

	SHEQ Specification	Transformer and Switchgear Services
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Functional Area: **Transformer and Switchgear Services**

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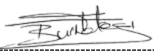
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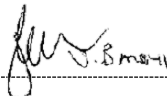
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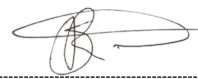
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1. INTRODUCTION

- 1.1** Eskom Rotek Industries responsibility and commitment is to ensure a safe working environment which is in line with the Safety, Health, Environmental and Quality Policy, along with legislative obligations.
- 1.2** The SHEQ specification is Eskom Rotek Industries minimum requirements which shall be met for the specific project and for the duration of the project period by contractors. The Principal Contractor is expected to develop a SHEQ Plan which meets these requirements as well as the relevant applicable legislation they conform to.
- 1.3** Eskom Rotek Industries in no way assumes the principal contractors legal responsibilities. The Principal Contractor is and remains accountable for the quality and the execution of his/her SHEQ programme, for his employees and appointed contractor employees.
- 1.4** 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 organisational SHEQ requirements.

2. SUPPORTING CLAUSES

2.1 Scope

- 2.1.1 Purpose**
To provide a detailed SHEQ Specification for cabling and stringing
- 2.1.2 Applicability**
This SHEQ specification is applicable to principal contractors and their appointed contractors who intend to tender for the project.
- 2.1.3 Effective Date**
This document shall be effective once authorised.

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 including Regulations
 - c) Compensation for Occupational Injuries and Diseases Act 130 of 1993
 - d) National Road Traffic Act 93 of 1996
 - e) National Environmental Management Act 107 of 1998
 - f) National Water Act 36 of 1998
 - g) ISO 9001: 2008, Quality Management System
 - h) ISO 14001: 2015, Environmental Management System
 - i) ISO 45001: 2018 Occupational Health and Safety Management System

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- j) National Environmental Management Act: Waste Act No. 59 of 2008

2.2.2 Informative

- a) Eskom Procurement and Supply Management Procedure (32-1034)
- b) Procedure for the effective Management of Safety, Health and Environmental Related Incidents (32-95)
- c) Safety, Health, Environment and Quality (SHEQ) Policy (32-727)
- d) ERI SHEQ Statement of Commitment (6043050)
- e) Supplier Contract Quality Requirements Specification (240-105658000)
- f) Life Saving Rule Standard (5349460)
- g) Substance Abuse (32-27)
- h) Eskom Vehicle Safety Specification (32-345)
- i) Vehicle and Driver Safety Management (240-62946386)
- j) Eskom PPE Specification (240-44175132)
- k) Eskom Procedure 32 – 418
- l) ERI Environmental Incident Management Work Instruction 15533245

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2.3 Definitions

Definition	Explanation
Occupation 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.
Principal contractor	Means a an employer appointed by the client to perform the work
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Hazard	(OHS Act) Means a source of or exposure to danger
Risk	(OHS Act) Means the probability that injury or damage will occur
Environmental aspect	Element of an organization's activities or products or services that interacts or can interact with the environment
Environmental impact	Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects
Authorised person	Means a person, who has been authorised in terms of these regulations
SHE Plan	Means a documented plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Construction Work	Means any work in connection with <ul style="list-style-type: none"> a) the construction, erection, alteration, renovation, repair demolition or dismantle of or addition to a building or any similar structure or b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work

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Excavation work	Means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping
Construction vehicle	Means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purpose of performing construction work
Construction site	Means a workplace where construction work is being performed

2.4 Abbreviations

Abbreviation	Explanation
T&SS	Transformer and Switchgear Services
ERI	Eskom Rotek Industries
CE	Chief Executive
OHS Act	Occupational Health and Safety Act 85 of 1993 including Regulations
SHEQ	Safety Health and Environment and Quality
SHE Plan	Safety Health and Environmental Plan
COID Act	Compensation for Occupational Injuries and Diseases Act
EMP	Environmental Management Plan
NEMA	National Environmental Management Act

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2.5 Roles and Responsibilities

2.5.1 SHEQ Department

It is the responsibility of T&SS SHE/Q officer to audit/evaluate the contractor SHE file to ensure compliance as set out under this specification before any work is performed by the contractor.

2.5.2 Contractor

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

2.6 Process for Monitoring

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

2.7 Related/Supporting Documents

Not Applicable

3. Document Content

3.1 SCOPE OF WORK

The scope of work covers the cabling and stringing in the different grids in South Africa as indicated by the ERI requirements.

3.2 Contractor Organisational Structure

3.2.1 Principal Contractor Organogram

- a) The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the CE down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.
- b) The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the organograms' as well as submitting them with the SHE plan. All organograms shall be updated timeously when appointments are changed.
- c) This diagram must be kept up to date and filed in the project SHE files.

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3.2.2 Appointed Contractor/s Organogram

- a) Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, and any appointments made.
- b) This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.
- c) This diagram must be kept up to date and filed in the project SHE files

3.3 PERMITS

3.3.1 Application for construction work permit

A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out apply to the provincial director in writing for a construction work permit to perform construction work in line with the condictions stipulated under construction regulation 3.

3.4 Agreements

3.4.1 Section 37(2) Agreement

The Agreement shall be signed by client's Section 16(2) Appointee and the principal contractor. A copy of the agreement shall be placed in the SHE file of the principal contractor and a copy kept by T&SS SHEQ Department.

3.5 OHS Act

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

3.6 COLD Act

The Letter of Good Standing ensures that a principal contractor 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. A valid copy of the Letter of Good Standing shall be placed in the SHE file.

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

3.7 SHE/Q Policy

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.

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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.

3.8 APPOINTMENTS

3.8.1 Dedicated Employer (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. Contractors shall appoint a 16(2) and a copy of the appointment shall be placed in the SHE file.

3.8.2 Construction Managers/ Contact Managers (If applicable)

No work may commence and or continue without the presence of the appointed supervisor or manager during the performance of the contracted work.

- a) Not supervise construction work on any construction site other than the site they have been appointed to supervise.
- b) Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors.
- c) Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment.
- d) Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites.
- e) Stop any construction work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment.
- f) Ensure that risk-based personal protective equipment (PPE) has been issued, and employees wear/use the PPE as instructed.
- g) Inspect such PPE on a regular basis and record the inspections.
- h) Ensure that all incidents are reported to the client and are investigated.
- i) Be involved in all investigations that occur within their area of responsibility.
- j) Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.

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- k) Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.
- l) Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
- m) Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments.
- n) Hold toolbox talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments.
- o) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- p) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- q) Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- r) Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
- s) Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- t) Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- u) Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons

3.8.3 Contractor Site Supervisor or Contract Supervisor

3.8.1 Responsible Supervisor

The contractor must ensure that the appointed Responsible Supervisor must have supervision training certificate and trade test certificate

Must:

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- a) Be competent to perform the required supervisory tasks.
- b) Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements.
- c) Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
- d) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- e) Monitor contractors for adhere to statutory requirements and safety standards.
- f) Monitor contractors overall SHE performance on site to achieve excellent results
- g) Ensuring a safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- h) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
- i) Ensuring that quality records are maintained in accordance with legislative and Eskom requirements.
- j) Continual liaison between the principal contractor, appointed contractors and employees.
- k) Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
- l) Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- m) Submit the observation reports to the relevant management.
- n) Have meaningful participation in the project statutory health and safety committee meetings.
- o) Participate in all appointed contractor incident investigations.
- p) Participate in the principal contractor's emergency preparedness planning.
- q) Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- r) Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
- s) Assist the principal contractor with the handing over process, the SHE file and relevant documentation.

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3.8.2 Safety Officer

A contractor must, after consultation with the client and having considered the size of the project and the risks likely to be encountered, appoint a full-time or part-time safety officer. The appointed person shall have a National Diploma in Occupational Health and Safety Management, Environmental Health or equivalent and registered with SACPCMP as Safety Officer

Note: The safety officer must:

- a) Promote a SHE culture within the organisations involved in the project / contract.
- b) The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- c) Be involved in the developing the project SHE plan and SHE policy.
- d) Be in constant liaison and cooperate with Eskom's SHE professionals responsible for providing them with a health and safety service.
- e) Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
- f) Conduct audits and inspections of all work sites for the duration of the project.

- g) Be involved in the organisations incident investigations when required.
- h) Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
- i) Conduct organisational, site and visitor induction training.
- j) Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.
- k) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- l) Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom work site by Eskom.
- m) Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
- n) Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

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3.8.3 Risk Assessor

The appointed person shall have a Hazard Identification and Risk Assessment competency training certificate to support the appointment.

3.9 Fall Protection Plan Developer

The appointed person shall have a valid Working at Height or Fall Protection Plan Developer competency certificate for unit standard 229994 to support the appointment. The Working at Height or Fall Protection Plan Developer training course shall include as a minimum:

- a) Fall Prevention and not Only Fall Arrest
- b) Anchor points
- c) Equipment and PPE to be used
- d) Training
- e) Rescue
- f) Objects falling
- g) Use of netting
- h) Demarcated drop zones
- i) Safe rigging systems
- j) Assessment of medical and psychological factors; and
- k) Inspection and Maintenance of equipment to be used
- l) Scaffolding to be erected and inspected before use where applicable

3.9.1 Competent Person for Vehicle

- a) The contractor shall ensure that operators of a vehicle are competent for the vehicle in use.
- b) The operator is issued with a valid medical surveillance for the vehicle.
- c) Daily inspections of the vehicle are conducted prior to use.

3.9.2 Competent Person for Fire Fighting

The appointed person shall have a valid basic firefighting competency certificate to support the appointment.

3.9.3 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.

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3.9.4 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 level 2 certificate to support the appointment.

3.9.5 Competent Person for Rigging

The appointed person shall have a valid rigging competency certificate to support the appointment.

3.9.6 Competent person for stacking and storage

A competent person must be appointed in writing to supervise and inspect stacking.

3.9.7 Competent Person to supervise excavation work

The contractor is to ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose. The contractor is to ensure that all compliance is met concerning all excavation work as required by construction regulation 13

3.9.8 Competent person for demolition work

A contractor must appoint a competent person in writing to supervise and control all demolition work on site as per construction regulations 14.

3.9.9 Competent person for scaffolding

A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors and inspectors are competent to carry out their work

3.9.10 Competent person for bulk mixing plant

A contractor must ensure that the operation of a bulk mixing plant is supervised by a competent person who has been appointed in writing and ensure all compliance to construction regulation 20 is met.

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3.9.11 Roof work (refer to 32-418)

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

3.10 COMPLIANCE REQUIREMENTS

3.10.1 Authorised Person

The contractor shall ensure that the Authorised Person has attended the ORHVS Regulations and is declared competent. This person must be authorised for the grid in which they work in.

3.10.2 Induction Training

- a) Every contractor shall provide T&SS SHE officer with proof of induction conducted by his/her organisation.
- b) Every contractor shall attend the Eskom Rotek Industries SHEQ Induction provided by T&SS SHEQ Department.

NOTE: T&SS SHE officer shall induct contractors once the SHE file is approved. Where a new employee or contractor joins the team after the project has already commenced, that employee or contractor employees may only start working after the completion of the Eskom Rotek Industries and Eskom induction (where applicable).

3.10.3 Medical Surveillance

Contractors shall ensure that a valid medical certificate of fitness conducted by an Occupational Medical Practitioner (OMP) or Occupational Health Practitioner (OHP) is available for each employee performing cabling and stringing. T&SS SHEQ Department may request verification that the Practitioner is an OMP or OHP if need be, in which case the contractor will provide such verification.

3.10.4 Toolbox Talk

The toolbox talks shall be conducted daily 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. T&SS SHE officer can request toolbox talks from previous jobs if need be.

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3.10.5 Hazardous Chemical Substances

- a) The contractor shall comply with Hazardous Chemical Substances Regulations.
- b) When any chemical substances are brought onto site, SHE Officer must be provided with the following information:
 - c) An inventory list of the substances used on site
 - d) Copies of the Material Safety Data Sheet (MSDS)
 - e) Training records showing training the employees have received
 - f) Handling and storage of chemicals must be according to the manufacturer's specifications
 - g) Persons handling the substances must be trained in its uses, dangers and precautions
 - h) Adequate pre-cautions must be taken when toxic substances are used, e.g. notices posted, demarcation and warning signs
 - i) Personal protective clothing must be provided, and employees must ensure its correct usage and compliance with recognised code

3.10.6 Housekeeping

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

- a) Proper storage of materials and equipment
- b) Removal of waste and debris

3.10.7 Monthly Reporting

Monthly SHE statistics shall be provided to T&SS SHE officer. The report shall include:

- a) Actual man-hours worked on the project.
- b) The contractors' Lost-Time Incident Rate (LTIR).
- c) Number of near misses, first aid, medical, lost time, fatality, environmental or rework incidents.
- d) Volumes of waste generated and disposed for each waste stream.
- e) Safe Disposal Certificates (copies), for hazardous waste disposed.

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3.10.8 Issuing of Personal Protective Equipment (PPE) GSR 2

- a) Every contractor shall issue his/her employees with PPE as per General Safety Regulations 2. If additional and/or specialised 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.
- b) Personal Protective Equipment shall include, but will not be limited to, the following:
 - c) Eskom approved head protection
 - d) Foot protection
 - e) Hand protection
 - f) Fall arrest equipment e.g. full body safety harness, no safety belts allowed.
 - g) Protective clothing e.g. overalls; welding masks; gloves; and welding apron
 - h) Reflective vests
- i) Personal Protective Equipment shall be maintained in a good and clean condition. Torn (damaged) equipment should be replaced when necessary.
- j) Personal Protective Equipment shall comply with Eskom PPE Specification (240-44175132).

3.10.9 Fire Extinguisher

The contractor shall provide fire extinguisher(s) on vehicles in which they will be travelling in and around the area of work. Such fire extinguisher(s) must be inspected monthly and tested annually.

- a) All firefighting equipment's that have been provided shall:
 - i) Be clearly labelled
 - ii) Conspicuously numbered
 - iii) Entered in a register
 - iv) Inspected monthly by a competent person
- b) Tested and serviced at recommended intervals by an accredited supplier
- c) Results entered in the register and signed by competent person.

3.10.10 First Aid Box

Each vehicle shall have First Aid box. 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.

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3.10.11 Reporting of Incidents

All incidents occurring while performing the cabling and stringing to the scope of work must be reported within twenty-four (24) hours on an Initial Notification of Occurrence or similar document to the T&SS SHE officer. In addition, the contractor shall immediately report incidents by telephone/personally to the ERI responsible person. The incident must be investigated by the contractor's incident investigator and the investigation report shall be handed to the relevant Eskom Rotek Industries SHEQ Department within four working days of the incident occurring. The investigation report shall cover the following aspects:

- 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

3.10.12 Risk Assessments

- a) A baseline risk assessment shall be conducted 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.
- b) Every risk assessment conducted shall be discussed with employees performing the work and a register signed for verification purposes.
- c) Environmental aspects and impacts shall be recorded as part of the baseline and task specific risk assessment.
- d) 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.

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3.10.13 Fall Protection Plan

- a) A fall protection plan shall be submitted to T&SS SHE officer for approval for work where any work at a height is carried out. Work at a height is defined as any work performed above a stable work surface or where a person is in a position that exposes them to fall from or into something.
- b) The fall protection plan shall address the following aspects:
 - i) Scope of Work
 - ii) Fall prevention and not fall arrest only
 - iii) Anchor points
 - iv) Equipment and PPE
 - v) Training (Certificates of Competence and not Attendance will be accepted)
 - vi) Rescue
 - vii) Objects falling
 - viii) Use of netting
 - ix) Demarcated drop zones
 - x) Safe rigging systems
 - xi) Medical surveillance
 - xii) Inspection and maintenance of fall arrest system; and
 - xiii) Stoppage of work in elevated positions during inclement weather
 - xiv) The approved fall prevention plan will be implemented by the contractor on the commencement date of the Project and for the duration of the project.

3.10.14 Notices and Sign GSR 2B

The contractor shall comply with the requirements as listed under General Safety Regulations 2B on all vehicles and trailers.

3.10.15 Health and Safety Meetings

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

- a) Contractors Statutory Meetings
 - i) Individual contractors shall hold a Statutory SHE meeting at least once a month. Where a contractor has sub-contractors the sub-contractor shall be included in the contractor's meetings.
 - ii) 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) ERI Contractor SHE Meetings

Where T&SS SHEQ Manager convenes a contractor SHE Meeting, a Senior Representative from each contracting company shall be present at the meeting.

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3.10.16 Safe Work Procedure (SWP)

The contractor shall demonstrate to T&SS SHE officer 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 construction work.

3.10.17 Planned Job Observations

The contractor shall perform job observations monthly. Two (02) job observations shall be conducted by the contractor monthly and proof of such job observations kept in the SHE file for approval.

3.10.18 Inspection and Audit Reports

T&SS SHE officer 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 System Deficiency Report (SDR) will be issued to the Contractor. A copy of the inspection or audit report must be kept in the SHE File together with a copy of any SDR's that were issued.

3.10.19 Permit to Work, Lock-out Procedures, Safe Work Procedures

- a) The Permit to Work shall be issued by the client. The client for the project shall indicate to the contractor which task requires a Permit to Work.

The Client shall ensure that:

- i) The conditions of permits and cautionary notices are strictly adhered to.
- ii) The lock-out procedures, mechanical as well as electrical, are strictly adhered to and any deviations shall be corrected immediately.
- iii) Those safe work procedures as laid down by the T&SS SHE officer shall be followed.
- iv) The workers register and cautionary notices are discussed daily with the workers.
- v) A Supplier Access Form (SAF) shall be obtained from Security daily before the commencement of work on site.

3.10.20 Construction Professional Registration

The appointed contractors shall be registered in their respective levels as professionals in terms of the requirements of the SACPCMP.

The SACPCMP web address is <http://www.sacpcmp.org.za>

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- a) SHE professionals (which include Construction Safety Officers) are required to register as professionals with the SACPCMP.
- b) Construction Managers are required to register as professionals with the SACPCMP.
- c) Construction agents are required to register as a professional with the SACPCMP.

3.10.21 Notification of Construction Work

Unless otherwise contractually agreed upon, the contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act. The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter sent to the DoL shall be forwarded to the Project Manager on the same day as sent to the DoL. A copy of the letter and their approval must be kept in the SHE file. When the DoL provide a letter of approval, a copy of the approval must be sent to the Eskom Project Manager and a copy filed in the SHE file

3.10.22 Construction Sites

No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

- a) The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act CR 29 must be made.
- b) It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.

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- c) A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
- d) Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
- e) Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
- f) Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

3.10.23 Flammable and Combustible Liquids

Proposals to store fuel on site must have written approval from the Eskom Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.

- a) All fuel storage areas must comply with the following requirements:
 - i) Storage should be well clear of buildings.
 - ii) Storage areas must be kept free from all combustible materials.
 - iii) All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
- b) Adequate firefighting equipment must be available.
 - i) Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
 - ii) Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
 - iii) Bunded area shall have a drain valve.
 - iv) No other material/equipment shall be stored in the bunded area.

3.10.24 Employees Facilities

An adequate supply of drinking water and sanitary shall be provided at or within reasonable access. The contractor must, consult with the client.

3.10.25 Construction vehicle safety

- a) It is the responsibility of the driver to ensure:
 - i) Their passengers wear seat belts whilst the vehicle is in motion.
 - ii) Comply with all traffic road rules, safety, direction and speed signs.

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- iii) Ensure that vehicle loads are properly secured prior to moving off.
- iv) Ensure that vehicles are not overloaded.
- b) No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
- c) All drivers of construction vehicles are to have valid medical fitness certificates.
- d) Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
- e) Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must always be valid.
- f) Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
- g) Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
- h) Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

3.10.26 Ladders

- a) Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
- b) The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- c) The ladder wheels, brakes and platform must be in good condition.
- d) All metal parts to be in good condition, no cracks.
- e) Non-slip devices must be in good condition and no paint to be on wooden ladders
- f) Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
- g) Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
- h) When using climbing irons, the appropriate rope grab fall prevention system shall be used.

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- i) The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- j) The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
- k) A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.10.27 Scaffolding

- a) Scaffolding use shall conform to the requirements of CR 14, Eskom procedure 32-418 and used in terms of GSR 6.
- b) The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
- c) All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of CR 16 shall be carried out.
- d) Scaffolding shall be erected and inspected by the competent personnel.
- e) The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
- f) The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.
- g) A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

3.10.28 Working at heights

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:

- a) All appointments for the fall protection plan developer and implementer are in place.
- b) 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.

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- c) Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- d) A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
- e) Appropriate training, as determined by the risk assessment, has been provided.
- f) Appropriate height safety equipment and personal protective equipment have been issued to the individual.
- g) There are equipment inspection procedures and up-to-date inspection records.
- h) Individuals are medically fit to work at height, and records of this are kept.
- i) A site-specific risk assessment is performed.

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:

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

3.10.29 Tools and Equipment

- a) Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- b) Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- c) Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- d) All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

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- e) Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- f) Should Eskom personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.
- g) Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
- h) Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.10.30 Hand tools

- a) All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor monthly as well as by users prior to use.
- b) Tools with sharp points in toolboxes must be protected with a cover.
- c) All files and similar tools must be fitted with handles.
- d) No makeshift tools are permissible on the project.

3.11 Environmental Management

3.11.1 Training and Awareness

The contractor workers must receive basic training in environmental management, including the storage and handling of hazardous substances, management of waste, welding activity and equipment, prevention of water pollution, and basic oil spills management.

3.11.2 Oil Spill Management

Contractors should be trained on oil spills management and proof of training should be kept in the SHE file.

3.11.3 Environment Management Plan

The contractor must submit an EMP for review and approval to the ERI Environment department prior to the commencement of the contract. Copy of the approved EMP must be placed in SHE file.

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3.11.4 **Waste Management**

If there is any contaminated waste produced during major overhaul and periodic maintenance test on the different breakers, it must be disposed as hazardous waste. Proof of disposal site permit must be obtained and kept on file. The disposal of waste shall be in accordance with all relevant legislation. Under no circumstances may solid waste be burnt on site.

3.11.5 **Storm water/ surface water**

Storm water drains around the area of work should be covered to avoid contamination.

3.11.6 **Incident management**

All Environmental incidents must be reported within 24 hours within your organisation and ERI project Manager and appropriate mitigation measures should be put in place to prevent harm to the environment. All environmental incidents must be investigated to avoid recurrence.

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3.12 Life Saving Rules

Compliance and adherence to Eskom/ERI 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"> • Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by Plant Safety Regulations, Operating Regulations for High Voltage Systems (ORHVS), etc. • No plant is to be returned to service without the cancellation of all permits on the plant in accordance with procedure.
Rule 6	Ensure Safe Live Working <ul style="list-style-type: none"> • Ensure all live work basic principles are adhered to, as outlined (for the method being used) in the High Voltage Live Working Standard for the respective division. • Only perform live work (never mix live and dead work on the same site at the same time). Observe and maintain the minimum approach distance (MAD).

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3.13 Quality

The contractor shall ensure that the requirements listed under the Supplier Contract Quality Requirements Specification (240-105658000) are complied to.

3.13.1 Omissions from Safety and Health Requirements Specification

- a) By drawing up this SHE specification Transformer and Switchgear Services has endeavoured to address the most critical aspects relating to SHE issues to assist the contractor to adequately provide for the health and safety of employees on site.
- b) Should Transformer and Switchgear Services not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform T&SS of such issues when signing the contract

3.13.2 Non-Conformance and Compliance

- a) Any non-compliance to any Health, Safety and Environmental requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
- b) 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.
- c) The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- d) Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- e) Where non-conformances are issued by Transformer and Switchgear Services 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.
- f) Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

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4. ACCEPTANCE

This document has been seen and accepted by:

Name	Designation
Sazi Nzimande	SHEQ Business Partner
Valencia Baloyi	Switchgear Manager
Thandeka Buthelezi	SHE Officer

5. REVISIONS

Date	Rev.	Compiler	Remarks
22/08/2025	1	Thandeka Buthelezi	Specification updated for Tender Requirements

6. DEVELOPMENT TEAM

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

- Thandeka Buthelezi
- Valencia Baloyi
- Dumisani Sibeko

7. ACKNOWLEDGEMENTS

- None

8. Annexure A: SHEQ Check Sheet



SHE File Evaluation
Check Sheet.docx

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