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1 INTRODUCTION

- 1.1 This document outlines the client's requirements for Purchasing Ten (10) Truck Tractor 6X4 Required for carrying Goods & equipment of up to 75000 kg GCM on all types of road surfaces short & long distance. (Ten (10) truck tractor 6x4 < 28000 kg GVM < 75000 kg GCM with behind cab, ten (10) 17m ton cranes mounted, two (2) 42m ton cranes to be supplied and (fitted/installed) on already existing Eskom vehicles, four (4) 6x4 rigid truck medium size day cabin, two (2) 16 ton telescopic skip loader, and two (2) 18 ton telescopic hook loader.)
- 1.2 ERI's Logistics Services responsibility and commitment is to ensure a safe working environment which is in line with the Safety, Health, Environmental and Quality Policies, along with the legislative obligations.
- 1.3 This SHEQ specification is Eskom Rotek Industries (ERI's) Logistics Services minimum requirements which shall be met by the contractor/supplier including subcontractors under his/her control for the duration of the contract. The contractor shall develop a SHEQ Plan in line with this specification including applicable legislation they comply to.
- 1.4 ERI Logistics Services in no way assumes the contractors' legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her SHEQ Plan, for his employees and appointed contractor's employees.
- 1.5 Where a contractor appoints a subcontractor/s, the subcontractor/s shall develop a SHEQ plan in line with this specification including applicable legislation they conform to.
- 1.6 This SHEQ specification reflects minimum requirements and should not be construed as all encompassing.

NOTE: All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organizational SHEQ requirements.

2 SUPPORTING CLAUSES

2.1 Scope

2.1.1 Purpose

To provide a detailed SHEQ Specification for purchasing Ten (10) Truck Tractor 6X4 required for carrying Goods & equipment of up to 75000 kg GCM on all types of road surfaces short & long distance.

2.1.2 Applicability

This SHEQ specification is applicable to contractors and their appointed subcontractors.

2.1.3 Effective Date

This document shall be effective once authorized by all designated signatories.

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

- a) Occupational Health and Safety Act 85 of 1993 and all applicable Regulations
- b) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- c) National Environmental Management Act 107 of 1998
- d) National Water Act 36 of 1998
- e) ISO 9001: 2015, Quality Management System
- f) ISO 14001: 2015, Environmental Management System
- g) ISO 45001: 2018, Occupational Health and Safety Management System
- h) National Road Traffic Act 93 of 1996
- i) Eskom Safety, Health, Environment and Quality Policy 32-727
- j) Applicable South African National Standards (SANS)
- k) Labour Relations Act 66 of 1995

2.2.2 Informative

- a) Control of Documents and Records Work Instruction (240-94027247)
- b) Coding of Business Management System Documentation Work Instruction (240-94027233)
- c) Environmental Aspects and Impacts, Occupational Health and Safety Hazard Identification Risk Assessment (240-94027465)
- d) Baseline Hazard Identification Risk Assessment (Form No.: 240-94026665)
- e) Job Specific Hazard Identification Risk Assessment (Form No.: 240-115779893)
- f) Occupational Health and Safety Incident Management Procedure (32-95) and Environmental Management Incident Procedure (240-133087117)
- g) Initial Notification of Occurrence (240-94026713)
- h) Safety Health & Environment Strategy – Strategy Plan (240-94027547)
- i) Compliance Obligations and Evaluation of Compliance for Safety, health and Environmental Procedure (240-94027489)
- j) SHEQ Communication, Participation and Consultation (240-111519336)
- k) Management Review (240-94027491)
- l) Eskom Procurement and Supply Management Procedure (32-1034)
- m) Emergency Evacuation Procedure (240-94027449)

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- n) Business Management System Audit Work Instruction (240-94027195)
- o) Control of Non-Conforming Product Corrective and Preventive Action Work Instruction (240-103649507)
- p) SHEQ Statement of Commitment (240-56178527)
- q) Disciplinary Code and Procedure (E-136)
- r) SHEQ objectives and Targets (A-14)
- s) SHEQ Policy (32-727)
- t) Supplier Contract Quality Requirements Specification (QM-58)
- u) SHE Representative and SHE Committee (R-E-16)
- v) Substance Abuse (E-105)
- w) Visible Felt Leadership Inspections and Walkabout (240-94027509)
- x) Employees' Right to refuse Work on the Grounds of SHEQ Related Concerns (D-33)
- y) SHEQ Recognition Guideline (240-94027171)
- z) Eskom PPE Specification (240-44175132)
- aa) Management and Control of Personal Protective Equipment (240-96234694)
- bb) Eskom Vehicle Safety Specification (32-345)
- cc) Vehicle and Driver Safety Management (240-62946386)
- dd) Safe work procedures transportation requirements for material handling (240-105691858)

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2.2.3 Definitions

| Definition | Explanation |
|---|---|
| Client | Means any person for whom work is being performed. |
| Contractor | Means an employer who performs work on behalf of ERI Logistics Services. |
| Duty of care to the environment | 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 | Means a 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 | Means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a labour broker. |
| ERI Logistics Services requirements | Means requirements flowing from directives, policies, standards, specifications, work instructions & procedures |
| Environment | <ul style="list-style-type: none"> ✓ the land, water, and atmosphere of the earth; ✓ micro-organisms, plant and animal life; ✓ any part or combination of (i) and (ii) and the interrelationships among and between them; and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being |
| Hazard | Means a source of or exposure to danger. |
| Hazard identification | Means the identification and documenting of existing or expected hazards to the safety and health of persons, which hazards are normally associated with the type of activity/task being/to be executed. |
| Occupational Health and Safety Act 85 of 1993 including regulations | To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety and safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety; and to provide for matters connected therewith. |

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| Definition | Explanation |
|---|--|
| Pollution | Refers to: <ul style="list-style-type: none"> Substances radioactive or other waves; or Noise, odours, dust, or heat, Emitted from any activity, including the storage or treatment of waste or substances, construction, and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience, and productivity of natural or managed ecosystems or on materials useful to people, or will have such an effect in the future. |
| Risk assessment | Means a programme to determine any hazard at a site and to identify the steps needed to remove, reduce, or control such hazard |
| Safety, health, and environmental (SHE) specification | Means a site, activity or project specific document pre-prepared by the client pertaining to all health and safety requirement. |
| Safety, health, and environmental file | Means a permanent record containing information about the SHE management system in writing during the contract and all information relating to the post-contract phase after the handover to the client, so that the client can maintain the works in a healthy and safe way. |
| SHE Officer | Safety Health and Environmental Officer |
| Safety, Health, and Environmental Plan | Means a site, activity or project specific document plan in accordance with the client 's health and safety specification. This plan must include any required method statements, safe work procedures to mitigate, reduce, or control the hazards identified, SHE rules, and monitoring procedures. It is specific to each project undertaken and site where work is done, is compiled by the contractor or subcontractor, and must be approved by the client or agent prior to the commencement of any activities. The contractor and the client (or agent, where applicable) must both be signatories to the SHE plan, once negotiated, agreed, and accepted. This plan must be regularly updated to take account of any changes in project scope and unanticipated conditions. |
| Site | Means a specific project site, or the site where the contractor does the work. |
| Truck and Equipment inspection | Means a technical evaluation for determining the fitness of a truck and equipment to operate in compliance to acceptable legislative standards. |

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2.2.4 Abbreviations

| Abbreviation | Explanation |
|--------------|---|
| SABS | South African Bureau of Standard |
| BBSO | Behavioural Based Safety Observation |
| ERI | Eskom Rotek Industries SOC Ltd |
| GAR | General Admin Regulations |
| GSR | General Safety Regulations |
| HIRA | Hazard Identification and Risk Assessment |
| ISO | International Standards Organization |
| OSHACT | Occupational Health and Safety Act |
| PPE | Personal Protective Equipment |
| SANAS | South African National Accreditation System |
| SDR | System Deficiencies Report |
| SHEQ | Safety Health Environment and Quality |

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2.2.5 Process for Monitoring

Monitoring of compliance will be done via evaluation of SHEQ files, site inspections, walkabouts and audits.

2.2.6 Related/Supporting Documents

2.2.6.1 Powered vehicle and trailer checklist (240 -100475430)

2.2.6.2 List of tender returnables (240-12248652)

2.2.6.3 Form A – Tender and contract Quality Requirements (240-68099512)

3 ROLES AND RESPONSIBILITIES

3.1 SHEQ Department: Logistics Services

It is the responsibility of Logistics Services SHEQ department to audit/evaluate the contractors SHEQ file to ensure compliance as set out under this specification before any work is performed by the contractor.

3.2 Contractor

It is the responsibility of the contractor to ensure that requirements listed in this specification are complied with by developing a SHEQ Plan before any work commences.

4 SCOPE OF WORK

The scope of work includes the Purchasing of Ten (10) Truck Tractor 6X4 Required for carrying Goods & equipment of up to 75000 kg GCM on all types of road surfaces short & long distance.

5 AGREEMENTS

5.1 Section 37(2) Agreement

5.1.1 Section 37(2) agreement will be issued to the contractor upon approval of the SHEQ file and will be signed between the client and the contractor.

5.1.2 The original copy of the section 37(2) agreement must be kept by the contractor on the SHEQ file.

5.1.3 Where a contractor appoints a subcontractor, the contractor is required to sign a Section 32(7) agreement with the subcontractor and a copy of the agreement must be placed on the SHEQ file.

5.2 Letter of Good Standing CR 5(1)(j)

5.2.1 The Letter of Good Standing ensures that a contractor / subcontractor is in good standing with the Compensation Commissioner or a registered insurer and in the event of an incident occurring, the Commissioner will incur the cost of the injury if the injured is an employee of the contractor / subcontractor. A valid copy of the Letter of Good Standing shall be placed in the SHEQ file.

NOTE: No proof of payment or deposit slips will be accepted as confirmation of having a valid Letter of Good Standing.

6 LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS

6.1 The following legislation is applicable for LS contractors but not limited to:

- 6.1.1 The Constitution of the Republic of South Africa
- 6.1.2 Occupational Health and Safety Act 85 of 1993 and Regulations
- 6.1.3 National Environmental Management Act 1998 (Act 107 of 1998)
- 6.1.4 Compensation for Occupational Injuries and Diseases Act
- 6.1.5 Applicable South African National Standards (SANS)
- 6.1.6 Applicable International and local Standards
- 6.1.7 National Road Traffic Act 93 of 1996

7 ACT AND POLICY STATEMENT

7.1 OHS Act

- 7.1.1 The contractor and appointed subcontractors shall have the latest copy of the OHS Act and Regulations which should be made available to all employees.

7.2 SHEQ Policy

- 7.2.1 A SHEQ policy is a statement of intent and a commitment by the organization's Chief Executive Officer and senior management in relation to the relevant SHEQ roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.
- 7.2.2 The contractor shall have an approved SHEQ policy signed by the Chief Executive Officer and the policy shall be displayed in prominent areas within the workplace and also be kept in SHEQ files.

8 APPOINTMENTS

8.1 Dedicated Employer Section (16)(1)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. The appointment is for the Chief Executive Officer of the company.

8.2 Dedicated Employer Section (16)(2)

This appointment is made in terms of Section 16 of the Occupational Health and Safety Act 85 of 1993. A 16(2) Appointment does not alleviate the 16(1) from his/her responsibilities with regards to Occupational Health and Safety issues but allows a 16(2) to assist the 16(1) in his/her responsibilities.

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8.3 Contractor Appointment

This appointment shall be signed by the client and contractor. Where a contractor contracts work to a subcontractor, the contractor shall appoint the subcontractor formally. The appointment shall be signed if the contractor meets the requirements as listed under this specification.

8.4 Responsible Manager

A competent person shall be appointed for supervising the work with duties as listed in his/her role profile. The appointed person shall have SHEQ and technical training certificates to support the appointment.

8.5 Safety Health and Environmental Officer

The appointed person shall have a recognized SHE Management qualification.

8.6 Risk Assessor

The contractor shall appoint a competent person to conduct risk assessments. The appointed person shall have a Hazard Identification and Risk Assessment competency training certificate to support the appointment.

8.7 Competent Person for Vehicle and Mobile Plant

8.7.1 The contractor shall ensure that operators of a vehicle and mobile plant are competent for the vehicle/plant in use.

8.7.2 The operator is issued with a valid medical surveillance for the vehicle/plant.

8.7.3 Daily inspections of the vehicle/plant are conducted prior to use.

8.8 Competent Person for Fire Fighting

The contractor shall appoint a competent person for firefighting. The appointed person will have a valid firefighting competency certificate to support the appointment. The appointed person shall be responsible for the inspection of the fire fighting equipment.

8.9 Incident Investigator GAR 9(2)

This appointment shall be made in terms of General Administrative Regulation 9. The appointed person shall have a Root Cause Analysis (RCAT) or Incident Investigation competency training certificate to support the appointment.

8.10 Competent Person for First Aid GSR 3(4)

This appointment shall be made in terms of General Safety Regulations 3(4). The appointed person will have a valid first aid certificate to support the appointment. The appointed person shall be responsible for the inspection of the first aid box on a monthly basis.

8.11 Appointment of SHE Representatives and Responsibilities Section 17

SHE representatives shall be nominated, elected and appointed as per Section 17 and 18 of the Occupational Health and Safety Act No 85 of 1993. Where there are five (5) employees appointed the contractor shall appoint a SHE representative and should they appoint a subcontractor the same rule shall apply to the subcontractor.

9 ORGANOGRAM

9.1 Contractor Organogram

- 9.1.1 The contractor shall provide an organizational organogram related to this contract, listing all the levels of responsibility from the employer Section 16(1) down to the supervisors responsible for the contract. The organogram must list the relevant positions held, names of appointees and legal appointments.
- 9.1.2 The contractor must ensure that all appointed subcontractors comply with these requirements. The contractor is responsible for keeping copies of all the organograms. All organograms shall be updated timeously when appointments are changed and filed in the SHEQ files.
- 9.1.3 All appointees shall be made conversant of their roles and responsibilities, through training and awareness. In addition, copies of the role profiles shall be made available in the SHEQ file for review - the role profile provides a detailed list of responsibilities for the contract team.

10. ROLES AND RESPONSIBILITIES

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 SHEQ of any contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

10.1 Appointed Contractors

- 10.1.1 Perform applicable duties as listed in section 8, 9 and 10 of the OHS Act.
- 10.1.2 Carry accountability and responsibility for the safety and health of their employees and their appointed subcontractors within their working area, as contemplated by Section 37(2) of the OHS Act.

10.2 Employees

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

11. COMPLIANCE REQUIREMENTS

11.1 Induction Training

- 11.1.1 Every contractor shall provide Logistics Services SHEQ with proof of induction.
- 11.1.2 Ensure that every visitor is inducted prior to entering the site.
- 11.1.3 Every contractor shall attend the Logistics Services SHEQ Induction.

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NOTE: Logistics Services SHEQ shall induct contractors upon approval of the SHEQ file. Where a new employee or contractor joins the business and the contract has already commenced, that employee or contractor employees may only start working after the completion of the contractor and Logistics Services induction.

11.2 Medical Surveillance

Contractors shall ensure that a valid medical certificate of fitness is available for each employee on site and that the medical surveillance is conducted by a registered Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP). Logistics Services SHEQ may request verification that the Practitioner is an OMP or OHP if necessary, in which case the contractor will provide such verification. This is applicable to the employees coming to physically conduct the tasks on the trucks in ERI Premises.

11.3 Toolbox Talk

The toolbox talks shall be conducted by the 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. Logistics Services SHEQ can request toolbox talks records from previous jobs if needs be.

11.4 Reporting

Monthly SHE statistics shall be provided to Logistics Services SHEQ. The report shall include:

11.4.1 Actual head counts of employees.

11.4.2 Actual man-hours worked on the particular month and sent to the specified employee responsible for the contractor e.g, Operations Manager or Technical Manager.

11.4.3 Number of near miss, first aid, medical, lost time, fatality, environmental or rework incidents.

11.4.4 Safe Disposal Certificates (copies), for hazardous waste disposed in a case of oil/diesel spills.

11.5 Issuing of Personal Protective Equipment (PPE) GSR 2

11.5.1 Every contractor shall issue his/her employees with PPE as per General Safety Regulations 2. If additional and/or specialized PPE is required in order to address hazards as per the scope of work to be performed, the contractor shall provide such PPE. PPE shall be inspected every month and results of such inspections recorded.

11.5.2 When tasks are to be performed in ERI's premises, the Personal Protective Equipment shall be utilized and it may include, but will not be limited to, the following:

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- a) Approved head protection;
- b) Eye and face protection;
- c) Foot protection (Steel-toe protection);
- d) Respiratory equipment;
- e) Hand protection;
- f) Hearing protection;
- g) Protective clothing e.g. overalls;
- h) Reflective vests.

11.5.3 Personal Protective Equipment shall be maintained in a good and clean condition. Torn (damaged) equipment should be replaced when necessary.

11.5.4 Personal Protective Equipment shall comply with Eskom PPE Specification (240-44175132).

11.6 Fire Extinguisher

The contractor shall provide each Truck with the fire extinguisher(s) suitable for operation and such fire extinguisher(s) must be inspected on a monthly basis and pressure tested annually.

11.7 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 SHEQ file. The name of the first aider including contact details must be placed on the first aid box.

11.8 Reporting of Incidents

11.8.1 All incidents occurring on our property or while on the way to perform ERI work must be reported immediately or within twenty-four (24) hours on an Initial Notification or similar document to the Logistics Services Operations and SHEQ department. In addition, the contractor shall immediately report incidents by telephone/personally to the Logistics Services responsible manager and SHEQ Department. The incident must be investigated by the contractor's incident investigator and the investigation report shall be handed to Logistics Services SHEQ Department within seven (7) working days of the incident occurring. The investigation report shall cover the following aspects:

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- a) Scope of Work;
- b) Project Reporting Structure;
- c) Investigation Team;
- d) Interviewees and Statements;
- e) Dates when Investigation Took Place;
- f) Sequence of Initial Events;
- g) Root and Contributory Causes;
- h) Management and System Shortcomings;
- i) Immediate Corrective Action;
- j) Preventive Action;
- k) Conclusion;
- l) Appendices; and
- m) Photographs of Incident.

NOTE: Please ensure the Occupational Health and Safety Incident Management Procedure (32-95) is followed for incident management.

11.9 Certificates of Competency for Contractors

The competency of the employees responsible for transporting and delivery of the assets shall be provided to Logistics Services SHEQ and the Technical Department.

NOTE: Competency certificates for team members as per their duties shall also be included.

11.10 Lifting Equipment Requirements

11.10.1 The following information shall be provided to Logistics Services SHEQ and/or the Technical department before any lifting machine are accepted by the client:

- a) Certificate of conformance that the lifting machine has been designed and constructed according to a generally acceptable technical standard.
- b) Induct the ERI Employees on the provided trucks and how it works.

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NOTE: *Lifting machine means a power-driven machine which is designed and constructed for the purpose of raising or lowering a load or moving it in suspension and includes a block and tackle, hoist, crane, lift truck or jib crane but excludes an elevator, escalator, goods hoist or builder's hoist.*

11.11 Risk Assessments

- 11.11.1 Every contractor shall conduct a baseline risk assessment before the work is to be performed. Thereafter a task specific risk assessment shall be conducted and discussed daily or when there is a change in the task/risk/mitigation with all affected employees.
- 11.11.2 Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.
- 11.11.3 Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.
- 11.11.4 Where any other person, other than the team performing the actual work may be impacted by the hazards and risks of the activity being performed, those other persons must also be aware of and sign the risk assessment.

11.12 Housekeeping

- 11.12.1 Contractors shall ensure that good housekeeping practices are maintained continuously in every area they operate.

11.12.2 Notices and Sign GSR 2B

The contractor shall comply with the requirements as listed under General Safety Regulations 2B. Notices and signs applicable for the work to be performed will be displayed.

11.13 Health and Safety Meetings

11.13.1 The contractor shall conduct and/or be part of the following SHE Meetings:

a) Contractors Statutory Meetings

Individual contractors shall hold a Statutory SHE meeting at least quarterly. Where a contractor has sub-contractors the sub-contractor shall be included in the contractor's meetings. All appointed SHE Representatives shall be a member of at least one committee and the meeting must be held in accordance with the OHS Act.

b) Contractor SHE Meetings

Where Logistics Services SHEQ Department convenes a contractor SHE Meeting, a Senior Representative from each contracting company shall be present at the meeting.

11.14 Safe Work Procedure (SWP)

The contractor shall demonstrate to Logistics Services SHEQ in a documented format the procedure undertaken to perform work safely. The approved SWP will be implemented by the contractor on the commencement date of the project and for the duration of the contract. The tasks to be covered include Purchasing Ten (10) Truck Tractor 6X4 Required for carrying Goods & equipment of up to 75000 kg GCM on all types of road surfaces short & long distance.

11.15 Planned Job Observations

A job observations shall be conducted by the client upon delivery of the assets and records kept.

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11.16 Inspection and Audit Reports

Logistics Services SHEQ can at any such time inspect and audit any contractor under their control. Findings from the inspection or audit shall be closed out as per the report close out date. Where any deviations are found, a Non-Conformance Report (NCR) will be issued to the contractor. A copy of the inspection or audit report must be kept in the SHEQ File together with a copy of any NCRR's that were issued.

11.17 Fire Alarm

Contractor employees shall be made aware of the meaning of the client's alarms, how to report a fire, where to report it and what to do in case of a fire and other related emergencies.

11.18 Environmental Management

- 11.18.1 The contractor shall ensure that vehicles and trucks are in a good state. Maintenance plan shall be submitted upon contract award.
- 11.18.2 Employees must be trained on how to clean minor spillages and be provided with the hydrocarbon spill kits in case of any spillage occurring.

12 DISCIPLINARY PROCESS

12.1 Organizational Process

The contractor is required to implement a disciplinary process within his/her organization to enforce conformance to requirements, similarly, appointed subcontractors must do the same. Disciplinary action must be taken on all non-conformances and the breach of Eskom Life-saving Rules.

12.2 Eskom Life Saving Rules

- 12.2.1 Eskom views health and safety in high esteem and encourages that any organization who performs work for Eskom adopt the same view.
- 12.2.2 Five Life Saving rules have been developed that will apply to all Eskom employees, agents, consultants, visitors and contractors. Failure to adhere to these rules will be considered a serious transgression which will lead to serious disciplinary action, which may include dismissal.
- 12.2.3 These rules are implemented to prevent serious injuries or death of any person in any area within the ERI. This is to ensure that every person who works on or visits ERI returns home safely to his or her family.

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12.2.4 Compliance and adherence to Eskom Life Saving Rules, which consist of the following:

| Rule | Description of Rule |
|--------|--|
| Rule 1 | Open , Isolate, Test, Bond and/or Insulate Before Touch No person may work on any electrical network unless: <ul style="list-style-type: none"> ✓ He/she is trained and authorised as competent for the task to be done. ✓ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to any work commencing. ✓ An equipotential zone is created for each worker on the job site by earthing, bonding and/or insulating according to approved procedures. ✓ He/she follows the applicable Operating Regulations for High Voltage Systems (ORHVS) or Plant Safety Regulations (PSR) requirement or any other related standard, procedure and outcome of Risk Assessment fit for the type of work or task to be performed. ✓ The authorised person (Team Leader) has certified and shown all Team Members that the apparatus is safe to work on. |
| Rule 2 | Hook Up at Heights <ul style="list-style-type: none"> ✓ Working at height is 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. ✓ No person may work at height where there is a risk of falling unless: <ul style="list-style-type: none"> ○ A pre-task Risk Assessment to identify all risks and hazards has been conducted prior to commencing any work at height. ○ You are appropriately trained. |
| Rule 3 | Buckle Up <ul style="list-style-type: none"> ✓ No person may drive any vehicle on Eskom business and/or on Eskom premises: <ul style="list-style-type: none"> ○ Unless the driver and all passengers are wearing seat belts. |
| Rule 4 | Be Sober <ul style="list-style-type: none"> ✓ No person is allowed to work under the influence of drugs and/or alcohol. |
| Rule 5 | Ensure you have a Permit to Work <ul style="list-style-type: none"> ✓ No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure. |

13 NON COMPLIANCE

13.1 Any non-compliance to any health and safety requirements in the SHEQ specification is subjected to disciplinary action in terms of the Eskom Procurement and Supply Management Procedure.

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13.2 The contractor is required to implement a non-conformance procedure for issuing to subcontractors for transgressions. Similarly, appointed subcontractors must implement a non-conformance procedure.

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

13.4 The contractor shall close out non-conformances issued; this will ensure that recommendations have been implemented to address the non-conformance.

14 UNLAWFUL ORDERS

The OHS Act Section 14(c), specifies that an employee shall at work carry out any lawful order given to him/her and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorized thereto by his/her employer in the interest of health or safety.

15 CHECKLISTS AND INSPECTION REPORTS

15.1.1 When performing inspections, health and safety representatives must use an inspection check list as a reminder to enable them to cover all the risks areas within the work site/ area of designation. The inspection records to be kept and retrievable during the request such as in the investigations and audits.

16 SECURITY

16.1 Site Access and Departure

16.1.1 All employees reporting for duty should always produce their induction cards at the security gates and sign an access register. While on site the cards should always be displayed and visible on each and every individual. All site visitors will be required to sign the visitors and suppliers register at the project site.

16.1.2 The contractor is required to have a daily work permit before any work can commence. The work permit is issued by the security department, and it should clearly identify the number of people on site, time duration and the associated risks on site. Therefore, any contractor working without a work permit will be immediately stopped and disciplinary actions will be taken. The vehicles entering site should be searched as a precautionary security process.

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17 QUALITY MANAGEMENT SYSTEM

17.1 Leadership

The contractor shall demonstrate its commitment to the development and implementation of the business management system by:

- 17.1.1 Communicating the importance of meeting customer as well as statutory and regulatory requirements.
- 17.1.2 Ensuring there is a project plan in place with stipulated time frames to complete specific task.
- 17.1.3 Ensuring there is resources available to perform the work (approved organogram in place).
- 17.1.4 Ensuring an employee's responsibility and authority for relevant roles are assigned, communicated and understood within the team.
- 17.1.5 Identifying risk and opportunities (both SHEQ and business risk) of the project during risk assessments. The risk and opportunities shall be documented in risk registers.
- 17.1.6 Promoting continual improvement.

17.2 Control of Non-Conforming Product, Corrective Action and Continual Improvement

- 17.2.1 The contractor shall ensure that the control of non-conforming products is managed as per their internal process.
- 17.2.2 Corrective and preventive actions shall be taken to eliminate the causes of non-conformances and potential non-conformances to prevent recurrence. Should it occur that the non-conformance cannot be remedied in any way, an application for concession (Template included in ERI Logistics Services Supplier Quality Management Specification – QM58) shall be submitted to ERI Logistics Services in accordance with the ERI LS procedure. Records of the non-conformances and any subsequent actions taken including concessions obtained shall be maintained.
- 17.2.3 A Non-conformance Report (NCR) shall be a standard process that will be adopted to ensure that deficiencies within the contractor are rectified as they are identified.

17.3 Monitoring, Measurement, Analysis and Evaluation

- 17.3.1 Internal audits and inspections shall be conducted by both the client and the contractors to ensure continual improvement and conformance to the ISO requirements.
- 17.3.2 Processes monitoring and measurement shall include but not limited to:
 - a) Customers Surveys
 - b) Internal audit
 - c) Management reviews
 - d) Calibration records
 - e) Job Observation of critical task

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- f) Near Misses
- g) Behavioural Based Safety Observations
- h) Evaluation of compliance to life saving rules
- i) Data Management Verification
- j) Planned maintenance of tools and equipment
- k) Occupational Hygiene Surveys
- l) Supplier Quality performance evaluation
- m) Objectives and Targets

17.4 Technical Specification

17.4.1 The contractor shall determine requirements for products and services considering the following:

- Purpose of the product or service
- Customer needs and expectations.
- Relevant statutory and regulatory requirements
- Requirements considered necessary by the organization for installation of cranes.

17.5 Suppliers Evaluation

The contractor shall ensure that their suppliers are evaluated to ensure that product and service requirements are met.

17.6 Continual Improvements

The contractor shall ensure that a continual improvement is driven by the analysis of the SHEQ policy, objectives and targets, audit results, corrective and preventive action management.

17.7 Storage and Handling

17.7.1 The contractor shall ensure that all non-conforming products including those of appointed subcontractors on site are held in designated and identified hold areas until such time as the method of disposition has been decided (e.g. use as-is, repair, rework, scrap). Where it is not practical to move nonconforming products into a hold area, it shall be clearly identified.

17.7.2 It is the duty of the contractor to ensure that personnel using handling devices shall be suitably trained, qualified and certified to be competent to use the devices. They shall also be instructed and conversant in any safety rules and regulations to be applied in their use. Handling devices shall be inspected periodically for cleanliness and safety, in addition to the mandatory requirement that lifting devices are to be inspected and certified by authorised personnel. Suitable records shall be maintained. Slings, hoists and cranes will be clearly marked with capacity limitations.

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17.9 Control of External provided Processes

17.9.1 The contractor shall ensure products and processes procured from external providers are compliant with the technical specification and statutory and regulatory requirements. The service providers/ subcontractors used by the contractor must be approved dealers.

17.10 Post Delivery Activities

17.10.1 The contractor shall fulfill relevant requirements after a product or services have been delivered. The post delivery services include but not limited to:

- Contractual Agreements such as warranties and technical support
- Installation of equipment
- Authentication of the product

17.11 Control Changes

17.11.1 Changes related to delivery delays and quality issues will be controlled through the NEC contract.

17.12 Quality Control Plan

17.12.1 The contractor shall develop and implement processes and procedures that efficiently and effectively monitor, verify and outline the quality scope of work for deliverables.

17.13 Inspection and Test Plan

17.13.1 The contractor shall submit an example of an inspection and test plan on similar or previous work done.

18. ACCEPTANCE

This document has been seen and accepted by:

| Name | Designation |
|----------------|---------------------|
| Floris Smit | Warehouse Manager |
| Mike Masondo | HOD Technical |
| Thulani Tshuma | Workshop Manager |
| Mutshi Baloi | Maintenance Manager |

19. REVISIONS

| Date | Rev. | Compiler | Remarks |
|--------------|------|--------------|--|
| August 2018 | 0 | M Mkhize | Outline the SHEQ specification for contractors |
| July 2021 | 1 | K Tshishonga | Align to Purchasing Truck Tractors Contracts |
| October 2024 | 2 | N. Vilakazi | Purchasing Truck Tractors Contracts |

20. DEVELOPMENT TEAM

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

- ✓ Ntombifuthi Vilakazi
- ✓ Lindani Jaca
- ✓ Vuyokazi Qonde
- ✓ Nthabiseng Tlatsi
- ✓ Boledi Makoatsane

21 ACKNOWLEDGEMENTS

- ✓ None

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22 ANNEXURE A - SHEQ CHECK SHEET

| | | |
|--|----------|----------|
| Name of Contractor | | |
| Name of Contractor's Representative | | |
| Signature of Contractor's Representative | | |
| Project No. | | |
| Scope of Work | | |
| Date of Submission | | |
| File Approved | Y | N |
| Name of Logistics Services SHE Officer | | |
| Signature of Logistics Services SHE Officer | | |

| No. | Requirements Description | Compliance Yes (Y) No (N) Not Applicable (N/A) | Comments |
|----------|---|--|----------|
| 1 | AGREEMENTS | | |
| 1.1 | Section 37(2) Agreement | | |
| 1.3 | Copy of OHS Act | | |
| 1.4 | Valid Letter of Good Standing | | |
| 2 | LEGISLATIVE COMPLIANCE/HEALTH AND SAFETY REGULATIONS | | |
| 2.1 | Policies and Procedures listed received | | |
| 2.2 | Signed SHEQ Policy | | |
| 3 | APPOINTMENTS | | |
| 3.1 | Employer Section16(1) | | |
| 3.2 | Dedicated Employer Section16(2) | | |
| 3.3 | Contractor Appointment | | |
| 3.4 | Responsible Manager | | |
| 3.5 | Site Supervisor / Controller | | |
| 3.6 | Assistant Site Supervisor / Assistant Controller | | |
| 3.7 | SHE Officer | | |
| 3.8 | Risk Assessor | | |
| 3.9 | Competent Person for Vehicle and Mobile Plant | | |
| 3.16 | Competent Person for Fire Fighting | | |
| 3.19 | Incident Investigator GAR 9(2) | | |
| 3.20 | Competent Person for First Aid GSR 3(4) | | |

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| No. | Requirements Description | Compliance Yes (Y) No (N) Not Applicable (N/A) | Comments |
|------|---|--|----------|
| 3.21 | SHE Representative Section 17 | | |
| 4 | ORGANISATIONAL STRUCTURE | | |
| 4.1 | Contractor Organogram | | |
| 4.2 | Appointed Subcontractor's Organogram | | |
| 5 | COMPLIANCE REQUIREMENTS | | |
| 5.1 | Induction training (Contractors induction) | | |
| 5.2 | Medical Surveillance | | |
| 5.3 | Toolbox Talk | | |
| 5.4 | Monthly Reporting | | |
| 5.5 | Issuing of PPE GSR 2 | | |
| 5.6 | Fire Extinguisher Inspections/Certificate | | |
| 5.7 | First Aid Box Inspections | | |
| 5.8 | Reporting of Incidents Document | | |
| 5.9 | Certificates of Competency for Contractors | | |
| 5.10 | Lifting Activities and Associated Equipment | | |
| 5.11 | Risk Assessments - Baseline risk assessment - Task specific risk assessment | | |
| 5.13 | Inventory list of HCS on site | | |
| 5.14 | MSDS / SDS for chemicals listed on inventory list | | |
| 5.15 | Contractor Facilities | | |
| 5.16 | Portable Electrical Equipment Inventory List and Inspections | | |
| 5.17 | Electrical Protection (PTW issued) | | |
| 5.18 | Earth Leakage Relays Inspections | | |
| 5.19 | Pressure Equipment Certificate/s | | |
| 5.20 | Ladder Inspections | | |
| 5.21 | Scaffolding Inspections | | |
| 5.22 | Compressed Gas Cylinders Storage | | |
| 5.23 | Notices and Sign GSR 2B | | |
| 5.24 | Health and Safety Meeting (Minutes) | | |
| 5.25 | Safe Work Procedure (SWP) | | |
| 5.26 | Planned Job Observations | | |

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| No. | Requirements Description | Compliance Yes (Y) No (N) Not Applicable (N/A) | Comments |
|--|---|--|----------|
| | - Previous Projects | | |
| 5.27 | Behavioural Based Safety Observations - Previous Projects | | |
| 5.28 | Inspections and Audit Reports - ERI | | |
| 5.29 | Permit to Work, Lock-Out, Procedures, Safe Work Procedures - Supplier Access Form (SAF) - Permit To Work (PTW) | | |
| 5.33 | Walkways and Storage Demarcation Area designated | | |
| 5.34 | Fire Alarm - Emergency Evacuation Procedure | | |
| 5.35 | Occupational Hygiene Monitoring Programme | | |
| 5.36 | Dust/Asbestos - SWP - PPE | | |
| 5.37 | Environmental Management | | |
| 5.38 | Life Saving Rules Acknowledgment | | |
| 5.39 | SHE Plan submitted | | |
| 5.40 | SHE/Q File submitted | | |
| 6 | QUALITY MANAGEMENT | | |
| 6.1 | Valid copy of ISO 9001 certificate (if certified) | | |
| <i>If not certified to ISO 9001, the following documents must be submitted to demonstrate compliance to ISO 9001</i> | | | |
| 6.2 | SHEQ/Quality Manual (Signed) | | |
| 6.3 | SHE/Q Policy (Signed) | | |
| 6.4 | Procedure for the Control Of Documents | | |
| 6.5 | Procedure for the Control Of Records | | |
| 6.6 | Procedure for Internal Audits | | |
| 6.7 | Procedure for the Control Of Non- Conforming Products | | |
| 6.8 | Procedure for Corrective Action | | |
| 6.9 | Procedure for Preventive Action | | |

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