such situations, Suppliers shall be responsible for developing their own health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

2. Supporting Clauses

2.1 Scope

This document sets out the minimum legislative and organisational requirements for all works at Medupi Power Station Project.

2.1.1 Purpose

Indicate to all potential types of Suppliers the OHS requirements on the project, upon which their planning for the management of OHS will be based on and thus produce their OHS system and related Procedures.

All Suppliers are required to execute their works in accordance with this document as well as other applicable legal documents.

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2.1.2 Applicability

This document is applicable to all Suppliers, Contractors, Service Providers, Consultants and Suppliers in all the activities and processes carried out for and on behalf of Medupi Power Station Project.

For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014, then this requirements shall also apply as a minimum.

2.1.3 Effective date

This requirements shall be implemented from date of authorisation.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

Note: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.

2.2.1 Normative

- [1] ISO 9001: Quality Management Systems – Requirements;
- [2] ISO 45001: Health and Safety Management systems – Requirements;
- [3] ISO 14001: Environmental Management Systems – Requirements;
- [4] Basic Conditions of Employment Act No 75 of 1997;
- [5] Occupational Health and Safety Act No 85 of 1993 and Regulations;
- [6] National Environmental Management Act 107 of 1998;
- [7] National Environmental Management Waste Act 59 of 2008;
- [8] Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA);
- [9] National Road Traffic Act 93 of 1996;
- [10] 32-37 Eskom Substance Abuse Procedure;
- [11] 32-136 Contractor Health and Safety Requirements;
- [12] 240-62196227 Life- saving Rules;
- [13] 32-95 Occupational Health and Safety Incident Management Procedure;
- [14] 32-727 SHEQ Policy;
- [15] 32- 418 Working at Heights Procedure;
- [16] 240-43848327 Employees' right of refusal to work in an unsafe situation;
- [17] 240-62946386 Vehicle and Driver Safety Management Procedure;

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- [18]32-93 Eskom Vehicle and Driver Safety Management;
[19]32-345 Eskom Vehicle Safety Specification;
[20]32-520 Risk Assessment procedure;
[21]32-124 Eskom Fire Risk Management;
[22]32-123 Emergency Planning;
[23]32-407 Behaviour Safety Observation Procedure;
[24]32-1126 Eskom Smoking Policy;
[25]Plant Safety Regulations;
[26]348-717685 Procedure for the handling of HSE Non-conformities and Corrective and Preventive Action

2.2.2 Informative

- [27]Constitution of the Republic of South Africa No 108 of 1996;
[28]SANS 1186 Symbolic Safety Signs;
[29]Tobacco Products Control Act 83 of 1993;
[30]All relevant South African legislation-provincial, municipal by-laws.

2.3 Definitions

Term	Definition
Agent	Means a competent person who acts as a representative for a client.
Aspect	An element of an organisation's activity, product and service that can have a beneficial or adverse impact on the environment.
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	Any person for whom construction work is being performed.
Client Representative	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.

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Term	Definition
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)
Construction Health and Safety Agent (CHSA)	Means a competent person who acts as a representative for a client as per the Construction Regulations (CR) of the Occupational Health & safety Act, No.85 of 1993, CR 5(6)(7) and the South African Council for the Project and Construction Management Professions (SACPCMP).
Construction site	Means a work place where construction work is being performed
Consultant	Means a person providing professional advice
Contract	Is an agreement with conditions between the Client and a Supplier where an adjudication authority has approved a scope of work to be completed in a specific time frame and within a specified value
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs construction work and includes <i>Principal Contractors</i> . In relation to this document, where the word " <i>Contractor</i> " is used, it will mean all or some of the following: <i>Principal Contractors</i> , appointed <i>Contractors</i> , suppliers, vendors, service providers and consultants
Controlled disclosure	Controlled disclosure to external parties (either enforced by law or discretionary)
Critical Lifts	The following categories will be considered as a Critical Lift; (1) any lift weighing in excess of 20 tons, (2) any lift involving a crane suspended work platform (man cage), (3) any lift over critical operating and/or process equipment, (4) any lift that exceeds 85 % of the crane's load chart, (5) any lift that utilises more than one lifting device (Tandem Lift), (6) Load transfers and (7) night lifting.

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Term	Definition
Designer	<p>Means any of the following persons:</p> <ul style="list-style-type: none">• A competent person who:<ul style="list-style-type: none">• Prepares a design• Checks and approves a design• Arranges for any person at work under his/her control to prepare a design, including an employee of that person where he or she is the employer, or designs temporary work, including its components,• Is an architect or engineer contributing to, or having overall responsibility for, the design• A Building services engineer designing details for fixed plant• A Surveyor specifying articles or drawing up specifications• A Contractor carrying out design work as part of a design and building project, or an interior designer, shop-fitter or landscape architect.
Employee	<p>(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</p>
Employer	<p>(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 labour broker as defined in section 1(1) of the Labour Relations Act, 1956 (Act No. 28 of 1956)</p>

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Term	Definition
Environment	(32-94) means: <ul style="list-style-type: none">a. the land, water, and atmosphere of the earth;b. micro-organisms and plant and animal life; andc. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
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: <ul style="list-style-type: none">a) All risks relating to working from a fall risk position, considering the nature of work undertaken,b) The procedures and methods to be applied in order to eliminate the risk of falling, andc) A rescue plan and procedures
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
Impacts	Any changes to the environment whether adverse or beneficial, wholly or partial resulting from environmental aspects.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	Means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	Means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	Is a written document detailing the key activities to be performed, work procedures and sequences of operations in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment

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Term	Definition
On Site/Site	Any workplace where the contractor or his employees performs contract related work.
Organisation	May be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Permit to work	Means a written declaration on the permit to work form, signed by the appointed person and issued to the responsible person in charge of the work, informing the latter that the plant to be worked on has been isolated as detailed.
Planned Task Observation	Is an independent observation made during the planned period in which the task is being executed.
Pre-Task Risk Assessment/Daily Safe Task Instruction (DSTI)	Means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Responsible Person	Means a person who has been authorised in terms of plant safety regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of these regulations.
Risk	The probability that injury or damage will occur.
Risk assessment	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.
Occupational Health and Safety file	Means a file or other record in permanent form, containing the information on the OHS management system during construction including all information relating to construction phase after the handover to Client.

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Term	Definition
Occupational Health and Safety System/Manual	Means an audible system/manual that addresses hazards identified during the risk assessment process as well as the identified impacts in the OHS requirements. This would typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Supplier or contractor and approved by the Client/Agent for which contracting work will be performed.
Occupational Health and Safety (OHS) Requirements	Means comprehensive Occupational Health and Safety requirements for a contract, project, site, and scope of work. This requirements are intended to ensure the health and safety of persons, both workers and the public. The requirements must be specific to each contract, project, site, and scope of work
Safe Work Procedures	Safe work procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.
Service provider	Any private person or legal entity that provides any service(s) to Eskom for compensation
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
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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2.4 Abbreviations

Abbreviation	Explanation
AIA	Approved Inspection Authority
AP	Authorised Person
CHSA	Construction Health and Safety Agent
COID Act	Compensation for Occupational Injuries and Diseases Act
CoC	Certificate of Compliance
CR	Construction Regulations of the OHS Act
DEL	Department of Employment and Labour
DMR	Driven Machinery Regulations
DSTI	Daily Safety Task Instruction
EA	Environmental Authorisation
EAP	Employee Assistance Program
ECO	Environmental Control Officer
EIA	Environmental Impact Assessment
ELLS	Electric Leak Location Survey
EMC	Environmental Management Committee
EMP	Environmental Management Plan
EMS	Environmental Management System
EO	Environmental Officer
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
HCS	Hazardous Chemical Substances
HIRA	Hazard identification and risk assessment
HS	Health and Safety

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Abbreviation	Explanation
HV	High Voltage
ISO	International Organisation for Standardization
JSA	Job Safety Analysis
KKS	Kraftwerk Kennzeichen System (translates German for Power Plant Classification System)
LDV	Light Delivery Vehicle
LoGS	Letter of Good Standing (COID)
LTIR	Lost Time Incident Rate
LV	Low Voltage
MSDS	Material Safety Data Sheets
NM	Near Miss
NEMA	National Environmental Management Act
NWA	National Water Act (Act No. 36 of 1996), as amended
OHNP	Occupational Health Nursing Practitioner
OHS	Occupational Health and Safety
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems
PPE	Personal Protective Equipment
PTO	Planned Task Observations
RoD	Record of Decision
RP	Responsible Person
RPO	Radiation Protection Officer
SABS	South African Bureau Standard
SACNASP	South African Council for Natural Scientific Professions
SACPCMP	South African Council for the Project & Construction Management Professions
SAMTRAC	Safety Management Training Course
SANS	South African National Standard

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Abbreviation	Explanation
SAQA	South African Qualifications Authority.
SAQCC	South African Qualification and Certification Committee
SHE	Safety, Health and Environmental
OHS	Occupational Health and Safety
TETA	Transport Education Training Authority
WUL	Water Use License

2.5 Roles and Responsibilities

2.5.1 Client:

2.5.1.1 Eskom General Manager:

The General Manager is responsible for the overall management of the project, including assurance that all duties of the employer as per OHS Act 85 of 1993 are properly discharged.

2.5.1.2 Eskom Contract Manager:

The discipline/contract manager is responsible for managing the contract with the Supplier and ensures that the OHS requirements are developed and issued with tender enquiries and that the Supplier's OHS system/manual is approved prior to commencement of work. He must ensure that all the statutory requirements, Eskom, and OHS requirements, and OHS system/manual are adhered to by Supplier and (if applicable) their Service Provider at all times.

2.5.1.3 Eskom Engineering Manager:

The Project Engineer is the person responsible for ensuring that the designer fulfils his professional and legal obligations with respect to the implementation of his design.

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2.5.1.4 Eskom Health and Safety Manager/ Practitioner:

The responsibility of the Health and Safety Manager/Practitioner is to provide assurance, as well as advice, assist and support to the Contract Manager in the management of the health and safety issues on the project which includes ensuring proper co-ordination amongst the various Suppliers and/or Contractors. The OHS Manager/Practitioner will also be responsible for assisting in the development of site and project specific OHS requirements and ensuring that OHS requirements documents are issued with enquiry documents and that the Suppliers OHS system/manual are submitted; evaluated and approved. She/he will be responsible for auditing and ensuring compliance to legal requirements.

2.5.1.5 Eskom Environmental Manager/Officer:

The responsibility of the Environmental Manager/Officer is to provide assurance, advice, assistance and support to the Eskom Contract Manager in the management of the environmental issues on the project which includes ensuring compliance to the Record of Decision (RoD), the Environmental Management Plan (EMP) and Environmental Management Systems.

Note: This position may be a permanent position on the Project Organogram, or it might be a service rendered by a line Division (which may be managed by a Service Level Agreement).

2.5.1.6 Independent Environmental Control Officer:

The Lead Environmental Control Officer (ECO) is appointed by the Environmental Monitoring Committee (EMC), in conjunction with Eskom, and acts on the behalf of the authorities to monitor environmental compliance and performance. The Project is answerable to the ECO for non-compliance with National Legislation, the Record of Decision, the Environmental Management Plan (EMP), and Environmental Performance Specifications.

2.5.2 Supplier:

The Supplier carries primary accountability and responsibility for the health and safety of his/her employees and his/her service providers within his/her working area, as contemplated by Section 37(2) of the OHS Act No. 85 of 1993 and Regulations as well as all the Environmental Management requirements as per NEMA 107, of 1998 and related legislation. None of the additional safety requirements specified by the Client reduces the Supplier's accountability and responsibility for the health and safety of his employees and Service provider employees within his working area.

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The Supplier shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.

The Supplier shall provide a list of names and contact numbers of all his employees as well as the Service Provider's employees on site. This list shall be updated as and when new employees commence on site.

The Supplier shall keep a record of all employees including the Service Provider employees, including date of induction, relevant skills, and licenses, and be able to produce this list at the request of the relevant officials. These records shall be filed in the OHS File.

Every employee must undergo site induction provided by the Client before commencement of the contracted work. Only once this induction has been received, will each employee receive a site access permit.

The Supplier shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for.

The instructions shall include, but not necessarily be limited to the following:

- Description of the objective/scope of work;
- Sequence of work/method statements;
- Hazard identification and risk assessment (prior to commencement of work);
- Precautionary/preventative measures that are to be taken;
- Identification of sensitive features that may be impacted upon by the project.

The Supplier shall take note of the following with regard to DSTI's/JSA:

- No generic hazard and risks will be accepted on DSTI's;
- DSTI's need to be amended once the work activity has changed as planned for the day;
- DSTI's to be compiled and conducted at the workplace and not in offices, same applies to records thereof;
- Ensuring the DSTI's are discussed with the workforce. Supervisors to strongly enforce expected safety behaviours to the workforce. Supervisors and Safety Officers (Suppliers and Eskom) to sign and acknowledge that the DSTI was checked for quality and correctness;
- Supervisors and Safety Officers (Supplier's and Eskom) shall monitor to ensure compliance and where applicable Safety Officer's to coach supervision accordingly;
- No work shall be done unless DSTI/JSA has been presented and signed by all team members. All employees have a right to stop any work or refuse to work if the risks and hazards are not properly identified and/or controlled effectively.

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Employees are responsible for their own health and safety and that of their co-workers in their respective areas of work on the project.

Employees must be made aware of their responsibilities during induction and awareness sessions some of which are:

- Familiarising themselves with their workplaces and health and safety procedures;
- Working in a manner that does not endanger them or cause harm to others;
- Keeping their work area tidy;
- Reporting all incidents/accidents and near misses;
- Protecting fellow workers from injury;
- Reporting unsafe acts and unsafe conditions;
- Reporting any situation that may become dangerous;
- Carrying out lawful orders and obeying health and safety rules;
- Declaring to the employer if taking medication which may have intoxicating effects;
- Use the protective clothing and equipment prescribed for your job, in a proper manner. This should be addressed during the daily safety task instruction;
- Follow the instructions given by your Supervisor/Manager or inform him/her of the reason if it is not possible to do so;
- Before attempting something new or different discuss it with your Supervisor/Manager to avoid causing an incident;
- Maintain the tools in safe condition and turn in defective tools to the Supervisor/manager;
- If you have to climb, ensure that the ladder you use is not broken and has (non-slip) safety feet and also that it is not used when working on electricity installation due to the very high risk of electrocution. Make sure that one person is holding the ladder for you. Apply three-point-contact at all times;
- Refrain from cleaning up or performing any work on, or close to unguarded machinery until you have properly locked the electrical switches or know that your Supervisor has done so. (Refer to the Permit to work);
- Refrain from stepping onto a stopped conveyer belt or attempt to work in any place where you could be injured if the machinery started up. You will first make sure that the machinery is locked-out;
- Refrain from attempting to operate any vehicle or other machinery that you have not been trained for or been authorized to operate by your Supervisor/manager;

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- Refrain from running or hurrying down stairs or jump off a high place - knowing the high injury risk;
- Refrain from engaging in teasing, jostling, mock sparring or throwing objects, even playful as such actions could lead to injury to you and/or others;
- Use compressed air only for work purposes, knowing that playful use or blowing off work clothes can cause very serious injury;
- Keep the work area reasonably clean and orderly and immediately clean up any spills or tripping hazards;
- Familiarize yourself with the Safe Work Procedures and Method Statements prior to starting with a task;
- Place waste in the waste receptacles provided for it;
- Report any pollution or spillage to your supervisor – including leaking water taps;
- Refrain from wasting energy or any resources in order to promote environmental sound practices;
- Support all health and safety programs, and safety and environmental policy including the lifesaving rules and.
- If an employee has a reasonable belief that the work to be undertaken is likely to endanger him/her or any other person/s due to sub-standard acts or conditions, inadequate precautions or a lack of protective equipment or clothing, he/she has the right to refuse to work and shall report such situation to the employer;
- An employee does have the right not to work in any area or perform any task where that employee has reasonable justification to believe that the work situation presents a serious danger to his/her health and safety, organizational assets, or the environment.
- It must be highlighted to all employees, that anyone who becomes aware of any person disregarding a health & safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the Supplier Supervisor/ Construction Manager and the Eskom Contract/Project Manager immediately.

2.5.2.1 Health and Safety Professionals (Manager/Officer)

The Supplier shall appoint Health and Safety Professionals (Manager and/or Officer(s)) considering the nature and the scope of work being performed.

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The Health and Safety Practitioners shall have a minimum qualification of a National Diploma in Safety/Environmental.

2.5.3 Supplier Accountability to their Service providers

The accountability of the Supplier to their Service providers are as follows:

- In the event that the Supplier needs to introduce a new Service provider, the Supplier must first inform the Client. Such Service providers must, in every respect, meet the Client's OHS requirements;
- Should the Supplier appoint a Service provider, the Supplier would then have the same role and responsibility in relation to the Service providers, in a similar way as the Client has in relation to the Supplier;
- The Supplier is directly accountable for the actions of his Service providers. The Supplier will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the Service provider complies with all requirements;
- The Supplier shall ensure that the Service providers appointed have the necessary competencies and resources to perform the work safely;
- The Supplier shall provide any Service provider with the relevant sections of the documented OHS requirements;
- The Supplier shall carry out audits on the Service provider to ensure that their OHS system/manual is being implemented and maintained;
- The Client/Agent and/or the Supplier shall stop any Service provider from executing work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved OHS system/manual;

2.6 Related/Supporting Documents

- 32-136 Contractor Health and Safety Requirements;

3. Occupational Health and Safety (OHS) Requirements

3.1 Scope of work

Location: Medupi Power Station Project, Lephalale, Limpopo Province.

Project description/detailed scope of work: Medupi Power Station Project is a coal-fired power station and a National Key Point situated near Lephalale in Limpopo Province. The project is a

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construction site for a coal-fired power station with six units, which will generate a total capacity of 4800MW of electricity. All six units are in commercial operation and the focus is on completion of Balance of Plant works/activities.

The scope is to procure and supply Project Configuration Management services which include the supply of nine (9) Configuration Management Technicians, two (2) Configuration Management Senior Technicians, three (3) Document Controllers, one (1) Senior Document Controller for a period of 16 months. The Supplier shall further procure, supply, deliver and install plant labels, stencilling and provide any tools, access platform (scaffolding), temporal lighting etc, to ensure the complete installation of plant labels and stencilling including labour for a period of 10 months. The plant labelling and stencilling labour will comprise of four (4) plant labelling labourers, two (2) stencilling labourers, one (1) CAD Officer, one (1) Supervisor and one (1) Coding Technician.

3.2 Legislative Compliance

The Supplier and all Service providers shall comply with all relevant legislation pertaining to this project.

The applicable legislation should include (where applicable), but not limited to the following:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights);
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations;
- National Environmental Management Act 1998 (Act 107 of 1998);
- National Environmental Management: Waste Act (Act No. 59 of 2008);
- Environment Conservation Act 1989 (Act 73 of 1989);
- National Water Act 1998 (Act 36 of 1998);
- National Road Traffic Act 1996 (Act 93 of 1996);
- Compensation for Occupational Injuries and Diseases Act 1993 (Act 130 of 1993) (COIDA)
- Any other applicable South African legislation;
- Applicable South African National Standards (SANS) - Supplier shall use the relative standards applicable to the project;
- Local Authority by Laws.

It is the duty of the Supplier and Service provider(s) to ensure that they are familiar with the necessary OHS legislation required.

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The Supplier shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the project. The register shall be updated biannually or as when required.

All Suppliers shall have an up to date copy of the OHS Act and Regulations at all work sites which will be available to all employees (GAR 4).

Note: When there is an amendment to the Acts and/or to the Regulations, the OHS system/manual shall be reviewed, updated accordingly, and send through to the client. Changes must be communicated to all relevant employees.

3.3 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the Supplier at the time of awarding the contract. The Supplier must ensure that a section 37(2) agreement is compiled between the Supplier and all their service providers for the contract.

The original copy of the section 37(2) Agreement must be retained by the Supplier and a copy retained by the responsible project manager.

A copy of all the agreements must form part of the respective Supplier's OHS file.

3.4 Hazardous work by children (Child Labour)

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

- 17. *being protected from exploitative labour practices;*
- 18. *not to be required or permitted to perform work or provide services that*
 - i. are inappropriate for a person of that child's age; or*
 - ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".*

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

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does not condone the use of child labour and therefore all effort must be exercised, and child labour should not be used.

3.5 OHS Act

The Supplier and Service providers shall have an up to date copy of the OHS Act and Regulations at all work sites which will be available to all employees (GAR 4).

3.6 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Supplier shall be registered with an appropriate employment compensation commissioner or a licensed mutual company or an equivalent of it (for international bidders). This cover shall remain in force during the contract and shall be the responsibility of the Supplier to ensure validity. Supplier shall submit proof of a valid registration through a certificate of good standing with the compensation fund or a licensed compensation insurer and ensure that all payments due to the Commissioner are discharged. The Letter of Good Standing shall reflect the name of the Supplier.

Note: For international suppliers, the equivalent from the country of origin of the supplier. For a supplier whose country does not issue such certificate equivalent to COID, the relevant legislation must be submitted. However, if the supplier has offices in South Africa and has employed South African citizens, a COID certificate must be submitted.)

3.7 Health and Safety Policy/SHEQ policy

A health and safety policy /SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant health and safety roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

Eskom has a SHEQ Policy (32-727, Appendix A) that clearly states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorized by the Chief Executive.

Supplier and the service providers shall support Eskom SHEQ policy.

Eskom SHEQ Policy will be handed to the Supplier when site establishment is completed. A toolbox talk shall be done with all the employees on site and attendance register shall be sent to the Project Manager and then filed in the OHS File.

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The Supplier and the Service provider companies shall each have a OHS/SHEQ Policy duly signed and authorized by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall SHEQ objectives and commitment to improving Safety, Health, Environment and Quality performance and must be displayed and shared with all stakeholders. It should also include the description of the organization scope and the arrangements for carrying out and reviewing such policy.

3.8 Provision for the Cost of Health and Safety measures within the Project

The Supplier/Contractor shall ensure that the submitted tender adequately made provision for the cost of Occupational Health and Safety measures.

Note: the costing for OHS must be itemised based on the overall scope of the project (i.e. Training, provision of PPE, safety equipment purchases, medical surveillance (medicals), safety signages, occupational health programmes and occupational hygiene surveys etc...)

3.9 Eskom Requirements

All Suppliers shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom OHS documentation that is applicable to contract services.

3.10 Behavioural Based Safety Observation (BBSO)/Visible Felt Leadership (VFL)

Supplier shall incorporate BBSO or VFL programmes within their Health and Safety Management System.

The objective of behavioural safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, Suppliers/Contractors or their personnel. (Refer to Eskom Behavioural Safety Observations procedure 32-407).

3.11 Eskom Life-saving Rules

Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.

Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, suppliers, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Supplier or appointed Service provider will be considered a serious transgression.

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These rules are being implemented to prevent serious injury or death of any employee, labour broker or supplier working in any area within Eskom.

If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any supplier and their employees.

The rules are:

Rule 1	<p>OPEN, ISOLATE, TEST, EARTH, BOND AND/OR INSULATE BEFORE TOUCH</p> <p>Any person who performs work on an electrical installation shall ensure that it is isolated, tested and earthed before starting any work. (That is plant, any plant operating above 1000 V)</p> <p>No person may work on any electrical network unless:</p> <ul style="list-style-type: none">• He / she is trained and authorised as competent for the task to be done.• A pre-task risk assessment to identify all risks and hazards must be conducted prior to any work commencing.• An equi-potential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved divisional procedures.• All conducting material is connected together, all staff onsite wear electrical safety shoes and insulating techniques are applied according to standards.• The authorised person (Team leader) has certified and shown all team members that the apparatus is safe to work on. He / she is trained and authorised as competent.
Rule 2	<p>HOOK UP AT HEIGHTS</p> <p>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. A pre-task risk assessment to identify all risks and hazards must be conducted prior to any work at height commencing.</p>
Rule 3	<p>BUCKLE UP</p> <p>Seatbelts shall be used at all times whilst driving. No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.</p>

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Rule 4	<p>BE SOBER</p> <p>No person is allowed to be under the influence of intoxicating liquor or drugs while on duty.</p> <p>Under-the-influence' means the use of alcohol, drugs and /or a controlled substance to the extent that:</p> <ul style="list-style-type: none">• The individuals faculties are in any way impaired by the consumption or use of the substances or;• The individual is unable to perform in a safe, productive manner or;• The individual has a level of any such substance in his body that corresponds with or exceeds accepted medical/legal standards or;• The individual has a level of alcohol in his body that is greater than 0,00 % blood alcohol concentration.• Any level of an illegal substance in the body' irrespective of when the substance was used
Rule 5	<p>PERMIT TO WORK</p> <p>Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW).</p> <ul style="list-style-type: none">• Work is as defined in the Plant Safety Regulations (OHS) and Operating Regulations for High Voltage Systems (ORHVS) of Eskom.• A Risk Assessment must be carried out jointly by the Authorised (AP) and Responsible Person (RP) on all work before it commences.• The PTW must be issued by an AP, in accordance with the PSR.• The PTW must be accepted in writing by an authorised RP.• The PTW shall be shown to everyone working on the job and the risks explained.• The RP must ensure that all staff working on that job are entered on a Workers' Register and the risks explained to each one.• The RP must ensure that the conditions of the PTW are enforced for the duration of the work.

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

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

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

3.12 Appointments, Competencies and Training

For the duration of the contract, the Supplier and all Service providers shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, Suppliers shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

The Supplier need to ensure that the resources to work on the project have the required related training, knowledge, and experience specific to the scope of work/services.

The appointments should include (where applicable), but not limited to the following:

Statutory appointments	
Reference	Description
OHS Act, Section 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)
OHS Act, Section 17	Health and Safety Representative
OHS Act, Section 19	Health and Safety Committee Member - Chairperson appointment (if there are 2 or more H&S reps there will be a H&S committee).
OHS Act, Section 19(6)(a)	Co-opted Health and Safety Committee member
OHS Act, General Administrative Regulation 9(2)	Incident / Accident Investigator
OHS Act General Safety Regulations 3(4)	First Aider/s
OHS Act, Construction Regulations 29(h)	Competent Person as Fire Fighting Equipment Inspector

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DMA (Sec 27(2))	Covid-19 compliance officer
Non-statutory appointments	
Eskom Requirement	Emergency Planning Co-coordinator
Eskom Requirement	Fire Official
Good Practise	Hand tools inspector
Good Practise	PPE Inspector

Notes to the appointments listed above: Section 16(1) creates a legal presumption, and therefore no appointment is required. The Supplier shall provide the full names, contact telephone number and business address of the Chief Executive Officer.

3.13 Supplier organisational Structure (Organogram)

The Supplier is required to compile their organisational organogram for the contract, with a proposed OHS resource plan, highlighting the reporting structure from their Senior Management (Chief Executive) down to their project employees. For each position, stipulate the position titles, names of appointees, qualifications, and competencies. The Supplier must ensure that all Service providers comply with this requirement.

All organograms shall be updated timeously when appointments are changed and filed in the project OHS file. The organogram must be kept up to date, a copy of which must be given to the client and copy filled in the relevant project OHS files. The Supplier is responsible for submitting updated copies of all of the organograms' as well as those of their Service providers, to the Client.

3.14 Safety Culture

Eskom drive a safety culture of Zero harm. Zero harm means ensuring that the Eskom operational activities do not inflict harm on Eskom assets, its employees, suppliers, and members of the public affected by its operations, environment in terms of its environmental obligation. Zero harm is a value which Eskom will strive towards operating within its compliance obligation, continual improvement against set intended outcomes and reduction of its environmental footprint by avoiding incidents

Zero harm is the first of our Eskom values, and a top priority in our business.

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Eskom thrives to ensure that zero harm befalls its employees, contractors, suppliers, the public and the natural environment:

- Zero Fatalities
- Zero Injuries
- Zero environmental incidents
- Zero Tolerance
- Zero Defects

Suppliers shall demonstrate in health and safety system/manual compliance to Eskom drive to Zero harm.

The following safety culture interventions are implemented across site and it is required that all Service Providers participate in:

- Safety stand downs
- Management Plant Walk about (VFL)
- OHS campaigns
- Rewards and discipline strategies and procedures to encourage appropriate OHS behaviours.

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 Eskom.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

The alcohol and drug permissible level is 0%.

All Suppliers shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER"), this means anyone entering the Eskom site will be subjected to ad hoc alcohol testing.

Suppliers are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. Test records must be treated as "Confidential" and filed in the employees' personal file.

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3.16 Smoking

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy). Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with Eskom Policy and legislation requirements.

3.17 Cellular Phones

A Supplier shall develop and implement a risk-based cell phone policy for their works areas. All cell phone users on site, will be authorised and proof of authorisation to be carried by employees at all times. Disciplinary action shall be followed in case of any non-compliance.

Do not use Cellular phones in areas where cell phone usage is prohibited. Texting and talking on the cell phone whilst driving and walking is prohibited.

3.18 Occupational Health, Hygiene and Rehabilitation

All suppliers are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

3.18.1 Occupational Hygiene Management Program

Suppliers and Service providers shall develop, implement, and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene should include, but not be limited to the following elements:

- Occupational health risk assessment as a background;
- Occupational health risk exposure profiles;
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority;
- Communication of occupational hygiene results and requirements;
- Proof of awareness training and;
- Documentation and control of records (Records to be kept for 40 years).

Where there are occupational hygiene stressors, Suppliers and contractors shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

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- Hearing Conservation Program;
- Respiratory Protective Program;
- Hazardous Chemical Substances Program;
- Procedure for the use and management of radioactive sources and;
- Heat Stress Management Program.

Identification: The Supplier shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed as a result of his work activities.

Risk assessment: Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, including the nature of the stressor, the work process, the exposure severity and duration, possible adverse effects etc.

Control measures: The Supplier shall provide details of all control measures that shall be implemented to eliminate or reduce exposure to occupational stressors. Where mechanical means are employed, he shall provide details of how these shall be maintained to ensure that they operated at maximum efficiency.

Monitoring: The Supplier shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures and the results shall be made available to the Engineer on request.

Suppliers and Service Providers shall report to the Department of Employment and Labour on the occupational hygiene milestones (e.g. crystalline silica). Evidence of reporting to the department of Employment and labour and copies of such reports shall be made available to Eskom Health and Safety Manager / Occupational Hygiene Practitioners.

Copies of all occupational hygiene surveys conducted by the Supplier and contractor must be submitted to the Eskom Health and Safety manager and Occupational Hygiene practitioners. The OHS Manager / Practitioner shall establish a database of Supplier occupational hygiene surveys and corrective plans.

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3.18.2 Employee Health and Wellness Programme

Supplier shall submit details of their Employee Health and Wellness Programme as part of their OHS system/manual which should include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

3.18.3 Medical Surveillance Programme

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

The Supplier shall ensure that his employees and Service provider employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate in annexure 3 format. The certificate of fitness should be relevant to the type of work (risk based) that the employee will be exposed to. This will require each employee to have a risk-based person job specification that will be used as a basis for medical examination.

The Supplier must ensure that his employees and Service Provider employees have undergone pre-entry medical examination before starting work on site, ***no employee will access site without a valid medical fitness certificate.***

The fitness certificate and a copy of the risk-based person job specification shall be issued before commencement of work and shall be presented at induction. If the Supplier does not provide proof of valid certificates of fitness and person job specifications for his employees and Service provider employees, then Eskom will not give those employees site induction which will result in refusal to site access.

The certificate shall be renewed as required by the risk profile. On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

Suppliers to take note of the following:

- Suppliers must ensure that their employees and their Service provider employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
- In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.

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- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The Supplier must ensure that his / her employees and Service provider employees have undergone pre-entry medical examination before starting work on the contract.
- The Supplier shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- In instances where sick leave is taken for a period of one week or more, the Supplier shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.

3.18.4 Employee Assistance Programs (EAP)

Where Suppliers and Service providers do not have EAP, then Eskom's EAP Service Provider is available to provide assistance. All costs shall be borne by the Supplier.

3.18.5 Rehabilitation

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

3.18.6 Health Pandemics and Disaster Management

The Supplier shall ensure proper management and control of any disaster and or pandemics that may come forth during the course of the contract. Supplier to develop a health pandemic and disaster Management plan/procedure and conduct risk assessment to ensure that appropriate measures are in place.

3.19 Emergency Care (First Aid)

A list of emergency numbers must be displayed at notice boards and public areas for ease of access to all employees and visitors. The Supplier shall ensure that his employees are familiar with the emergency numbers. Emergency numbers will also be part of the OHS induction.

Supplier shall have one first aid box for the first five (5) persons and thereafter one for every 50 or team of workers on site or part thereof. There should be a trained and appointed person to render

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first aid service when required. The first aider(s) shall be in possession of a first aid level two (2) training as minimum requirement as per Eskom Emergency planning procedure 32-123.

More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act). A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

A prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes.

Suppliers to take note of the following:

- The requirements of the OHS Act GSR 3 must be observed.
- First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Supplier and appointed Service provider shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.20 Emergency Preparedness and Response

3.20.1 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The Supplier shall adhere to the Client's emergency plan. The Supplier shall ensure that all Suppliers' Personnel are aware of and trained in the execution of the Client's emergency plan.

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3.21 Fire Equipment and maintenance

All firefighting equipment's that have been provided shall:

- Be clearly labelled
- Conspicuously numbered
- Entered in a register
- Inspected monthly by a competent person
- Tested and serviced at recommended intervals by an accredited supplier
- Results entered in the register and signed by competent person.

3.22 OHS Training

The Supplier, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed service providers must provide the same requirements when bidding with the Supplier.

The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the Supplier and appointed Service Providers must have the appropriate qualifications, certificates and employees should always be under competent supervision.

Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.

When there is an amendment to the Acts and/or to the regulations, OHS requirements and OHS system/manual, all affected staff shall undergo the applicable refresher training.

Appropriate time must be set aside for training (induction and other) of all employees. Records of all training and qualifications of all Supplier's employees must be kept on the OHS file.

The Supplier must ensure that the training providers are accredited and registered with SETA according to the relevant unit standards. The Supplier must have proof of this on site for verification.

3.22.1 Induction training

On annual basis or as when required, the Client shall provide the Supplier with Site Induction which the Supplier shall ensure communication to his employees and visitors as well as Service Provider employees/visitors.

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The Supplier shall ensure that all his / her employees, service providers and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.

Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project.

All employees and visitors on site shall carry the proof of induction training.

3.22.2 Site specific induction training

The Supplier shall ensure that all his / her employees and appointed Service Provider employees undergo their company (site specific) induction with regard to the approved project OHS system/manual, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands areas, red data species, graves, etc.

Proof of induction signed by Inductor and trainee must be submitted to the Safety department before an access permit will be issued. The employer shall provide to each employee a proof of induction, which he/she shall carry and produce when required.

The Supplier shall maintain comprehensive records of all employees under his control (including all employees of the Service Provider) attending induction training. Acknowledgement of Life Saving Rules, receiving and understanding the induction must be signed by all persons receiving the induction respectively.

3.22.3 Visitors to site induction

Visitors to the site shall be required to undergo and comply with the Supplier's site-specific safety induction prior to being allowed access to site. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work onsite, of any nature.

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

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3.22.4 General training

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

3.23 Access and Security Control

Employees, Suppliers, and visitors shall be subjected to induction training and substance abuse tests when entering Eskom sites, or as and when required whilst on Eskom sites.

It may be required that prior to access being granted that person(s) complete the required training e.g., plant access training, employee training, occupational health and safety training or any other prescribed training.

The following are prohibited items and shall not be allowed on Eskom sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition (exclude Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces);
- Liquor/ Alcohol;
- Dangerous weapons;
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription) and;
- Any other items that may be declared prohibited.

3.24 Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

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Suppliers shall factor in, in their OHS system/manual, how they intend safeguarding/ controlling any members of the public against their activities during the project.

3.25 Hazard Identification and Risk Assessment (HIRA)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to continuously carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is handled, stored, transported.

The Supplier shall prepare and provide to the Client a Baseline Risk Assessment as well as activity based Risk Assessments for an intended work.

A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments shall be maintained. This means that significant changes to a process or activity, or any new process or activity shall be subjected to a risk assessment and that if new hazards come to light during the work process, then these shall also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Baseline risk assessment shall be reviewed at least every six months, or as when required (i.e. changes to scope, incidents occurring, legislation etc.).

Risk assessment shall be developed by the cross-functional team. The following role players must be involved when compiling the risk assessment as minimum:

- Project manager;
- Supervisors;
- Specialists;
- OHS Professional;
- SHE Reps;
- Employees with experience of the task and;

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- Union representative if available.

Attendance registers must be kept of all the employees involved in compiling the risk assessment.

3.26 High Risk Activities

When the Supplier and/or his Service Providers are working in an area where a high health and safety hazard exists, the Supplier shall:

- Ensure that a risk assessment is conducted for all high risk activities;
- Ensure that safe working procedure is communicated to all employees and safe work practices are enforced;
- Ensure that permanent and adequate on site supervision is available for the duration of the work that is being conducted;
- Ensure the use of safety standbys in areas of high-risk activities, and activities that fall within the scope of the permit to work system;
- Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;
- Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry;
- Provide any temporary protective shielding required for protecting nearby operations from the construction activities and;
- Height restriction barriers/cross-bars must be erected on both sides of the overhead power lines, communication lines or other overhead obstructions. Establish the permitted safe clearances in consultation with the owner of the line.

3.27 Pre-Task Risk assessment/Daily Safe Task Instruction (DSTI)

The Supplier shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all employees involved with the task(s). The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. The pre-task or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow supervisors and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. This Pre-task risk assessment must at all times be available where the work is performed. This will highlight critical steps from the safe work procedure to ensure that work is performed in a safe manner. Proof

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of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which will be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Supplier's safety file.

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

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

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

3.28 Safe work procedures / method statements

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

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

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The safe working procedure should identify:

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

The Supplier shall compile project / site specific method statements and safe work procedures for all the tasks as identified in the risk assessment and scope of work, which will be accepted by the Engineer or Client.

Note: The acceptance will be qualified with the statement: "Acceptance does not relieve the Supplier of his responsibility for ensuring safe working procedures". No work shall be carried out without a Supplier's approved method statement, safe work procedure and task specific risk assessment.

Commencement of any work activity does not take place unless a method statement and risk assessment has been produced and submitted to the Project Manager, five working days in advance of any proposed specific activity starting.

There must be approved method statements and written safe work procedures for all the high-risk activities as identified in the risk assessment. No work shall be carried out without an approved method statement and written safe work procedure.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Approved method statements and safe work procedures together with records of training/ awareness shall be kept on site at all times where work is conducted.

Safe work procedures shall be compiled and documented for applicable activities (arising out of the Job Safety Analysis (JSA) and Hazard Identification & Risk Assessment (HIRA).)

3.29 Planned Task Observation

The Supplier shall provide the planned task observation procedure or process covering but not limited to the following:

- Persons responsible for monitoring the task and carrying out the Planned Job Observation must be the supervisor;

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- Planned job observations should be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This will assist in determining employee competence and compliance. Record should be kept at all times;
- The supervisor who conducts the PTO must have a copy of the PTO to ensure that the employee is following the steps and;
- Where the employee did not comply or did not follow the required steps, this should be indicated on the report and actions be taken to correct the deviation.

3.30 Personal Protective Equipment Requirements

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

Supplier's employees on site, including visitors, shall use SANS approved risk-based PPE at all times, as a minimum:

- Head protection hard hat (with chin straps);
- Steel toe capped safety boots;
- Eye protection. Wearing of impact Safety Spectacles with side shields. Prescription glasses must comply with the same standard or cover impact safety spectacles must be worn over them;
- Long sleeved and long pants protective clothing;
- High visibility vests;
- Dust mask and/or Cloth masks where dust mask is not compulsory;
- Refer to General Safety Regulation 2 of the OHS Act.

The Supplier shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly. Training should be provided to employees on the use, care, replacement, and limitation of the provided PPE. Records of training to be kept and made available to the Client or inspector upon request.

Strict non-compliance measures must be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

Note: Certain areas will be subjected to specific/extra PPE requirement.

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3.30.1 Issue, Replacement and Control of PPE

The Supplier must provide a detailed procedure with a matrix on the issuing, maintenance, and replacement of PPE for all his employees and Service Providers on site.

The Supplier is required to keep an updated register of all PPE issued, including that of his employees and Service Providers. PPE inspector must be appointed in writing.

Supplier's to take note of the following:

- All Suppliers shall comply with the requirements of GSR 2 of the OHS Act;
- The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks;
- Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out;
- All Suppliers shall ensure that their visitors wear and use the correct PPE whilst on worksites;
- Where PPE is required and visitors are not in possession of, then it is the individual Supplier's responsibility to provide the PPE;
- All PPE purchased and used by all Supplier employees including visitors must comply with the relevant SANS standards;
- Where deemed as a requirement, then high visibility vests shall be worn.

3.31 Construction vehicle and Private Vehicle safety

All construction vehicles shall meet the legislative requirements pertaining to the OHS Act No. 85 of 1993, Construction Regulations 23, the National Road Traffic Act, National Environmental Act and Eskom Vehicle and Driver Safety Management Procedure 240-62946386.

The following requirements are applicable to the use and operation of construction vehicles:

- The Supplier shall ensure that all construction vehicles are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles;
- Designated drivers shall be in possession of an appropriate valid driver's licence, valid for the class of vehicle and authorised in writing to operate the Construction vehicles. The driver's license shall be kept on the person and shall be produced on request;

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- Appointed driver/operator must be authorised in writing by their supervisor and the appointment letter signed by both the supervisor and the driver/operator. Such authorization must detail their duties, responsibilities, limitations and areas of operation;
- All construction vehicle operators are to wear illuminated reflector vests at identified high-risk sites and construction projects;
- Drivers or operators and construction vehicles at identified high-risk sites and construction projects should have a permit system for operating in that particular area;
- All drivers of construction vehicles shall have medical certificates of fitness to operate those construction vehicle and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations;
- All drivers and operators to have a file with appointment letter, medical fitness certificate and proof of competency at all times in the plant or vehicle;
- No drivers or operator may text, talk on cell phones or two-way radios whilst driving under any circumstances. This includes the use of hands-free kits. Cell phone calls by drivers shall only be made when the vehicle is stationary, in a place of safety, and with the engine switched off;

It is the responsibility of the driver to ensure that:

- He/she and their passengers wear seat belts whilst the vehicle is in motion;
- He/she comply with all traffic road rules, safety, direction and speed signs;
- Vehicles are not overloaded and are within their safe working load limit.

The Supplier shall ensure that his employees and those of his service providers do not:

- Ride on back of bakkie, crane or other mobile plant equipment;
- Leave vehicles unattended with the engine running. Ignition keys shall be removed in all cases when the vehicle is left unattended;
- Park vehicles in unauthorised zones/areas or where parking will obscure other vehicle or pedestrian visibility.

Pre-Use Inspection of Construction Vehicles

The Supplier must take reasonably practicable measures to ensure that construction vehicles are inspected prior to use, which measures must include:

- That the driver/operator of the construction vehicle physically inspects and ensures that the brakes, lights and any other defined safety features and devices are functioning as intended prior to setting such construction vehicle in motion; and

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- Pre-use checklists are completed by all drivers/operators of construction vehicle at the beginning of their shift. Such checklists must clearly identify all the components, features and functionalities to be inspected by the driver/operator. For each component, feature or functionality, the checklist must clearly indicate the pre-established criteria under which the mobile machinery may or may not be put in motion;
 - Inspection logbooks or checklists are kept in the vehicle at all times. In case where there is no logbook and a checklist is used, then the checklists should be kept in a file and always available in the vehicle. The logbook or checklist should as a minimum include the following details on the top: Company name, Project/site name, Date, driver/operator name, vehicle registration number. Space for remarks must be available to allow the driver/operator to record deviations, and the signature space at the bottom for both the driver/operator and also the supervisor.
- Vehicles shall be provided with fixed & firmly secured seats and seat belts - adequate for the number of passengers being transported. Passengers in vehicles shall only be transported according to the number of seat belts present;
- All buses including minibus taxis used to transport personnel shall be fitted with a siren/hooter alarm that sounds when the vehicle is reversing. This includes vehicles working both inside and outside of the construction area;
- All buses and minibuses shall carry warning triangles, fire extinguishers and first aid box at all times. Buses/Minibuses must have appropriate number of emergency exits. All steps must have anti slip treads installed;
- Drivers of all vehicles must allow appropriate travel distance between vehicles travelling in front of them and at no time shall "tailgating" be permitted;
- The Supplier shall submit a detail list of all vehicles that will require site access to the Contracts/Project Manager;
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises;
- The Supplier shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises;
- The Supplier shall maintain his vehicles in roadworthy condition and hold a valid vehicle license (DISC). These vehicles shall be subject to inspection by the Client representative on random basis. Vehicles which are not roadworthy will not be allowed onto the Project site;

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- In the event where the Supplier do not own the equipment, the Supplier is still responsible for ensuring all conditions are complied with by all of his suppliers or hire companies;
- Ensure that all construction vehicles are maintained according to the manufactures specifications. All servicing and repairs must be carried out by the Supplier in a designated area;
- Records of maintenance must be kept on site;
- All waste from servicing must be disposed of in accordance with the environmental legislation;

The use of amber, rotating or flashing lights on construction vehicles:

- The use of amber, rotating or flashing lights shall only be used in accordance with the requirements of the National Road Traffic Act ,1996 (Act no 93 of 1996);
- No construction vehicle is allowed to use the amber light whilst driving on a public road and;
- The construction vehicles fitted with amber rotating lights must have a manual operated switch. The amber rotating lights must be switched off when the construction vehicle enters a public road.

3.31.1 Private Vehicles and on-site driving Rules

All vehicles required to enter on site will only be allowed on site once a permit application has been made and approved.

- Privately owned vehicles will be limited on site;
- Drive professionally;
- Keep to the speed limits (taking weather conditions into consideration);
- Reverse parking is mandatory;
- Drive with your head lights switched on;
- Obey road signs and all safety signs;
- Always wear your seatbelt;
- Drive 10 km/h in all parking areas;
- Refrain from talking on cell phones or two way radios whilst driving;
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises;
- The following speed limits are applicable on site: 10km/h at the parking areas and speed limit as per posted signage will apply at all other roads on site. A speed of 40km/h will apply in all other roads where there is no posted speed limit sign.

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Ensure that all drivers and passengers wear seatbelts, while travelling in a motor vehicle. Vehicles not fitted with seatbelts must be retrofitted according to the vehicle manufacturer's specifications.

Ensure that no employees, including Supplier employees, when performing work for Eskom, will be transported in the back of open vehicles. This applies both on and off-site.

Proposals to refuelling area on site must have the written approval from the Eskom HSE team/ Contracts/Project Manager

3.32 Housekeeping and Order

The Supplier shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential.

The Client requires the Supplier to conduct housekeeping on a daily basis and perform housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The Supplier shall document the results of each inspection and shall maintain records for viewing.

Housekeeping must be done before and after every shift. After completion of every task, each Supplier must conduct a proper housekeeping and keep evidence of housekeeping in that area.

Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.

Nails protruding through timber shall be bent over or removed so as not to cause injury.

All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

On completion of his / her work, the Supplier is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the Supplier in the first instance and the Eskom project/site manager in the second instance.

The Eskom Project/Site Manager has the right to instruct the Supplier and appointed Service Providers to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning Service Provider company at the cost of the Supplier.

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Emphasis on housekeeping and general safe guarding on construction site CR 27 and stacking and storage on construction site CR 28 is mandatory and must be complied with at all times.

3.32.1 Stacking and Storage

Before stacking any material, the Suppliers or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.

Adequate care must be taken by the Supplier to ensure that storage and stacking is carried out correctly and safely.

Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.33 Workplace Signage

Symbolic safety signage shall be displayed where it is required by legislation. All symbolic safety signage that the Supplier is to use/display shall conform to the requirements of SANS 1186. Signs shall be positioned to be seen from most positions within the work sites / areas. All signage must be clear at all times and be replaced timeously when worn out.

The display of the following signs is mandatory:

- For Site Establishment: The Supplier's Company Name Sign must be posted at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider(s); Health and Safety Representative and Evacuation arrangements.
- "Radio-Active Material" symbolic signs for radioactive material storage areas.
- The location of every First Aid Box; Fire Extinguisher and Emergency Exit is to be clearly indicated by means of appropriate signage.
- When in use, an explosive Power Tool shall have signage warning of its operation.
- Other specific signage for high risk activities shall be displayed e.g. Use of Explosives.
- Supplier(s) shall post Company Name Sign on all fuel storage containers.

The Supplier shall provide the signage where work is carried out, where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.

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Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.34 Hazardous Materials/Chemicals Management

HCA shall be managed in accordance with HCA Regulations of the OHS Act 85 OF 1993.

Prior to any HCA being brought onto the site or produced on the site, the Supplier/contractor shall supply the client with the following:

- Material Safety Data Sheets (MSDS) in accordance with the requirements of the OHS Act and regulations;
- Proposed arrangements for safe storage;
- Proposed methods for handling/usage;
- Proposed method of disposal and;
- Hazard communication / training plan.
- The information is to be provided at least two (2) working days prior to the expected delivery on site. The client representative shall approve the use of any hazardous substance after receiving the above information. No HCA are to be brought onto the site until the client representative approval is received.

3.35 Flammable and Combustible Liquids

- Proposals to store fuel on site must have written approval from the Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
- Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed, and maintained.
- All fuel storage areas must comply with the following requirements: -
 - Storage should be well clear of buildings.
 - Storage areas must be kept free from all combustible materials.
 - All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - Adequate firefighting equipment must be available.

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- Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
- Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
- Bunded area shall have a drain valve.
- No other material/equipment shall be stored in the bunded area.

3.36 Refuelling at the construction site

Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.37 Tools and Equipment

Suppliers shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition. Suppliers shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.

Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the OHS system/manual. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

Eskom reserves the right to inspect tools or items of equipment brought to site by Suppliers for use on this project.

Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the Supplier in writing and the Supplier shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

3.37.1 Hand tools and Pneumatic Tools

All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.

All pneumatic tools shall be numbered, recorded, and inspected at least monthly as well as by users prior to use. The revolutions per minute measured shall be in accordance with the manufacturer specifications. The Supplier shall ensure that any user of a pneumatic or electric breaker shall have their hands protected when operating near adjacent objects that could cause injury if the bit snags.

The Equipment should be numbered or tagged, and colour coded so that it can be properly monitored and inspected.

All hand tools must be fitted with lanyards when performing work at heights. Hand tools inspectors must be appointed in writing. Proper storage of all tools should be maintained during execution of task and tools be taken back to the storeroom at the end of the task or shift. No tools should be allowed scattered on the floor where work is carried out or when employees go for lunch break.

Tools with sharp points in toolboxes must be protected with a cover.

All files and similar tools must be fitted with handles.

No make shift tools are permissible on the project.

All cold chisels used on site shall be fitted with a hand guard to prevent hand injuries in case of a miss with the hammer.

Compressed air shall never be used for any purpose other than that for which it is provided. Compressed air should never be used to remove dust from clothing. Hoses shall be orderly and safely routed in order to prevent tripping hazards. All compressed air hoses used for powering construction tools shall be made from reinforced hoses and the connections must be crimped.

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All Suppliers shall have a user policy for use of craft knives. Knives shall not be carried in clothing pockets with an open blade. The Supplier shall ensure that the appropriate cut resistant PPE is worn by the user. Cut resistant material coverage should include the forearm of the non-knife holding hand unless other safety measures are taken.

Records

- Check list for hand tools;
- Check list for air tools including records of the measurement of revolutions on grinders and;
- Gas cylinder trolley checklist Register.

3.37.2 Portable Electric Tools

All powered tools shall be examined before use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination. All equipment shall be inspected and documented on a monthly basis by an appointed inspector as well as by users prior to use, and colour coded to designate such inspection. Suppliers are expected to follow the Project colour code programme unless approved by the Contracts Manager.

The Supplier shall ensure that where there is a risk of user injury, the Supplier selects electric drills fitted with safety devices which disengage power should the drill bit snag.

Electrical tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.

All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

Electrical tools shall not be used where there is a hazard of flammable vapours, gases, or dusts.

All electrical tools and cord sets shall be protected by earth leak protection devices. This includes sets powered by small portable generators.

Where reasonably practicable, the Supplier shall ensure that tools or processes that produce dust shall be fitted with dust extraction equipment. Suppliers shall avoid dry sweeping of hard surfaces and use a light water spray to minimise dust generation.

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3.38 Inspection Colour Codes

The below table should be used for colour coding on site for monthly and quarterly inspections on tools and equipment. Material to be used on colour coding should be cable ties. The colour coding should be implemented as soon as on the first day of the respective month. Previous month colour coding should be removed and replaced with new ones for the present month. Wrong colour coding on tools and equipment shall be deemed as proof that inspection was not conducted for the month on that particular item. Colour coding does not replace the need of daily inspection checklist being conducted daily and kept in the file on site.

Monthly Inspection Colour code			Quarterly Inspection Colour Code	
January	Blue	Blue	January	Green
February		White	February	
March		Black	March	
April	Grey	Grey	April	Red
May		White	May	
June		Black	June	
July	Pink	Pink	July	Blue
August		White	August	
September		Black	September	
October	Brown	Brown	October	Yellow
November		White	November	
December		Black	December	

3.39 Working at Elevated Positions

- The Supplier shall ensure that all work performed in a fall risk position shall conform to the requirements of the OHS Act, the relevant SANS standards, and Eskom Procedure 32-418 (Working at Height Procedure).

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- All employees working in a fall risk position shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.
- Whenever there is any potential of falling either from or into, a fall protection plan and risk assessment (which includes fall prevention) shall be compiled, implemented, and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards. The fall protection plan developer shall be competent and have a fall protection developer training (with relevant unit standard).
- A fall protection Plan will be compiled, implemented, reviewed, communicated to all employees working at heights and shall include but not limited to the following:
 - Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted
 - A site and task specific risk assessment covering all work at elevated heights shall be carried out and appropriate mitigation measures to be put in place and communicated to all relevant employees.
 - Appropriate training (as determined by the risk assessment) for all employees working at heights has been provided and records thereof
 - Legal appointments (All appointments for the fall protection plan developer and implementer are in place)
 - Individuals are medically fit to work at height, and records of this are kept.
 - Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
 - Appropriate height safety equipment and personal protective equipment have been issued to the individual. Up-to-date inspection records must be in place at all times
 - The procedure addressing the inspection, testing and maintenance of all fall protection equipment, the withdrawal process of damaged PPE and up to date inspection records.
 - A fall rescue plan, along with necessary equipment and trained rescuers, is in place to affect a rescue of a person in the event of a fall
 - Emergency drills on all developed rescue plans shall be held at least once a year, under the supervision of a competent person.
 - Emergency preparedness procedures.
- The *Supplier* shall review their risk assessment and fall protection plan when changes are made to the design or construction that result in a change on the risk profile or when an incident occurs.

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- The *Suppliers* shall stop all persons working in elevated positions during periods of inclement weather.
- Working in elevated positions shall only be carried out under the supervision of a competent person in accordance with the appropriate unit standards for working at heights.
- Fall arrest/protection plan and equipment shall be implemented where fall prevention is not possible.
- Please refer to Eskom Fall arrester checklist (240-43921084), *Supplier* shall use it as a minimum guideline.
- All fall protection equipment shall comply with SANS Standards, other recognised international standards, and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness shall be worn when working at an elevated position, refer to SANS 50361 and Eskom Procedure 240-100979499 (Personal Protective Equipment for work at Heights specification).
- The *Supplier* and/or his *Service Provider* shall compile a fall protection equipment, inspection, testing and maintenance procedure (Refer to SANS 50365 and manufactures requirements for safe use and for inspections).

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

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

Every employer shall ensure that work at height is:

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

Note: Employer to assess as far as reasonably practicable whether the activity can be done on the ground, only then can the fall protection plan be implemented.

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Provision must be made to prevent objects and or material from falling from elevated areas and the protection of persons working below. A drop zone shall be established with barricading and necessary signs.

3.39.1 Roof work

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

3.40 Ladders

All ladders shall have an identification tag, logged in a ladder register, and inspected on a monthly basis by a competent person and by the user prior to use.

Damaged ladders shall be marked as "DAMAGED" and removed from the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) and replaced with ones in good condition.

All ladders used for access shall be secured.

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

The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.

The ladder wheels, brakes and platform must be in good condition. All metal parts to be in good condition, no cracks. Non-slip devices must be in good condition and no paint to be on wooden ladders.

Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons. When using climbing irons, the appropriate rope grab fall prevention system shall be used.

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

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3.41 Scaffolding

- All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085 and SANS 51004 (Aluminium and tower scaffold).
- Scaffolding erectors: Training is specified in SANS 10085.
- All complicated scaffolding and scaffolding higher than 3 meters must be built by a scaffold supplier.
- All scaffolding shall be inspected by a competent person weekly before use and also following weather conditions that could have made the scaffold unsafe e.g. which could make ground conditions unstable, after a storm, mishaps, before dismantling and after alterations. The inspection check lists must be filed in the site OHS files.
- Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been made.
- The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Scaffolds that provide access to areas where personnel can fall into a hazard shall install a gate at the access point of the hazard that is affixed with a warning sign stating that 100% tie off required past this point.
- The *Supplier* must give preference to using scaffold stairs instead of ladders for all scaffolds. These scaffolds must be fitted with a kick plate at the bottom of each stair section. The kick plate shall be able to prevent a member of *Suppliers'* personnel slipping down the staircase and sliding between the floor and the mid-rail.
- An appropriate scaffolding tagging system shall be used to confirm the status of scaffolding for use or not to be used, the inspectors name and surname, signature, date and telephone number must be written on the tag.
- Scaffolding access stairs shall be fitted with toe boards at all landings to prevent a person slipping through.
- When employees are working on a scaffold provided with trap doors it must be closed at all times to prevent a person from falling.
- A **design and calculations** shall be done for all scaffolding in excess of 2 meter by an Engineer.
- A Team leader shall be appointed in writing for the erecting and dismantling of all scaffolding.
- Only use steel boards on scaffolding when working in the open.

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- Scaffolding shall be erected and inspected by the competent personnel.
- The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.

3.42 Lifting Machines and Lifting Tackle

(Mobile Cranes, Crawler Cranes, Tower Cranes, Chain Blocks and Lever Hoists)

- The Supplier shall ensure that the use of lifting machines and tackles conform to the requirements of the OHS Act, the relevant SANS standards, and Eskom Procedures.
- A risk assessment shall be conducted prior to commencing with the task to identify the risk involved and appropriate mitigation measures must be put in place, and a method statement shall accompany the risk assessment detailing the lifting or rigging procedure.
- If it is the Supplier's intention to use lifting machines on site, it should be indicated in the Supplier's OHS system/manual as well as the inspection so that the Eskom responsible persons can conduct an inspection when equipment is brought onto site. If his/her intention is to use a Service Provider, he shall enter the name of the Service Provider into the notification letter to the Department of Labour. When equipment is brought onto site it shall be inspected by the Supplier crane coordinator as appointed according to SANS 12840-3 clause 4.1 and clause 5.9.
- The Supplier shall ensure that every lifting machine as listed in the National Code of Practice is operated by an operator specifically trained for a particular type of lifting machine and the operator shall be in possession of a valid permit (although the code of Practice has been withdrawn, Suppliers shall use it as a guideline). The user shall not require or permit any person to operate such a lifting machine unless the operator is in possession of a certificate of training, issued by a service provider registered by the Department of Labour and TETA.
- The facilitator and the assessor must be registered with the TETA.
- Whenever making use of an external Service Provider to do lifting work, the Supplier shall ensure that the operator is competent, and the Suppliers are required to conduct audits to ensure that the Service Provider complies with all safety and legal requirements.

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- The Supplier should verify if all ropes, chains, hooks and other attaching devices, sheaves, brakes, and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the lifting machine was manufactured. This must be carried out by a registered LMI (Lifting Machine Inspector), appointed by a registered Lifting Machine Entity who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.
- All the lifting machine and lifting tackle operators should be in possession of a valid medical certificate of fitness.
- Before using any lifting machines or tackle the operator should inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, in accordance with SANS 19.
- All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign off such examination, such lifting tackle shall be stored or protected to prevent damage or deterioration when not in use.
- Refer to the requirements of the Driven Machinery Regulation 18 and Construction Regulation 19, 22 and 23 of the OHS Act, SANS and ISO standards.
- All lifting tackle shall be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- All hooks shall be fitted with a safety latch/catch and be in a good operational condition.
- A lock out system should be implemented to ensure that only an operator that is competent can operate lifting machines and forklifts.
- All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.
- No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of the Department of Labour.
- A risk assessment should be conducted prior to starting the task:

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- Account should be taken of wind forces. Lifting machines are erected taking into account a safe distance from excavations, and with the erection of tower cranes, a tower crane application accompanied by a method statement, risk assessment and geotechnical study shall be given to the engineer for approval.
- When working in close proximity to power lines, the Supplier must apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
- Every employer shall ensure that the employee is adequately and comprehensively informed of the hazards when working in close proximity to overhead power lines and electrical installations.
- Account should be taken of the bearing capacity of the ground, on which the tower crane is to stand, and the tower crane should be erected at a distance from excavations.
- Rigging study should be conducted for all critical lifts.
- Suppliers and their employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or excavator or barricading.
- Guide ropes to be used to prevent loads from swinging. (Manila ropes)
- Only straight loads of up to 5 tons can be lifted by a person with basic rigging, depending on the complexity of the load. Should it be a critical lift or above 5 tons only a competent rigger will do such lifts. Should a lift become critical a critical lift procedure, rigging study and risk assessments must be completed.
- Hand signals shall be displayed and visible on all cranes and the SANS 1029 standard must be used to ensure uniformity. All the crane operators, riggers shall be trained according to the SANS 1029.
- Permits shall be issued by an authorised appointed person when conducting maintenance and inspections.

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- An illumination survey should be conducted prior to the start of work where lifting is performed at night.
- Tower Cranes should be earthed in accordance with SANS12480.
- All truck mounted cranes and stringing machines shall be fitted with Equal Potential Foot plates when working in close proximity of power lines.

Retained Documented Information

- Service record books and test certificates of lifting machines and tackle should be kept in a file on site.
- A copy of the Site and Task specific risk assessment should be kept in the safety file.
- The Supplier shall provide maintenance records of all Cranes (Mobile, Tower, Crawler and Overhead Gantry) to Eskom before the equipment is allowed to operate on the site.
- A certificate of approval for man cages and mobile working platforms shall be obtained from the Department of Labour Inspector.
- Registers of all lifting machines and tackle on site must be available for inspection purposes.
- Training certificates and valid certificates of fitness for operators of the equipment.
- Legal appointments for riggers, supervisors, crane co-ordinators and operators.
- The Supplier shall provide an emergency rescue plan to Eskom for all tower cranes and man-cages.

3.43 Electrical Installations and Machinery on site

The Supplier shall ensure that electrical installations and machinery on construction sites conform to the requirements of the OHS Act and the relevant SANS standards.

Before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of, and guard against, danger to workers from any electrical cable or apparatus which is under, over or on the site;

The Supplier shall ensure that all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on sites;

The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;

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All temporary electrical installations used by the Supplier are inspected at least once a week. This must be done by a competent person and the inspection findings must be recorded in a register that is kept on the construction site; and a Certificate of Compliance (CoC) must be issued by a competent person for each installation.

All electrical machinery is inspected by the authorised operator or user on a daily basis.

The person inspecting the electrical machinery must use the relevant checklist when conducting the inspection. He must also record the findings and keep the register on the construction site

3.44 Permit to Work

Suppliers must adhere to the approved Eskom Permit to Work System to control identified high risk activities. There will be only one Permit to Work system (Eskom) on the construction site.

If the type of work requires a permit, then Suppliers must be trained, competence assessed and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom regulations e.g.

- Operating Regulations for High Voltage Systems;
- Plant Safety Regulations;
- Pulverised Fuel firing regulations;
- Hot work;
- Radiation and;
- Trench & excavation;
- Confined space work.

Note: Once any plant is safety cleared a permit to work is required to do any work activities on the plant.

Suppliers and Service Providers must send employees (Supervisors) on responsible person course to enable them to take out permit to work.

The Client is to provide more details on the permit to work system for the specific work to be conducted by the Supplier.

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3.45 Working near Public Roads

- The Supplier, his employees and Service Providers required to work on or nearby roadways shall wear high visibility vests as a minimum at all times, and be protected by red cones or flags during daylight and by red or amber flashing lamps at night;
- Work areas must be adequately barricaded so as to prevent unauthorised access;
- Road works e.g., excavations, barricaded areas, shall be protected by red cones or flags during daylight and by red or amber flashing lamps at night;
- Road traffic warning signs shall be placed well ahead of the work area alerting of road workers ahead;
- The Supplier shall ensure that operations are in compliance with the requirements of the National Road Traffic Act (Act no 93 of 1996).

3.46 Work Co-ordination Process

Work coordination process is designed for monitoring and coordination of activities for Suppliers/Contractors working within the same area. It allows work to proceed without risk to the health and safety of Supplier/Contractor personnel, visitors, and client personnel.

The responsible manager must ensure that work interfacing is avoided during the planning stage of activities. If work interface cannot be avoided, both Suppliers/Contractors must conduct a joint risk assessment and must be accepted by Eskom representative before work commences. All emerging hazards and risk must be identified on the DSTI/risk assessment and communicated by both Suppliers/contractors working in the same area.

The following shall be taken into consideration:

- Whenever there is more than one Supplier/contractor working in one area, there shall be a documented interface process;
- Where there are agreements between different suppliers/contractors, those agreements shall be written and signed off by the client and site/plant owner;
- It is crucial that there is link between the risk assessment required for the permit to work in terms of PSR and the task risk assessment, as these risk assessments identifies critical controls required to execute the work.

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3.47 Incident Management

The Supplier shall report all incidents/accidents as required in terms of the legislation.

All incidents/accidents including near miss incidents, first aid, medical treatment, lost time incidents (disabling injuries & fatalities); OH&S Act Section 24 and 25 incidents; electrical contact; and major equipment damage Incidents shall be reported to the Contracts/Project Manager within 24 hours of them occurring or, before the end of the work shift. The Supplier shall ensure that all incident reporting classifications, recording, and investigation requirements are done according to the requirements set out in the Eskom document 32-95 (Occupational Health and Safety Incident Management Procedure - latest revision). This may include investigation format or documentation requirements.

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.

For any lost time incident (LTI), section 24 or major environmental incident, Supplier Chief executive officer (CEO) shall be asked to do a presentation to Eskom project director on site. Note, this is not for site manager to present, CEO of Supplier will also on behalf of his Service Provider do presentations. All Incidents shall be presented to Eskom Management within seven days (counting from the day incident occurred).

If it is found that the Supplier or their Service Providers are not reporting incidents, steps (which may include disciplinary action) shall be taken against the line management of the Supplier and /or service providers.

The Supplier shall ensure that all accidents / incidents are investigated by a competent person and are discussed at the relevant SHE committee meeting. The Employer reserves the right to participate in any accident / incident investigation if the accident / incident is directly linked to any activity related to the Works.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved. Interviews with witnesses shall be

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conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary followed up later to determine if further information was recalled.

The Employer reserves the right to conduct an independent investigation of any accident/incident reported by the Supplier or Service Provider over and above their own investigations. The Supplier and Service Providers shall co-operate fully with the investigation and implement any additional improvement measures.

The Supplier shall investigate all incidents immediately and supply to the Contracts/Project manager, which shall include:

- Date, time and place of incident;
- Description of incident;
- Root causes of incident/accident;
- Type of injury and/or (if any);
- Medical treatment provided (if any);
- Persons involved;
- Loss or damage sustained (if any);
- Names and contact details of witness/s;
- Description of corrective action to prevent a recurrence (with clear deadlines and persons identified for taking remedial action).
- All corrective actions shall be closed out as per the agreed target date during investigation, unless otherwise agreed by the Project Manager.

3.48 Supplier's OHS System/Manual

The Supplier shall prepare a suitable and sufficient site specific OHS system/manual in accordance with the OHS requirements, submitted with tender documents that will indicate to the Employer the level of compliance to the OHS Requirements. The *Supplier's* OHS system/manual will be assessed for compliance so as to confirm compliance to the requirements in the *Client* OHS requirements. The *Supplier* will ensure that the site specific OHS System/manual is submitted at least one month prior site establishment, for the works permit application. Once compliance is confirmed and works permit obtained, only then will the *Suppliers* be allowed site access to start with site establishment.

The Supplier's OHS system/manual shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this document and other contract

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documents requirements. The OHS system/manual shall identify each construction activity to be undertaken by the *Supplier*, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon discussions with the *Supplier*, a final accepted OHS system/manual would be signed and approved. The *Supplier* is thereafter required to do the same when procuring other *Service Providers*. The *Supplier* will not be allowed to commence work on site until the OHS system/manual has been approved.

When a *Supplier* intends appointing a *Service Provider*, the *Supplier* shall ensure that his OHS system/manual is based on the Eskom OHS requirements that was issued for the project and he shall further more ensure that the activities of the *Service Provider* are included in the OHS system/manual to be submitted for approval.

The OHS system/manual shall further demonstrate the Supplier's commitment to Occupational Health and Safety requirements and shall, as a minimum include the following elements:

- a. Compliance to this OHS requirements
- b. The Supplier OHS Policy. (OH&S Act section 7)
- c. Indication of Competent Supervision (CV's to be included)
- d. Documented proof of assessment of competencies of appointed persons (e.g.: scaffold erectors, riggers, machine/plant operators etc.)
- e. Duties and safety responsibilities of all appointed persons
- f. Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors. (OH&S Act section 8(2)(i))
- g. Occupational Health & Safety communications and meetings, including daily safe task instructions and project SHE meetings.
- h. Assessment and management procedure for their Service Providers, including audit requirements for OHS system/manual.
- i. Safety awareness promotions.
- j. Occupational Health and Safety Workplace Environment controls, including provision for monitoring employee exposures to noise, dust, etc.

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- k. Personal Protective Equipment procedure and rules. (OH&S Act section 8, General Safety Regulation 2)
- l. Control of dangerous and hazardous substances. (Hazardous Chemical Substances Regulations, Section 43 of OH&S Act, 1993)
- m. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and Communications. (OH&S Act section 8)
- n. Inspection and maintenance of plant, tools and equipment prior to introduction to the Project Site (and to other places, if any, as may be specified under the Contract as forming part of the Site) and regularly thereafter.
- o. Accident and incident reporting, recording, investigation, and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators. (General Administrative Regulations 8 & 9)
- p. Substance abuse policy and procedure and programme. (General Safety Regulation 2A)
- q. Daily site safety inspections and audits processes.
- r. Letter of good standing with a compensation insurer

The Suppliers OHS system/manual shall be reviewed from time to time (and in any event as and when required by the Engineer) to ensure that it fully addresses all the issues and complies with requirements of the document and contract.

3.49 OHS File

A OHS file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

All Suppliers are required to keep a OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Suppliers may keep additional files at their head office as additional records. The OHS file shall be maintained by all the Suppliers on their construction sites and shall be available on request for audit and inspection purposes.

The OHS file shall consist of the requirements in terms of the project's OHS requirements, the Supplier's Occupational Health and Safety system/manual. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS requirement and the OHS

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system/manual. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

On completion of the construction work/project, the Supplier must hand over a consolidated health and safety file to the Contracts/Project manager. The Supplier must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of Service Providers, the agreement, and the type of work completed.

In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

The Supplier must also record on the file:

- Information about removal or dismantling of installed plant and equipment;
- Information about equipment needing cleaning and maintenance, for future purposes;
- Nature, location and markings of services and;
- As-built drawings

3.50 Auditing

3.50.1 Approval and compliance of Supplier OHS system/manual

The Supplier's OHS system/manual will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom OHS requirements. Once there is compliance only then will the Suppliers OHS system/manual be approved by the Project manager or Client safety representative. The implementation of the OHS system/manual shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.50.2 Eskom OHS audits

Eskom shall evaluate all Suppliers' OHS performance on an ongoing basis against the legal, Eskom requirements, OHS requirements and the Supplier's OHS system/manual.

Note: Eskom reserves the right to conduct unannounced audits on Suppliers

There will be scheduled audits conducted by Eskom on the Supplier/s and/or appointed Service Providers. These audits shall be attended by the Supplier's site manager or his representative and

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the Supplier's safety team. Non-compliance raised during these audits shall be closed-out by the Supplier within 30 days.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Supplier and/or Service Provider. Refer to section on "Work Stoppage" in this OHS requirements.

3.50.3 Supplier audits

Suppliers are required to conduct internal audits on both their employees and their Service Providers on the implementation of their OHS system/manual on an ongoing basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit.

3.51 Non-Conformance and Compliance

Any non-compliance to any health and safety requirement in this document shall be subject to disciplinary process.

Suppliers are required to implement a non-conformance procedure (if not already in place) for transgressions/violations. The procedure can include "quality" related non-conformance issues.

The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.

Supplier project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

Action plan with proposed corrective actions, target dates and a responsible person for the action must be submitted for all non-conformance raised.

Should the Supplier fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

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3.52 Reporting and OHS Governance

3.52.1 OHS Performance Status Reports

The Supplier shall provide OHS statistical and Non-statistical reports, dashboards, presentations as per the Client requirements.

3.52.2 Supplier's SHE Meeting (SHE Managers/Officers - Eskom and Suppliers)

The Project Site Management will host scheduled SHE Managers meeting in which all Suppliers must attend. The meeting discusses SHE performance, progress and improvement initiatives etc.

3.52.3 Toolbox talks / Daily team talks / pre job meetings

A meeting shall be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.

Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.53 Supplier OHS Performance Evaluation

Eskom shall evaluate Supplier's OHS performance on an on-going basis against the Eskom requirements.

A post-contract review evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract.

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

- Accident and injury data for the contract;
- OHS non-conformances;
- Duration and effectiveness in addressing and closing out OHS deficiencies/corrective actions;
- Legal compliance with OHS requirements;

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- Number of behavioural safety observations conducted by contract manager and the Supplier supervisors;
- Close-out of Incident Investigations;
- No. of staff members (incl. Suppliers and suppliers) who contravened the Eskom Lifesaving rules;
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc;
- Contributions and effort made to improve OHS performance;
- Contractor /Supplier total number of incidents:
 - Fatalities;
 - Lost-time injuries;
 - reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs).

3.54 Employee's right of refusal to work in an unsafe situation

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

Refer to Eskom Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment is created that promotes zero harm by empowering employees and Suppliers to take responsibility for their own safety and that of others.

3.55 Work Stoppage

The aim of the section is to outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe.

The Client may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any Supplier contracted to work at that site.

The temporary stoppage of an activity/activities or task(s) may be due to SHE concerns, including the following circumstances which shall not warrant any financial compensation:

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- Ad hoc safety intervention by Eskom management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant supplier shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack and;
- Ad hoc safety intervention by any person, especially SHE functionaries, may be due to unsafe work or unsafe behaviour by the Supplier. The conditions that gave rise to the work stoppage will determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc.

The process to be followed is:

- The relevant activity must be stopped;
- The Eskom responsible Manager and/or Supplier and his Service Providers shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that is competent to make the area safe;
- The Supplier and his Service Providers shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area will be barricaded, and a sign placed with the wording “Unsafe Area – Authorized Access Only”;
- The Eskom responsible Manager shall review the affected parts/sections of the OHS requirements with the purpose of providing sufficient OHS information to the Supplier;
- The Supplier shall then revise the relevant sections in the OHS system/manual to accommodate the changes;
- The Eskom responsible manager must ensure that the revised provisions in the OHS system/manual are adequate and must approve it before the work activity commences and;
- Before the workforce is allowed back in the area, Supplier and his Service Providers shall ensure:
 - The area is re-inspected by Supplier Safety Practitioner and supervisor and note corrective actions taken and;
 - Declare the area safe for work by signing off on the “work stoppage” notice issued by the Eskom responsible Manager.

NOTE: *Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the Supplier’s works or services shall not warrant any financial compensation claim lodged against Eskom where the Supplier has not met the requirements defined legally or contractually.*

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Further note that Eskom do have two compulsory work stoppages per annum. Safety discussions will be held on those days and no financial compensation claim lodged against Eskom. This is in line to support our safety culture of Zero Harm.

3.56 Hours of Work

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

3.56.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Suppliers will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

3.56.2 Night work

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

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

3.56.3 Overtime

When overtime is required to be performed, the Supplier shall inform the Eskom project manager. Suppliers shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

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3.57 Omissions from Occupational Health and Safety Requirements

By drawing up this OHS requirements, Eskom has endeavoured to address the most critical aspects relating to OHS issues in order to assist the Supplier in adequately addressing the health and safety management of persons on site.

Should Eskom not have addressed all OHS aspects pertaining to the work that is tendered for, the Supplier needs to include it in the OHS system/manual and inform Eskom of such issues when submitting the tender. The Supplier needs to ensure that all applicable OHS requirements are identified and included in their management system.

3.58 Project Close-out/Contract Sign-Off

On completion of the project, all Suppliers shall close out their project documentation, OHS files and site demobilisation plan and forward such to the Eskom Project manager. All required documentation shall be submitted and handed over using relevant medium (hard copy files as well as soft copies in hard drives/USB) as per the procedure (Project Closeout and H&S documentation (348-9942695). A checklist shall accompany the submission to verify that all documents are submitted/or handed in to the client.

4. Process for Monitoring

4.1 Key Performance Areas and Indicators

Not applicable

4.2 Document Review and Self-Assessment

4.2.1 Document Self-Assessment

The "Process Owner" identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a "self-check" review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- a) the process / procedure operational integrity
- b) process efficiency
- c) the level of stakeholder knowledge and implementation.

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Participants and results of the “self-check” review shall be documented by the Process Owner in the “Self-Assessment Checklist” (**Template No. 348-655890**) included as an Appendix to this procedure which shall be submitted via SharePoint to Medupi Documentation Department Help Desk by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures, 348-653867 “Development and Change of Medupi QMS Documents” and 348-883808 “Document and Record Management”.

4.2.2 Revision Period

All QMS documents shall undergo a 3-yearly compulsory revision.

4.3 Training Requirements

No project specific training required to implement the process documented in this document beyond normal job function.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
Mandla Nkosi	Contracts Manager
Brenda Mgidlana	Project Quality Manager
Zandi Shange	General Manager

6. Revisions

Date	Rev.	Compiler	Remarks
October 2022	1	N Molapo	Final review on first draft - Documentation and Quality review done.
September 2022	0	P Sumbana	First draft OHS requirements for new scope of work (new document).

7. Development Team

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










- Ntali Molapo
- Phathutshedzo Sumbana

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Appendix A: Eskom Document Hierarchy




Annexure A: SHEQ Policy  32-727 SHEQ Policy poster rev 6.pdf	Annexure B: Acknowledgement form for Eskom SHE Rules  Annexure B - Acknowledgement of	Annexure C: Contractor Health and Safety Requirement  Contractor Health and Safety Req 32-13
Annexure D: Life Saving Rules Standard  Life Saving Rules Standard 240-621962	Annexure E: OHS Incident Management Procedure  32-95 OHS Incident Management Pcedur	Annexure F: Eskom PPE Spec  240-44175132 Eskom PPE Spec Rev
Annexure G: Smoking Policy  32-1126 Smoking Policy Rev 2.pdf	Annexure H: Substance Abuse Procedure  32-37 Substance Abuse Procedure Rev	Annexure I: Employee's Right of refusal to work  240-43848327 Employees Right of R
Annexure J: OHS Risk Assessment Procedure  32-520 OHS Risk assessment procedur		

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APPENDIX B: MEDUPI DOCUMENT HIERARCHY

Annexure K: Project Closeout and HS Documentation  348-9942695 Project Closeout and H&S Dc	Annexure L: Contractor Weekly Report template  348-9990544 Contractors Weekly R	Annexure M: Handling of H&S Non-conformities and Corrective and Preventative Action Work Instruction  348-880771 Handling of H&S Non

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Appendix C: Process Self-Assessment Checklist

Discipline:		Applicable Document No.: 348-10011818				Self-Assessment Date: DD / MM /YYYY	
Item No	Ref Section	Self-Assessment Question	Compliant			Comment	
			Yes	Part	No		
1	2.5.1.2 & 2.5.1.4	Was the OHS requirements document issued with the enquiry for the project?					
2	3.3	Is the 37(2) agreement entered & signed between Eskom and the Supplier?					
3	3.6	Does the Supplier have a valid letter of Good Standing?					
4	3.25	Did the Supplier prepare and provide a Baseline Risk Assessment?					
5	3.48	Did the Supplier prepare and submit a OHS system/manual, and is the system/manual approved?					
Comments:							
Self-Assessment by:		Name:	Position:	Revision Required? (Yes / No)		Planned Revision Date:	
Attendees:							

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