

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

Project Name: Development of Safety Animated Video Clips

Project Address: Eskom Megawatt Park, Sunninghill

Scope of the project: Development of Safety Animated Video Clips

Eskom Contract's Manager

Name: Nondumiso Khumalo

Eskom's Health and Safety Officer

Name: Ntokozo Ngubane

Eskom's Procurement Manager

Name:

Eskom's Buyer

Name: Spha Madondo


Content

| | Page |
|----------------------|------|
| 1. Introduction..... | 4 |

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

| | | |
|-------|------------------------------------------------------|----|
| 2. | Supporting Clauses..... | 4 |
| 2.1 | Scope | 4 |
| 2.1.1 | Purpose..... | 4 |
| 2.1.2 | Applicability | 4 |
| 2.2 | Normative/Informative References | 5 |
| 2.2.1 | Normative | 5 |
| 2.2.2 | Informative..... | 5 |
| 2.3 | Definitions..... | 5 |
| 2.4 | Abbreviations | 7 |
| 2.5 | Related/Supporting Documents | 8 |
| 3 | Requirements..... | 8 |
| 3.1 | Scope of work | 8 |
| 3.2 | Legal Compliance..... | 10 |
| 3.2.1 | Section 37(2) (Legal) Agreement..... | 10 |
| 3.2.2 | Hazardous work by children (Child Labour)..... | 10 |
| 3.2.3 | OHS Act..... | 11 |
| 3.2.4 | Legislative compliance | 11 |
| 3.3 | Eskom Requirements | 11 |
| 3.3.1 | Appointment of a contractor..... | 11 |
| 3.3.2 | Appointment of sub-contractors | 11 |
| 3.3.3 | SHEQ/OHS policy | 11 |
| 3.3.4 | COID..... | 12 |
| 3.3.5 | Eskom Life-saving Rules..... | 12 |
| 3.4 | Substance Abuse | 13 |
| 3.5 | Occupational Health, Hygiene and Rehabilitation..... | 13 |
| 3.5.1 | Medicals..... | 13 |
| 3.6 | Appointments | 14 |
| 3.7 | Risk Assessments..... | 14 |
| 3.8 | Incident Investigation | 15 |

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

| | | |
|------|-------------------------------------|----|
| 3.9 | Emergency Management..... | 15 |
| 3.10 | Non-Conformance and Compliance..... | 15 |
| 4 | Acceptance..... | 16 |
| 5 | Revisions | 16 |
| 6 | Development Team..... | 16 |
| 7 | Acknowledgements..... | 16 |

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

1. Introduction

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

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

The contractor/supplier is expected to develop or share an existing OHS plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Eskom 's 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 OHS requirements 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 OHS requirements.

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

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

This document will provide a standardised approach to the compilation of OHS requirements throughout Eskom for contracts, standards and NEC 3 contracts.

2.1.2 Applicability

This OHS requirements is applicable to any contracting organisation who intends tendering for the contract.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

2.2 Normative/Informative References

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

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy

2.2.2 Informative


- [10] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [11] SANS 1186 Symbolic Safety Signs
- [12] Constitution of the Republic of South Africa No 108 of 1996
- [13] Disaster Management Act 57 of 2002

2.3 Definitions

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

| Definition | Explanation |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Health and safety requirements | means comprehensive health and safety requirements for a contract, project, site, and scope of work. These requirements 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 |
| Organisation | may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects |
| Principal contractor | (In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered. |
| 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 |
| Risk assessment | (OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard. |
| Service provider | any private person or legal entity that provides any service(s) to Eskom for compensation |
| 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. |

2.4 Abbreviations

| Abbreviation | Description |
|--------------|-----------------------------------------------------------------------------------------------|
| BU | Business Unit |
| CE | Chief Executive |
| COID | Compensation for Occupational Injuries and Diseases Act |
| DEL | Department of Employment and Labour (Inspection and Enforcement services – Provincial office) |
| EP | Emergency Preparedness |
| GAR | General Administrative Regulations |
| GSR | General Safety Regulations |
| OHS Act | Occupational Health and Safety Act and Regulations, 85 of 1993 |

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

2.5 Related/Supporting Documents

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

3 Requirements

3.1 Scope of work

The following are the urgent requirements for the corporate office to fulfil its communication mandate:

- Re-enactment of incidents through visual media with high engagement and visual appeal which will capture the attention of employees effectively.
- Monthly 3D animated clips related to occupational health and safety.
- Eskom-wide safety awareness messages customized for real-time PC alerts. This platform will be used for safety campaigns, briefings, and notifications. (This does not refer to pop-ups but messages that will come on the screen at specific intervals.
- Ad hoc OHS updates across the organisation – Occupational Health and Safety (OHS) updates will be promptly disseminated across the organization. This includes urgent safety alerts, such as fatalities, safety awareness alerts, and other relevant learnings. Presenting OHS information in an entertaining format, making it easy to understand and remember the safety measures they need to follow.
- Well-crafted videos to improve safety practices and in an effort to reduce workplace incidents.


Employer's requirements for the service

- The contractor must have a comprehensive understanding of the latest animation software and techniques, a proven track record of creating educational or informational content, and the ability to translate complex safety guidelines into engaging, easy-to-understand animations.
- Contractor must have ability to turn potentially dry or complex information into compelling narratives.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

- Detailed Content Outline: A breakdown of the topics, key messages and specific safety protocol to be covered in the video.
- Contents accuracy: The video must accurately reflect the latest safety standards and regulations relevant to Eskom. The information must be up-to-date and compliant with legal requirement.
- Engagement: Eskom as an employer require the video to be engaging and easily understandable to ensure employees retain the information.
- Create a script or storyboard that outlines the content and sequence of the video.
- Create a visual plan of the video's scenes and animations.
- Target audience and accessibility: The video should be accessible to all employees, including those with disabilities. This can mean including subtitles, sign language interpretation, or ensuring the video is viewable on various devices.
- Interactive Elements: interactive components like quizzes at the end of the video, this should be clearly outlined, including how it will be integrated into the videos.
- Distribution plan: How the video will be accessible, distributed, and tracked within the organisation.
- Branding guidelines: Employers may want the video to adhere to their company's branding guidelines, using specific logos, colours, and tones to maintain consistency with other company materials.
- Evaluation Mechanism: Eskom require a way to measure the effectiveness of the safety video, such as a quiz or survey at the end to assess employee understanding and retention of the information presented.
- Developing and designing any characters that will be featured in the video.
- Producing the actual animations, including movement, transitions, and effects.
- Recording and incorporating any voiceovers, music, or sound effects.
- Designing backgrounds, graphics, and any visual elements.
- Reviewing the videos for errors (Quality Assurance).
- Preparing the videos in the appropriate format for distribution through computers.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

- The contractor should be able to work within the employer's budget and timeframe, ensuring the final product is both high-quality and impactful.

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

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

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

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

A copy of all the agreements must form part of the respective contractor's OHS file/records

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:

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

3.2.3 OHS Act

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

3.2.4 Legislative compliance

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

- The 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.
- Compensation for Occupational Injuries and Diseases Act.
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- Disaster Management Act 57 of 2002.

3.3 Eskom Requirements

All contractor shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom 's SHE documentation that is applicable to contract services. The contractor shall submit a plan that details a health and safety management system that implemented by the contractor or a plan that shows how the contractor will ensure compliance with the OHS Act and Regulations and Eskom Requirements applicable to the project scope.

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 's requirements for the duration of the contract.

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 OHS 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 OHS file.

3.3.3 SHEQ/OHS 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 OHS roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

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 OHS responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor OHS files and attached as an annexure in the OHS Plan.

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 (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor OHS files.

3.3.5 Eskom Life-saving Rules

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


The rules are:

| RULE | DESCRIPTION OF RULE |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule 1 | OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V) |
| Rule 2 | HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into. |
| Rule 3 | BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts. |
| Rule 4 | BE SOBER |

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

| | |
|--------|------------------------------------------------------------------------------------------------------------------------------|
| | No person is allowed to be under the influence of intoxicating liquor or drugs while on duty |
| Rule 5 | PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work. |

Eskom will take a stance of zero tolerance on these rules, the rule no 3 and 4 are applicable to this contract and must be adhered to at all times. 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 Generation site returns home safely to his or her family.

3.4 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom sites.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. **The alcohol and drug permissible level is 0%.**
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom Power Station will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.5 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.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

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

3.6 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, to fulfil various OHS requirements as per the OHS Act and Eskom OHS requirements. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to: Fire Fighter and Evacuation warden, First Aider, incident investigator, risk assessor, OHS representative, project supervisor or project manager and 16(2) appointments.

3.7 Risk Assessments


It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish 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.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

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. Where required, the consultants shall familiarise themselves with the risk assessments of the Eskom sites that they are working at or assisting and ensure that their own risk assessment incorporates client's requirements and controls.

3.8 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.

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

3.9 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. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.10 Non-Conformance and Compliance

1. Any non-compliance to any Eskom health and safety requirement and applicable legislation is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. The procedure for the issuing and closing off non-conformance reports shall be strictly adhered to.
3. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
4. Where non-conformances are issued by Eskom, one step of the close-out procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and identify the plans in place to prevent a recurrence of the non-conformance.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

| | | | | | |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------|------------------|-----|---|
|  | OHS REQUIREMENTS Development of Safety Animated Video Clips | Template Identifier | 240-73198256 | Rev | 2 |
| | | Effective Date | 11 November 2021 | | |
| | | Review Date | N/A | | |

5. Should the consulting company/ 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.

4 Acceptance

Nil.

5 Revisions

| Date | Rev. | Compiler | Remarks |
|---------------|------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| November 2021 | 0 | N Ngubane | This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom. |

6 Development Team

- Ntokozo Ngubane

7 Acknowledgements

- Malesela Nyamane
- Florence Poee

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.