

	<b>Kitchen Supplies Contract SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

**Project Name:** Supply and delivery of Kitchen Supplies.

**Project Address:** Kendal power Station.

**Scope of the project:** Supply and delivery of Kitchen supplies to Kendal Power Station for a period of five (5) years, “as and when required”

Eskom Contract’s Manager  
Name: **Carol Lepphoto**

Eskom’s Health and Safety Manager  
Name: **Buyelwa Basholo**

Eskom’s Procurement Manager  
Name: **Thamsanqa Mnguni**

Eskom’s Safety Officer  
Name: **Tsima**

Signed by Safety Risk:

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		Review Date	February 2021		

## CONTENT

1. Introduction	4
2. Supporting Clauses	4
2.1 Scope	4
2.2 Purpose	4
2.3 Applicability	5
2.4 Normative/Informative References	5
2.5 Related/Supporting Documents	9
3. Specification	9
3.1 Scope of work	9
3.2 LEGAL COMPLIANCE	9
3.3 Eskom requirements	10
3.4 PERSONNEL HEALTH / HYGIENE FACILITIES	12
3.5 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION	12
3.6 Appointments	14
3.7 Eskom LIFE SAVING RULES	14
3.8 Risk Assessments (Refer to 32-520)	15
3.9 Incident Investigation	16
3.10 Training	16
3.11 Emergency Management	18
3.12 First Aid	18
3.13 SHE Communication Systems	18
3.14 Personal Protective Equipment	20
3.15 Vehicle and Road Safety	21
3.16 Smoking policy and Substance abuse	22
3.17 Audits	22
3.18 Working equipment	23
3.19 Hours of Work	23
3.20 Statistics	24

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

3.21 Non-conformance and compliance	24
3.22 SHE file	25
3.23 Unlawful orders	25
3.24 Refusal to work on the grounds of health and safety	26
3.25 Security	26
3.26 COVID 19	26
3.27 Public safety	27
3.28 Omissions from safety and health requirements specification	27
3.29 Contract sign-off	27
4. Acceptance	27
5. Revisions	27

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		Document Identifier	*1015696	Rev	2
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		Review Date	February 2021		

## 1. INTRODUCTION

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

This SHE specification is Eskom's minimum requirements which are required to be met for the Kitchen supplies supply contract and for the duration of the contract period by the contractors.

**The Contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.**

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

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

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

**Note 2:** In terms of Eskom requirements, a section of this supply and delivery services contract falls within the requirements of the Construction Regulations.

Although there are requirements listed in this specification that do not pertain to Kitchen supplies supply contract, the requirements are expected from a supply and delivery Services contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

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

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

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

### 2.2 PURPOSE

This document will provided a standardised approach to the compilation of SHE specifications throughout Eskom for contracts and standard and NEC3 contracts.

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

## 2.3 APPLICABILITY

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

## 2.4 NORMATIVE/INFORMATIVE REFERENCES

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

### 2.4.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Compensation for Occupational Diseases and Illnesses Act 130 of 1993
- [3] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [4] National Environmental Management Act 107 of 1998.
- [5] National Road Traffic Act 93 of 1996.
- [6] 32-37 Eskom Substance Abuse Procedure.
- [7] 32-136 Eskom Contractor Health and Safety Requirements
- [8] 240-62196227 Eskom Life- saving Rules
- [9] 32-95 Eskom Environmental, Occupational Health and Safety Incident Management Procedure
- [10] 32-727 Eskom SHEQ Policy
- [11] 240-62946386 Eskom Vehicle and Driver Safety Management Procedure
- [12] 32-520 Eskom Risk assessment procedure
- [13] \*1015696 Kendal Power Station Contractors SHE specification
- [14] Disaster management Act, 2002 ( Act No. 57 of 2002)

### 2.4.2 Informative

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [3] SANS 1186 Symbolic Safety Signs
- [4] Constitution of the Republic of South Africa No 108 of 1996
- [5] \*1024102 Kendal Waste Management Procedure

### 2.4.3 Definitions

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		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2021</b>		

<b>Definition</b>	<b>Explanation</b>
<b>Appointed contractor</b>	Means a contractor appointed by the principal contractor
<b>Baseline assessment risk</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Client</b>	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
<b>Competent person</b>	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
<b>Contractor – includes appointed contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
<b>Consultant</b>	means a person providing professional advice
<b>Duty of care to the environment</b>	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
<b>Employee</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
<b>Employer</b>	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
<b>Eskom requirements</b>	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger
<b>Hazard identification</b>	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
<b>Health and safety specification</b>	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

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		<b>Document Identifier</b>	<b>*1015696</b>	<b>Rev</b>	<b>2</b>
		<b>Effective Date</b>	<b>20 February 2016</b>		
		<b>Review Date</b>	<b>February 2021</b>		

<b>Definition</b>	<b>Explanation</b>
<b>Health and safety requirements</b>	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
<b>Medical certificate of fitness</b>	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
<b>Medical surveillance</b>	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
<b>Method statement</b>	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
<b>Organisation</b>	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Pre-job meetings</b>	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
<b>Principal contractor</b>	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
<b>Provincial director</b>	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
<b>Responsible Manager</b>	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
<b>Risk assessment</b>	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
<b>Site</b>	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>Task</b>	(34-227) a segment of work that requires a set of specific and distinct actions for its completion

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

Definition	Explanation
<b>Toolbox talks</b>	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

#### 2.4.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
COVID 19	Coronavirus Disease 2019
CR	Construction Regulations
DoL	Department of Labour ( Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act 85 of 1993 and Regulations
PPE	Personal Protective Equipment
SABS	South African Bureau Standard
SANS	South African National Standard

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		Document Identifier	*1015696	Rev	2
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		Review Date	February 2021		

## 2.5 RELATED/SUPPORTING DOCUMENTS

Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC3 contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement. Copy of this agreement shall be kept in the contractor project safety file.

## 3. SPECIFICATION

### 3.1 SCOPE OF WORK

Supply and delivery of Kitchen supplies to Kendal Power Station for a period of five (5) years, “as and when required”.

Note: A detailed copy of the scope of works provided with NEC must be retained by the Contractors.

**Note:** The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor”.

### 3.2 LEGAL COMPLIANCE

#### 3.2.1 Section 37(2) (Legal) Agreement

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

The original copy of the section 37(2) agreements must be retained by the contractor and a copy retained by the responsible manager.

A copy all the agreements must form part of the respective contractor’s SHE file.

#### 3.2.2 Hazardous Work by Children (Child Labour)

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

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

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

- ii. place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development; and the Basic Conditions of Employment Act, Chapter six Section 43 "Prohibition of employment of children".

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

### 3.2.3 OHS Act

The principal contractor and appointed contractors shall have an up to date copy of the OHS Act no 85 of 1993 and regulations which will be available to all employees.

### 3.2.4 Legislative Compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- SANS Standards –Contractor shall use the relative standards applicable to the project also listed in the scope of work.

## 3.3 ESKOM REQUIREMENTS

All contractors shall, before commencement of the contract, insure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to contract services.

### 3.3.1 Appointment of a Contractor

The principal contractor will be appointed by Eskom on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.3.2 Appointment of sub-contractors

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

### 3.3.3 SHE Policy

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

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in all the contract SHE files and as an annexure in the SHE Plans

### 3.3.4 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoGS) from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in the entire contract SHE files and as an annexure the SHE Plans.

### 3.3.5 Commitment

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

### 3.3.6 Contractor organisational Structure

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

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.

### 3.4 PERSONNEL HEALTH / HYGIENE FACILITIES

#### 3.4.1 Ablution facilities

Ablution facilities are available at Kendal Power Station for use by employees visiting site at the set intervals for deliveries however the contractor shall comply with requirements as outlined in the facilities regulations at their workplace.

#### 3.4.2 Drinking Water

All contractors shall provide suitable drinking water for all their employees (free of charge) whilst in the course of work. Every effort must be made to keep the water as cold as possible during summer seasons.

### 3.5 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

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

#### 3.5.1 Medicals

- Note: Eskom will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.
- Principle contractors must ensure that he or she and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
- In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- For employees working on the contract, medical fitness certificates shall be renewed annually including drivers.
- The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

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### 3.5.2 Dust

- Where employees are exposed to dust such as ash, coal, silica, asbestos cement, fibreglass and cement etc. Adequate protective clothing and appliances must be provided.
- All employees must be made aware of the inherent dangers of dust. Employees must take such measures as may be necessary to decrease the generation of dust in the workplaces and to protect themselves from the dust exposure.
- Any abnormal condition shall be reported to the client.

### 3.5.3 Ergonomics

The contractor shall ensure control measures are in place to manage ergonomically risk factors. Ensure awareness and training is provided to employees exposed to the risk considering risk associated with driving and manual handling.

When handling material or working equipment ergonomics factors shall be considered to prevent related incidents and injuries.

**Note:** Where manual handling cannot be achieved such as very heavy loads, at the Eskom site the client may provide lifting equipment and operator to assist handling the load.

### 3.5.4 Thermal Conditions

- Contractors must protect their employees against the natural thermal conditions, by providing sufficient and suitable cold weather gear for the winter months and suitable rain wear for the rainy seasons.
- In hot conditions, contractors must prevent the effects of heat fatigue and heat exhaustion by providing sufficient rest periods, and re-hydration mineral replenishment fluids.
- Where the heat index and the humidity levels reach the required dangerous levels, contractors shall stop work for that period. Suitable drinking water shall be provided.

### 3.5.5 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment

### 3.5.6 Rehabilitation

Where any contractor'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.

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		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.6 APPOINTMENTS

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

Minimum legal or non-statutory appointments	Recommended minimum training /proof of competency
OHS Act: section 16(1) employer ( n/a)	OHS act and regulation ,COIDA, Incident investigation, HIRA ,legal liability
OHS act: section 16(2) employer/ Project manager ( where it exist in the company structure)	OHS act and regulations, COIDA, Incident investigation, HIRA, legal liability
GAR 9(2) Incident/accident investigator	RCAT / incident investigation
OHS act 8 (2) Person to Compile Risk Assessments	Hazard Identification and Risk assessment
Vehicle inspector	Driver's license

### 3.7 ESKOM LIFE SAVING RULES

#### 3.7.1 Eskom Life-saving Rules

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

The rules are:

RULE	DESCRIPTION OF RULE
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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

Rule 1	<b>Open, isolate, test, earth, bond, and/or insulate before touch</b> ( That is plant, any plant operating above 1000 V)
Rule 2	<b>Hook up at heights</b> Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	<b>Buckle up</b> No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	<b>Be sober</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>Permit to work</b> Where an authorisation limitation exists, no person shall work without the required permit to work.

- Eskom will take a stance of zero tolerance on these rules.
- Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

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

### 3.8 RISK ASSESSMENTS (REFER TO 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. It is essentially a three stage process:

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

The risk assessment should include but not limited to the following:

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Task/Activity
- Hazards
- Risk
- Risk ratings
- Control Measures as per individual hazard
- Residual Risk rating
- Additional controls and monitoring mechanisms if applicable
- The methodology used for the risk assessment must be provided together with the BRA Completed risk assessment and shall be authorised by the employer and be monitored for implementation.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed especially for high risk activities. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence, in particular, if a job /task is extended over a day or halted due to inclement weather.

### 3.9 INCIDENT INVESTIGATION

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation, not only being a legal requirement, is to establish why and how the incident occurred, but to find out the real causes of the incident and to decide on precautionary measures that are required to address the causes to prevent any further recurrences of the same or similar incidents. The contractor shall in writing appoint a competent person to investigate the incident occurring during the duration for this contract.

### 3.10 TRAINING

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

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

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

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

### 3.10.1 Induction Training

- All contractors shall attend Kendal Power Station induction training annually before commencing any work.
- The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the project site, project risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as prohibited/ no entry areas, etc.
- Refresher induction shall be done at least annually.
- Every contractor shall keep records to prove that employees were inducted.

Note: Contractor employees are inducted once the SHE file is approved. It is however the responsibility of the contractor to ensure that the induction training is done.

### 3.10.2 General Training

The principal contractor will be required to ensure that before an employee commences work on under this contract, the respective supervisor/ employer representative 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.

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.11 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 must develop their own emergency response in their work premises or site offices. The Contractor shall take into consideration the Kendal site emergency plans when developing his or her emergency plans for the project. The Contractor employees working in the project must be made aware of the emergency process and the assembly points of Kendal Power Station. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement.

Emergency preparedness periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

### 3.12 FIRST AID

- In line with the requirements of general safety regulation 2, principal contractors or contractor shall ensure persons at work receive prompt first aid treatment in a case of injury or emergency.
- Contractors shall ensure a trained and appointment personnel for rendering first aid treatment are available at their work place.
- Contractors shall ensure a first aid box containing suitable first aid equipment listed under this regulation is available at or near the workplace which shall be accessible for the treatment of injured persons at the work place and thereafter ensure the first aid box is maintained.
- Monthly inspections shall be done by the appointed first aider and records kept in the safety file.
- The contractor shall ensure that all first aid incidents are recorded and reported to the client including Kendal Power Station medical centre and Safety Risk Department in line with the Eskom procedure.

**Note:** For the purpose of this contract, it is not required for a first aider to be appointed for this project, but it is recommended for the employer to consider giving first aid training to his or her employees working in this contract such as drivers and assistants and make available the first aid kit in the delivery vehicles.

### 3.13 SHE COMMUNICATION SYSTEMS

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

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	<b>Kitchen Supplies Contract SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.13.1 Statutory Health and Safety Committees

- While in a contract with Eskom Kendal Power Station. If not already in place the contractor is encouraged to establish a statutory health and safety committee at his or her organization in terms of section 19 of the OSH act. If applicable as per the criteria set out in the OHS act.

### 3.13.2 Non-Statutory Health and Safety meeting

- For the duration of the Contract with Eskom Kendal Power station the contractor shall ensure that non-statutory meeting is held at regular intervals, and all employees involved in the project shall attend.
- The committee shall meet to discuss SHE issues pertaining the project and minimum as per the below suggested agenda.

### 3.13.3 Agenda

The following serves as the guideline for the SHE Committee meeting agenda.

List of agenda items:

- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.
- Audit results and feedback
- Review Health and Safety Representative Inspection Reports
- Review Incident investigation reports
- Non-Conformances
- Announcements (near miss/injury/damage)
- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
- Planned Job Observations
- SHE Training
- Protective clothing and equipment
- Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- vehicles and mobile equipment

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure
- Minutes and record of action items shall be kept of all health and safety committee meetings.
- Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
- Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
- The Contractor Employer shall endorse the relevant minutes with his/her recommendations.

**Note:** In such cases where the contractor may be required to attend the client site meetings. The Contractor shall ensure a representative is delegated to attend the meetings when required to do so e.g. Kendal Contractors related SHEQ meetings and technical related meetings as per the contract.

#### 3.13.4 Toolbox Talks / Daily team talks / pre job meetings

- A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance.
- The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed.
- Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required. Where possible, tool box talks can be included in the pre-job brief meetings.
- The ideal is daily tool box talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the worksite and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

**Note:** It is encouraged for the contractor to observe and comply with above requirements at his or her workplace during the duration of this contract.

#### 3.14 PERSONAL PROTECTIVE EQUIPMENT

- The contractor shall assess the dangers involved with the job and shall provide, free of charge, and maintain in good condition:-
- The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- All contractors shall comply with the requirements of GSR 2 of the OHS Act.

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

- 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 contractors 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 contractor's responsibility to provide the PPE.
- All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- Where deemed as a requirement, then high visibility vests shall be worn.

Note: No contractor shall allow any of his workers to wear any clothing, hard hats etc. with an Eskom/Kendal logo.

### 3.15 VEHICLE AND ROAD SAFETY

#### 3.15.1 Vehicles

- All vehicles shall be roadworthy at all times. Un-roadworthy vehicles will be impounded. Contractors shall adhere to the National Road traffic act and also the Eskom vehicle and driver safety Management procedure 240-62946386.
- The Contractor must provide transport that is well maintained to supply and deliver the PPE to Kendal and shall ensure that the load is properly secured at all times.

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.15.2 Licensed

- Each driver on site must be licensed for the class of vehicle that they operate and must be in possession of valid driver's license while operating a vehicle.

### 3.15.3 Passengers

- No passengers are allowed to be transported in the back of the bakkie, truck or lorry. No passengers will be allowed to sit on the sides of lorries or pick-ups.
- Persons will not be allowed to ride in the bucket of front-end loaders, or as passengers on dumpers, tractors, cranes, etc.

### 3.15.4 Speed Restriction

- The general speed restriction within the power station is 40 km/hr.
- All traffic signs and markings shall be adhered to.

## 3.16 SMOKING POLICY AND SUBSTANCE ABUSE

- The national smoking policy must be observed, complied with and smoking is permitted in designated areas only (Eskom smoking procedure 32-36).
- 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 contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.
- Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
- Test records must be treated as "Confidential" and filed in the employees' personal file.

## 3.17 AUDITS

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

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom Kendal Power Station SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis.

### 3.17.2 Eskom SHE audits

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

Note: Eskom Kendal Power Station reserves the right to conduct unannounced audits on contractors

Audits may be conducted by Kendal safety department on the principal contractor/s and/or appointed contractors as per the safety risk contractors risk audit matrix. These audits shall be attended by the contractor's site manager or his representative. The contractor shall be notified of interval of the audit.

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

### 3.17.1 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a regular basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Kendal Power Station project manager within one week after completion of the audit. The contractor shall ensure full implementation of the SHE file and maintain the project safety file.

## 3.18 WORKING EQUIPMENT

- Where required the client will provide equipment to assist with safe delivery of the material during delivery of the PPE on site

## 3.19 HOURS OF WORK

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

### 3.19.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

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 Labor.

### 3.19.2 Overtime

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

### 3.20 STATISTICS

The Contractor shall submit health and safety statistics report to Kendal Safety Risk department and Client on every first day of each month for the previous month, including the following using Kendal Power Station stats reporting form \*1017923.

### 3.21 NON-CONFORMANCE AND COMPLIANCE

- Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom procurement and supply management Procedure.
- Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- Should the contractor fail to provide adequate ppe to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such ppe will be viewed as a transgression of the legislative and Eskom requirements.

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.22 SHE FILE

- A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during the project and all information relating to the post-project phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
- All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
- The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
- The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- On completion of the contracted work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

### 3.23 UNLAWFUL ORDERS

- Section 14 of the OHS act stipulates that employees shall carry out any lawful order given to them. That is to say, they have the right to refuse to obey an unlawful order or work instruction.
- In terms of the legal and Eskom requirements, if an employee has a reasonable belief that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to refuse to work.
- An employee may also in terms of section 29 of the NEMA, refuse to work if the work would result in an imminent and serious threat to the environment.
- All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment, that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.
- Contractor managers shall as soon as reasonably practicable, investigate and resolve an employee's refusal to work based on health, safety and environmental management related issues or concerns, in terms of the Incident management segment of this SHE specification.

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	<b>Kitchen Supplies Contract</b> <b>SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.24 REFUSAL TO WORK ON THE GROUNDS OF HEALTH AND SAFETY

- If not already in place, it is recommended that contractors compile a refusal to work policy to fall in line with the organisations SHE policy regarding safe work and also to standardise the reporting and investigation of such Instances and the clear employee understanding of their limitations.
- Eskom procedure ("240-4384327") employee's right to refusal to work in unsafe situation.

### 3.25 SECURITY

- The principal contractor and contractors shall comply with the Kendal Power Station security site requirements.
- Principal contractor shall ensure required safety documents for access application is made available, such as valid medical fitness certificate and safety induction.
- All contractors shall be accountable and responsible for the security of all their equipment, materials etc. on any of their work sites.
- Eskom reserves the right to search any contractor and or Eskom vehicle entering or leaving the site / premises any Eskom site.

### 3.26 COVID 19

- The Contractor and his contractors shall ensure compliance with the requirements of the Disaster Management Act, 2002 (Act No.57 of 2002), COVID-19 Direction on health and safety in the workplace GG 43400. The Contractor shall ensure all COVID related cases are managed in terms of the requirements of this direction and that there is immediate reporting to the client. Retain and maintain COVID 19 related documentation in the SHE file not limited to updated Risk assessment, Policy, appointment of compliance officer, PPE issue records etc.

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	<b>Kitchen Supplies Contract SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

### 3.27 PUBLIC SAFETY

- Eskom upholds the rights of members of the public and maintains an awareness and educational programme to protect the public against the risks that may arise out of, and in the course of, Eskom activities. Similarly, the Contractors shall share the same respect for the public.
- The Contractors shall include in their SHE Plan how they intend controlling or safeguarding any members of the public against their activities during the project, without damaging Eskom's name and reputation.

### 3.28 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

- By drawing up this SHE specification Eskom Kendal Power Station has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor to adequately provide for the health and safety of employees on site.
- Should Eskom Kendal Power Station not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom Kendal Power Station of such issues when signing the contract.

### 3.29 CONTRACT SIGN-OFF

On completion of the project, all appointed contractors shall close out their project documentation; SHE files and forward such to the principal contractor.

The principal contractor shall likewise close out his/her project documentation and SHE files and forwards such to the Eskom Kendal Power Station project manager.

## 4. ACCEPTANCE

Buyelwa Basholo

Carol Lephoto

## 5. REVISIONS

Date	Rev.	Compiler	Remarks
23 September 2021	0	Rhandzu Tsimba	Project SHE specification minimum requirements that must be met by the relevant contractors who have been awarded the Kitchen supplies supply and delivery contract scope at Kendal Power Station

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	<b>Kitchen Supplies Contract SHE SPECIFICATION</b>	Template Identifier	240-73419711	Rev	2
		Document Identifier	*1015696	Rev	2
		Effective Date	20 February 2016		
		Review Date	February 2021		

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