

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

Project Name: SERVICE, ASSESSMENT AND REPAIR OF MEASURING INSTRUMENTS AND HYDRAULIC EQUIPMENT

Project Address: Rosherville, Transformer and Switchgear Services - Workshop

Eskom Rotek Industries

Lower Germiston Road

Rosherville

2094

Scope of the project: SERVICE, ASSESSMENT AND REPAIR OF MEASURING INSTRUMENTS AND HYDRAULIC EQUIPMENT

ERI - Works Services Manager

Name: Modise Maphosa

ERI SHEQ Manager

Name: Nalini Ramnarian


ERI SHE Officer

Name: Lesiba Ramnarian

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		


Content

	Page
1. Introduction	4
2. Supporting Clauses.....	4
2.1 Scope	4
2.1.1 Purpose	4
2.1.2 Applicability	5
2.2 Normative/Informative References.....	5
2.2.1 Normative.....	5
2.2.2 Informative	5
2.3 Definitions.....	6
2.4 Abbreviations.....	7
2.5 Related/Supporting Documents	8
3 Specification	8
3.1 Scope of work.....	8
3.2 Legal Compliance.....	8
3.2.1 Section 37(2) (Legal) Agreement	8
3.2.2 Hazardous work by children (Child Labour).....	9
3.2.3 OHS Act.....	9
3.2.4 Legislative compliance	9
3.3 Eskom Requirements	10
3.3.1 Appointment of a contractor	10
3.3.2 Appointment of sub-contractors.....	10
3.3.3 SHE policy	10
3.3.4 COID.....	10
3.4 Substance Abuse	11
3.5 Occupational Health, Hygiene and Rehabilitation	11
3.5.1 Medicals.....	11
3.6 Appointments	12

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.


	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

3.7 Working at Height Procedure.....	12
3.7.1 General Requirements	12
3.8 Risk Assessments	13
3.9 Safe Work Procedures and Practices /Safe Operating.....	14
3.10 Personal Protective Equipment Requirements.....	14
3.11 Incident Investigation	14
3.12 Emergency Management.....	14
3.12.1 Non-Conformance and Compliance	16
4 Acceptance	17
5 Revisions	17
6 Development Team.....	17

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

1. Introduction

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

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

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

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

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

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

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

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

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

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

2.1.2 Applicability

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

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
- [10] 32-418 Working at Heights Procedure
- [11] Plant Safety Regulations


2.2.2 Informative

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

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		


2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
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	A contractor is a current or potential supplier, vendor, consultant, or service provider. A contractor/supplier may be a natural or legal person.
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 specifications.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

Definition	Explanation
Health and safety specification	(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.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
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 Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERI	Eskom Rotek Industries

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

Abbreviation	Description
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Related/Supporting Documents

Eskom 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 Specification

3.1 Scope of work

A copy of the scope of work must be retained by the contractor.

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.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

A copy of 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:

- 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.

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.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

3.3 Eskom Requirements

All contractors shall, before commencement of the project ensure 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.

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 the contractor SHE files and attached as an annexure in the SHE 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 SHE files.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

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 premises.
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 premises 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 and written in English.

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 man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
4. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 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 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, SHE representative, project supervisor or project manager and 16(2) appointments. Copies of appointments must be filed in the contractor SHE files.

3.7 Working at Height Procedure

3.7.1 General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position.


Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

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

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

Every employer shall ensure that work at height is:

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

3.8 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.

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. 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 is extended over a day or halted due to inclement weather.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

3.9 Safe Work Procedures and Practices /Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

3.10 Personal Protective Equipment Requirements

1. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
2. 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.
3. 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.
4. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
5. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
6. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
7. Where deemed as a requirement, then high visibility vests shall be worn.

3.11 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, 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.

3.12 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

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

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

3.13 Toolbox Talk

The toolbox talks shall be conducted daily by the principal contractor with his/her team members and an attendance register signed for verification purposes. Toolbox talks shall address topics relevant for the work to be performed. Support Services SHEQ can request toolbox talks from previous jobs if need be.

3.14 Fire Extinguisher

The principle contractor / contractor shall provide his/her team with fire extinguisher(s) on site and such fire extinguisher(s) must be inspected on a monthly basis and tested annually.

3.15 First Aid Box

Each contractor shall provide each team with First Aid boxes as per General Safety Regulations 3(2). First aid boxes shall be equipped with medical supplies as listed under GSR 3(3)(a) Annexure. Every first aid box under a contractor's control shall be inspected monthly. An inspection register shall be kept in the SHE file. The name of the first aider including contact details must be placed on the first aid box.

3.16 Certificates of Competency for Contractors

Every Contractor shall provide to Support Services SHEQ a copy of competency certificates for every employee under his/her control. All Contractor Supervisors shall as a minimum, be trade tested in a trade that is relevant to the work being performed.

3.17 Housekeeping

3.17.1 Contractors shall ensure that suitable housekeeping is continuously implemented in working areas, including provisions for the following:

- a) Proper storage of materials and equipment.
- b) Removal of scrap, waste and debris at appropriate intervals.
- c) Areas in which persons are permitted to be or are required to work, must be kept free of materials, goods and other articles except those necessary for the work process, that materials must at all times be stacked properly in demarcated areas.
- d) All floors shall be maintained in a clean, slip-free and dry condition and free from protruding objects, nails, splinters, holes or loose boards.


3.18 Portable Electrical Equipment

The contractor shall ensure that all portable electrical equipment complies with the requirements as listed under the OHS Act including Regulations

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

All portable electric tools shall be maintained together with their flexible cord and plug in good working order and inspected every time before use. No cable joining shall be allowed on the flexible cord of the electric tool.

Any portable electric light to be used shall be suitable for the application in accordance with Electrical Machinery Regulations 11

3.19 Electrical Protection

Any work on the electrical network, installation or machinery shall not commence before electrical isolations are effected according to Plant Safety Regulations (PSR) and Operating Regulations for High Voltage Systems (ORHVS), provided a permit to work is issued.

Any cable required to be cut must be properly isolated according to PSR and ORHVS as well as spiked to earth.

3.20 Pressure Equipment

Any portable compressed air unit with a receiver or any pressure vessel shall have a pressure test certificate valid for thirty six (36) months

3.21 Scaffolding

All scaffolding must be erected by people who have been trained and appointed in writing to erect scaffolding. The scaffolding must also be inspected weekly, or after inclement weather if outside or after adjustments have been made, by a trained person who is appointed in writing. All scaffolding to comply with SANS 085


3.12.1 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so, any recommendations made may not be implemented.

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.

	SHE SPECIFICATION	Template Identifier	240-73198256	Rev	2
		Document Identifier		Rev	
		Effective Date	25 November 2019		
		Review Date	25 November 2021		

5. Where non-conformances are issued by Eskom, then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements

4 Acceptance

Nil.

5 Revisions

Date	Rev.	Compiler	Remarks
May 2023	0	L. Ramalepe	This provides the initial SHE 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

- L. Ramalepe

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.