

Template Identifier	240-43921898	Rev	6
Document Identifier	240 - 77433139	Rev	2
Effective Date	November 2016		
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## 1. Supplier Risk Category

**\* Please note that this is a guideline on how services must be categorised.**

High risk	Medium risk	Low risk
<p><b>1</b> Works, which may include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Installation of equipment, for example transformers</li> <li>• Outage work</li> <li>• Line construction</li> <li>• Working at heights</li> <li>• Demolition work</li> <li>• Excavation work</li> <li>• Blasting</li> <li>• Scaffolding</li> <li>• Building and modification of infrastructure</li> <li>• Lifting equipment</li> <li>• Support work</li> <li>• Rigging</li> <li>• Tunnelling work</li> <li>• Batch plant</li> <li>• Explosive power tools</li> <li>• Civil work</li> <li>• Modification of plant or similar structures</li> <li>• Construction of roads</li> <li>• Using mobile plant</li> <li>• Construction of storage facilities for waste, fuel, oil, vehicles and hazardous substances</li> </ul> <p><b>2.</b> Work undertaken in terms of environmental authorisations, e.g. EIA approvals, Water Use</p>	<p><b>1. Maintenance</b></p> <ul style="list-style-type: none"> <li>• Vehicle maintenance</li> </ul> <p><b>2. Transportation</b></p> <ul style="list-style-type: none"> <li>• Transportation of goods (low-risk loads)</li> </ul> <p><b>3. Services</b></p> <ul style="list-style-type: none"> <li>• Emergency services</li> <li>• Fire and emergency equipment maintenance</li> <li>• Technical consulting (done on any of the Eskom sites)</li> <li>• Consultants installing electronic equipment in the office and at sites (phones, computers, screens)</li> </ul>	<p><b>1. Low risk (including work not conducted at heights)</b></p> <ul style="list-style-type: none"> <li>• Labour broking or providing staff (admin/office-based)</li> <li>• Cleaning services (not conducted at heights)</li> <li>• Gardening or landscaping</li> <li>• Supply, delivery and maintenance of electronic equipment (iPads, phones, computers, laptops, screens)</li> <li>• Waste disposal</li> </ul> <p><b>2. Supply, transportation and delivery</b> Note: Only if the commodity/goods/products are being delivered to Eskom premises or sites.</p> <ul style="list-style-type: none"> <li>• Consumables and other miscellaneous items</li> <li>• Stationery and printing</li> <li>• Catering</li> </ul> <p><b>4. Any scope of work that includes delivery or collection to any of the Eskom premises or sites:</b></p> <p><b>3. Services</b> ( Only where the services are performed or rendered on Eskom premises or sites)</p> <ul style="list-style-type: none"> <li>• Consulting and auditing (admin-based)</li> <li>• Training and coaching/mentoring</li> <li>• Event management (consulting, planning and logistics)</li> </ul>

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<p>Licences, Waste Use Licences, or Atmospheric Emission Licences</p> <p><b>3. Maintenance work</b></p> <ul style="list-style-type: none"> <li>• Live line work</li> <li>• Plant maintenance</li> <li>• Line maintenance</li> <li>• Ashing, including emergency ashing</li> <li>• Coal lashing</li> <li>• PF leaks</li> <li>• Boiler maintenance</li> <li>• Transformer maintenance</li> <li>• Electrical switching</li> <li>• Crane operation</li> <li>• Refurbishment</li> <li>• Sandblasting</li> <li>• Cleaning of dams</li> <li>• Work undertaken in terms of environmental authorisations, e.g. EIA approvals, Water Use Licences, Waste Use Licences, or Atmospheric Emission Licences</li> </ul> <p><b>4. Transportation</b></p> <ul style="list-style-type: none"> <li>• Employee transportation</li> <li>• Coal transportation</li> <li>• Goods transportation (abnormal/high-risk loads)</li> <li>• Haz-chemical and dangerous goods transportation</li> <li>• Equipment transportation</li> </ul>		<ul style="list-style-type: none"> <li>• Cleaning services (offices, ablution facilities etc)</li> </ul>
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<ul style="list-style-type: none"> <li>• Driving</li> <li>• Heavy-duty transport and rigging</li> <li>• Waste (including hazardous waste and medical waste)</li> </ul> <p><b>5. Manufacturing/supply and delivery</b> Note: Only if the commodity/goods/products are being delivered to Eskom premises or sites.</p> <ul style="list-style-type: none"> <li>• Conductors</li> <li>• Scaffolding</li> <li>• MV motors</li> <li>• Handling of transmission/distribution poles</li> <li>• Electricity</li> <li>• Fuel, oil and hazardous substances</li> </ul> <p><b>4. Services</b></p> <ul style="list-style-type: none"> <li>• Security</li> <li>• Consulting (not office-based); that is, engineers working on site or individuals having access to plant</li> <li>• Events management (erection of stages and equipment)</li> <li>• Industrial cleaning services</li> <li>• Aviation chartering</li> </ul> <p><b>5. Vegetation management</b></p> <ul style="list-style-type: none"> <li>• Tree felling</li> <li>• Bush clearing</li> </ul>		
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<p><b>6. Other works</b></p> <ul style="list-style-type: none"> <li>• Cleaning up of spills and site rehabilitation (depending on scale/scope of work)</li> <li>• Diving or where work is executed in/on/around water and the risk of drowning exists</li> <li>• Light-bulb crushing</li> <li>• Working at ash dams</li> <li>• Working with asbestos material</li> <li>• Working with radioactive materials</li> <li>• Waste disposal</li> <li>• Working in or adjacent to environmentally protected or environmentally sensitive areas, e.g. nature reserves, wetlands, water courses, indigenous forests, along the sea shore</li> </ul>		
<p><b>Corresponding non-negotiable minimum SHE requirements that tenderers have to address and respond to when submitting tender returnables</b></p>		
<ul style="list-style-type: none"> <li>• Annexure B</li> <li>• Health and Safety plan/OHS manual</li> <li>• H&amp;S costing</li> <li>• Baseline SHE risk assessment</li> <li>• Valid letter of good standing or equivalent (LOGs)</li> <li>• SHE policy (must be signed)</li> <li>• Proof of SHE competency</li> </ul>	<ul style="list-style-type: none"> <li>• Annexure B</li> <li>• SHE plan / OHS manual</li> <li>• Baseline SHE risk assessment</li> <li>• H&amp;S management costing</li> <li>• Proof of SHE competency</li> <li>• Valid letter of good standing or equivalent</li> <li>• SHE policy (must be signed)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• OHSAS 18001 certificate</li> <li>• Valid letter of good standing or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Annexure B</li> <li>• OHS plan / OHS manual</li> <li>• Baseline SHE risk assessment</li> <li>• Valid letter of good standing or equivalent</li> <li>• SHE policy (must be signed)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• OHSAS 18001 certificate</li> <li>• Valid letter of good standing or equivalent</li> </ul>

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<b>Corresponding non-negotiable minimum SHE requirements that suppliers have to submit for the purpose of SHE evaluation in order to be registered on the Eskom vendor database (For local and international companies)</b>		
<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>Valid letter of good standing</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>SHE tender evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>Baseline SHE risk assessment</li> <li>Valid letter of good standing</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>SHE tender evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>Valid letter of good standing</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>SHE tender evaluation report</li> </ul>

## 2. Construction work as defined in Construction Regulations, 2014

High risk	Medium risk	Low risk
<ul style="list-style-type: none"> <li>Health and Safety plan/OHS manual</li> <li>H&amp;S costing</li> <li>Baseline SHE risk assessment</li> <li>Valid letter of good standing or equivalent (LOGs)</li> <li>SHE policy (must be signed)</li> <li>Proof of SHE competency <ul style="list-style-type: none"> <li>SACPCMP for safety professionals (Full-time)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>SHE plan / OHS manual</li> <li>Baseline SHE risk assessment</li> <li>H&amp;S management costing</li> <li>Proof of SHE competency</li> <li>Valid letter of good standing or equivalent</li> <li>SHE policy (must be signed)</li> <li>Proof of SHE competency <ul style="list-style-type: none"> <li>SACPCMP for safety professionals (indicate Part-time or Full-time)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>OHS plan / OHS manual</li> <li>Baseline SHE risk assessment</li> <li>Valid letter of good standing or equivalent</li> <li>SHE policy (must be signed)</li> <li>Proof of SHE competency <ul style="list-style-type: none"> <li>SACPCMP for safety professionals (indicate Part-time or Full-time)</li> </ul> </li> </ul>

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The list of services and commodities listed in the above-mentioned categories is merely the foremost list and is not exhaustive. For any other services and commodities that are not included in the above categories, a risk assessment must be conducted by the project manager/project leader/contract manager/end-user, together with the responsible SHE functionary, in order to apply the correct risk category. This is applicable to local and international companies.

Eskom requires that an organisation that provides services to us is COID registered/compliant and therefore must submit a letter of good standing with the Compensation Fund or with a licensed compensation insurer, i.e. Rand Mutual Assurance Company and Federal Employer's Mutual Association. The letter of good standing must reflect the name of the company. Only an employer that has obtained a certificate of exemption from the Department of Labour will be exempt from this requirement. We will also accept a policy of insurance obtained from a mutual association for the full extent of his potential liability in terms of the COID Act.

*The COID Act provides that where a mandatory procures the services of a contractor/labour broker such contractor/labour broker must register with the Commission and pay assessments. Failure to register or pay the assessments means that the mandatory/client is deemed to be the employer of the contractor/labour broker's employees.*

However, for the COID letter, the following will prevail for tender purposes only in case a letter of good standing is not submitted

Contractor/supplier can submit the following:

- An insurance letter equivalent to a COID letter as surety. It should cover accidental death and disability cover to the minimum value of R500 000 (Applicable to companies that do not have employees)
- Proof of assessment by the Compensation Commissioner and proof of payment by supplier
- For international suppliers, the equivalent from the country of origin of the supplier based. For a supplier whose country does not issue such certificate equivalent to COID, the relevant legislation must be submitted. However, if the supplier has offices in South Africa and has employed South African citizens, a COID certificate must be submitted.

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### 3. Conditions for supplier registration

As part of Eskom's Supplier Management System, it is now a requirement for all suppliers who wish to undertake work for Eskom to undergo an occupational safety, health and environment (SHE) evaluation process.

#### 3.1 Joint venture

- a) All submitted documents should reflect the name of the joint venture.
- b) The joint venture company name shall be reflected on the LOGs letter/documents or each company must submit its individual COID letter:

### 4. SHE Requirements Explanation

Requirements	Explanation
1. <b>Acknowledgement of Eskom's rules and requirements (Annexure B)</b>	Ensure that all applicable rules and requirements are referenced in this form in order for the supplier to acknowledge and comply with them. Ensure that this completed form is included in the enquiry procurement package. To be signed and submitted by the tenderer.
2. <b>Baseline SHE Risk Assessment</b>	Refers to the SHE hazards/aspect and risks/impact that are identified and assessed before the inception of a new project and commencement of operations. The baseline risk assessment shall include both routine and non-routine tasks.

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<b>3. Competency</b>	<p>A person who, in respect to the work that has to be done, has the required training, knowledge and experience, and, where applicable, qualifications relevant to that work or task. Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, No 67 of 2008, those qualifications and training must be regarded as the required qualifications and training, and is familiar with the Act and applicable regulations made under the Act.</p> <ul style="list-style-type: none"> <li>- First aider (If or when applicable)</li> <li>- SHE professional (If or when applicable)</li> <li>- Incident investigator (If or when applicable)</li> </ul>
<b>4. Environmental Management Plan</b>	The applicable detailed contract-specific/scope-of-work-specific environmental requirements that will be complied with and managed by the tenderer.
<b>5. Safety, Health and Environmental plan</b>	<p>Means a site, activity or project documented plan in accordance with the clients SHE requirements. The plan must be scope or project based. The plan must reflect an organised system (method statements, processes, resources etc) which the supplier will comply with and enforce to manage the SHE risk during the lifecycle of the project. This can also be in the form of an OHS manual.</p> <p style="text-align: center;">OR</p> <p>For contractors/suppliers with a few employees, a SHE method statement must be submitted.</p>
<b>6. Valid letter of good standing</b>	Registration with the Compensation Commissioner (COID) or a licenced mutual company or an equivalent of it (for international bidders). If a company has only one employee (CEO, owner), the supplier shall submit an insurance letter that covers accidental death and disability to the value of R500 000 as a minimum.
<b>7. SHE policy</b>	A statement of intention by the employer which provides a framework for setting SHE objectives to improve SHE performance and also emphasises management commitment to employees' wellbeing and duty of care to the environment.

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<b>8. Costing for Safety, Health and Environmental Management</b>	<p>Has the tenderer submitted costing for SHE management activities?</p> <p>SHE costing must reflect the amount of funds that will be allocated for SHE when the project commences (This is a breakdown of the bulk SHE costing in the bill of quantities) and it should be based on the scope of work and the associated risk. The items to be included are not limited to the following:</p> <p>PPE, SHE training, SHE professionals, First aid equipment, Ablution facilities, Safety signs, safety campaigns or interventions, SHE equipment/instruments, Medical examinations etc</p>
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## 5. Development Team

- Diane Maunatlala

## 6. Acknowledgements

- Robin Pillay

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