

	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

Project Name: Overhaul Gourikwa Mechanical Pumps

Enquiry number:

Project Address: Gourikwa Power Station, Mossel Bay

Scope of the project: The Contractor shall: Perform controlled disassembly and reassembly in a clean environment, Machining (if required), Inspect and Record All Strip Down Measurements, Replace Volute (only if necessary), Inspect/Test Pump Shaft for Straightness, Replace Impeller (if deemed necessary), Balance Impeller, Replace Shaft (only if necessary), Replace Bearings, Replace Wear Rings/Split Ring (if necessary), Replace Spacer, Shims, and Circlips, Replace Gasket Set, Replace Shaft Seal (if necessary), Sand Blast and Paint, Check the Axial Float of the Pump Assembly, Provide a Report and Laser Alignment

Eskom's End User

Eskom's OHS Officer

Name: **Odwa Mqeke**

Name: **Priscilla Malepe**

Signature: _____

Signature:  _____

Date: 2025-02-12

Date: 2025-02-12

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

Table of Contents

1. INTRODUCTION	4
2. SUPPORTING CLAUSES	4
2.1 SCOPE	4
2.1.1 Purpose	4
2.1.2 Applicability	4
2.2 NORMATIVE/INFORMATIVE REFERENCES	4
2.2.1 Normative	5
2.2.2 Informative	5
2.4 ABBREVIATIONS	8
2.5 RELATED/SUPPORTING DOCUMENTS	9
3. DOCUMENT CONTENT	9
3.1 SCOPE OF WORK	9
Labour (Assembly/Disassembly) Normal Time	10
Labour (Assembly/Disassembly) Overtime and Weekends	10
Inspect/Test Pump Shaft for Straightness	11
Replace Impeller (if deemed necessary)	11
Balance Impeller	11
Replace Shaft (only if necessary)	11
Replace Bearings	11
Replace Wear Rings/Split Ring (if necessary)	12
Replace Spacer, Shims, and Circlips	12
3.2 LEGAL COMPLIANCE	15
3.2.1 Section 37(2) (Legal) Agreement	15
3.2.2 Child Labour	16
3.2.3 OHS Act	16
3.2.4 Legislative Compliance	16
3.3 ESKOM GOURIKWA POWER STATION REQUIREMENTS	17
3.4 SHEQ POLICY	17
3.5 COVID 19 POLICY	17
3.5.1 Covid-19 requirements	17
3.6 COVID	17
3.7 COSTING FOR OHS WITHIN THE PROJECT	17
3.8 STATUTORY APPOINTMENTS	18
3.8.1 Non-statutory appointments	18
3.9 ESKOM LIFE-SAVING RULES	18
3.10 SUBSTANCE ABUSE	19
3.11 CONTRACTOR ORGANISATIONAL STRUCTURE	20
3.11.1 Main Contractor Organogram	20
3.11.2 Appointed Contractor/s Organogram	20
3.12 ROLES AND RESPONSIBILITIES	20
3.12.1 Main contractors and appointed contractors	20
3.12.2 Contractor site supervisor	22
3.12.3 Contractor Health and Safety officer full/time	23
3.13 RISK ASSESSMENT (REFER TO 32-520)	23
3.13.1 HIGH RISK ACTIVITIES	24
3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS	25

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.15 FIRE EQUIPMENT AND MAINTENANCE	25
3.16 FIRST AID AND EQUIPMENT	26
3.16.1 First Aid Boxes and equipment	26
3.17 OHS COMMUNICATION SYSTEMS	27
3.17.1 Statutory Health and Safety Committees	27
3.17.2 Non-statutory health and safety committees	28
3.18 TOOL BOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS	29
3.19 OHS TRAINING	29
3.19.1 Main Contractor Induction training	30
3.19.2 Appointed Contractor Work specific induction training	30
3.19.3 Visitors induction	30
3.20 GENERAL TRAINING	30
3.21 CONTRACTOR SITE ESTABLISHMENT	31
3.22 SITE ROADS	31
3.23 VEHICLE MANAGEMENT	31
3.24 HOUSEKEEPING AND ORDER	32
3.25 STACKING AND STORAGE	33
3.26 WORKPLACE SIGNAGE AND COLOUR CODING	33
3.27 TOOLS AND EQUIPMENT	34
3.27.1 Hand tools	34
3.30 LADDERS	36
3.31 SCAFFOLDING	36
3.33 HAZARDOUS MATERIAL/ CHEMICAL MANAGEMENT	39
3.35 AUDITING	40
3.35.1 Approval and compliance of main contractor OHS Plan	40
3.35.2 Eskom OHS audits	40
3.35.3 CONTRACTOR AUDITS	41
3.36 SMOKING	41
3.37 CELLULAR PHONES	41
3.38 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION	41
3.38.1 Medical Assessments	41
3.39 ROLES AND RESPONSIBILITIES	42
3.40 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS	42
3.41 INCIDENT REPORTING AND INVESTIGATION	42
3.42 EMERGENCY MANAGEMENT	43
3.43 NON CONFORMANCE AND COMPLIANCE	43
3.44 OHS FILES	43
3.45 WORK STOPPAGE	44
3.46 HOURS OF WORK	44
3.46.1 Normal work	44
3.46.2 Night work	44
3.46.3 Overtime	45
3.47 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION	45
3.48 CONTRACTOR PERFORMANCE MONITORING	45
3.49 SECURITY	46
3.50.1 SECURITY CLEARANCE	47
3.51 CONTRACT SIGN OFF	47
3.51 ESKOM'S RIGHT TO TERMINATE THE CONTRACT	47
4. AUTHORIZATION	47
5. REVISIONS	48

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

1. INTRODUCTION

Eskom Gourikwa Power station's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental, and Quality (SHEQ) Policy and applicable legislative obligations. This OHS specification is Eskom Gourikwa Power station's minimum requirements which are required to be met for the duration of the contract period by contractors/suppliers and, where required, the delivery organisation. The contractor is expected to develop an OHS plan that meets these requirements as well as all the relevant applicable legislation that they conform to. Eskom in no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and execution of their health and safety programme for their employees and appointed contractor employees. This OHS specification reflects minimum requirements and should not be construed as all-encompassing.

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

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

2. SUPPORTING CLAUSES

2.1 SCOPE

This OHS specification lists the legislative and Eskom Gourikwa Power station's requirements and, where applicable, any requirements pertaining to local authorities, municipal by-laws, or environmental legislation that must be met by the contractor.

2.1.1 Purpose

To set out the minimum requirements to ensure compliance with safety, health and environmental legislation as well as Eskom Gourikwa Power Station Standards and Procedures and to assist the Project Managers and the Principal Contractors, to develop, implement and maintain an organised safety, health and environmental management system.

2.1.2 Applicability

This OHS specification is applicable to any contracting organisation that intends to respond to Eskom Generation's tender/enquiry with the intention of entering into a contract.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

2.2.1 Normative

- Basic Conditions of Employment Act No 75 of 1997.
- Occupational Health and Safety Act and Regulations No 85 of 1993.
- OHS Act "Regulations on Hazardous Work by Children in South Africa"
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- 32-37 Eskom Substance Abuse Procedure.
- 32-136 Contractor Health and Safety Requirements
- 240-62196227 Life- saving Rules
- 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- 32-727 SHEQ Policy
- 240-62946386 Vehicle and Driver Safety Management Procedure
- 32-520 Risk Assessment procedure
- Plant Safety Regulations
- ISO 45001
- Eskom Covid-19 policy
- National Disaster Management Act 57 of 2002

2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

2.3 Definition	Explanation
Appointed contractor	Means a contractor appointed by the main contractor
Baseline assessment risk	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
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.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes main contractors
End User	is the consumer of a good or service
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: <ul style="list-style-type: none"> a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) 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

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

2.3 Definition	Explanation
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Occupational Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Occupational Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Occupational Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Life-saving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Main contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

2.3 Definition	Explanation
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.4 ABBREVIATIONS

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COLD Act	Compensation for Occupational Injuries and Diseases Act
dBA	Decibel
DMR	Driven Machinery Regulations

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

Abbreviation	Description
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
H&S	Health and Safety
IOM	Inspector of Machinery
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NDT	Non-destructive Testing
NKP	National key point Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	Operating and Maintenance
LoG	(COID) Letter of Good Standing
SHE Rep	Safety, Health and Environmental Representative
SABS	South African Bureau Standard
SANS	South African National Standard
COVID-19	Corona Virus

2.5 RELATED/SUPPORTING DOCUMENTS

Section 37(2) of the OHS Act requires Eskom Gourikwa Power Station to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom and contractor representatives.

3. DOCUMENT CONTENT

3.1 SCOPE OF WORK

- **Location - Gourikwa Power Station**
- **Project description- Major Outage - Overhaul Gourikwa Mechanical Pumps**
- **Programme details:**
 - ✓ For Evaluation and Assessment: SHE File to be submitted 1 month prior to

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- ✓ commencement of work.
- ✓ Time allowed for preparation of SHE File – 30 days.
- ✓ Anticipated date for the commencement of work on site –
- ✓ Anticipated project completion date or project duration –

Summary Scope of Work – Overhaul Gourikwa Mechanical Pumps

The Contractor shall perform comprehensive motor assessment and refurbishment, including:

Labour (Assembly/Disassembly) Normal Time

The Contractor shall:

- Perform controlled disassembly and reassembly in a clean environment.
- Document each step of the disassembly and reassembly process, including photographic records.
- Use standard recommended procedures and tools.

Labour (Assembly/Disassembly) Overtime and Weekends

The Contractor shall:

- Clearly define and schedule all overtime or weekend work as agreed with the employer.
- Ensure compliance with health and safety standards during these periods.

Machining (if required)

If required, the Contractor shall conduct precision machining for:

- Shaft journals (to remove scoring or restore diameter).
- Impeller surfaces (to restore balance or correct dimensions).
- Casing components such as volute seating areas.

Inspect and Record All Strip Down Measurements

Measurements and records of the following shall be taken during disassembly:

- Shaft diameters and runout.
- Impeller and wear ring clearances.
- Bearing housing dimensions.
- Axial float.

Contractor shall include findings in the final findings report.

Replace Volute (only if necessary)

If it is necessary, the Contractor shall:

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Inspect the volute casing for cracks, erosion, or excessive wear.
- Replace the volute with an approved component if damage exceeds allowable limits.

Inspect/Test Pump Shaft for Straightness

It is required that the *Contractor*:

- Conducts shaft runout testing using a dial gauge with accuracy to $\pm 0.01\text{mm}$.
- Corrects any shaft misalignment through machining or recommend replacement if misalignment exceeds required tolerances.

Replace Impeller (if deemed necessary)

In the case where it is necessary to replace the impeller, the *Contractor* shall:

- Inspect the impeller for cavitation damage, pitting, or deformation.
- Replace with a certified impeller if damage is beyond repair.

Balance Impeller

The *Contractor* shall:

- Inspect the impeller for cracks or deformities before and after balancing.
- Dynamically balance the impeller assembly to ensure vibration-free operation.
- Use a precision balancing machine to measure and correct unbalance at the relevant operating speeds as given in the tables provided.
- Adjust weights or remove material from designated areas without compromising structural integrity.
- Verify residual unbalance and ensure vibration levels comply with acceptable standards.
- Provide a balancing report documenting initial and final unbalance values and corrective actions.

Replace Shaft (only if necessary)

The *Contractor* shall replace the shaft if any of the following conditions are met:

- **Diameter Wear:** If the shaft's diameter wear exceeds the specified tolerances after machining, the shaft must be replaced to ensure proper fit and function.
- **Cracks or Defects:** If cracks, fractures, or any other defects are detected during Non-Destructive Testing (NDT), the shaft must be replaced, as these defects could compromise the integrity and performance of the motor/pump.

Replace Bearings

In pumps where bearings apply, the *Contractor* shall:

- Replace Drive End and Non-Drive End bearings, with approved bearings.

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		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Apply the correct lubrication type and quantity during installation.
- The *Contractor* is required to note that at both Ankerlig and Gourikwa Power Stations:
 - Certain pumps are equipped with flexible couplings and are configured as single-stage pumps. The specific bearings requiring replacement are detailed in this scope of works.
 - Furthermore, the *Contractor* must note the following for pumps at both Gourikwa and Ankerlig Power Stations:
 - Some pumps are designed as close-coupled units, where the impeller is mounted directly on the motor shaft, and therefore, these pumps do not have bearings.
 - Some pumps are equipped with Rotex spider couplings, while others utilize different spider couplings.
- Ensure that distinctions between the various pump configurations, couplings, and bearing requirements are made in accordance with **Table 1 and 2** provided in this scope of works document.

Replace Wear Rings/Split Ring (if necessary)

Where applicable and necessary, the *Contractor* shall:

- Remove the existing wear rings and split rings, inspecting for excessive clearance, wear, or damage.
- Measure the radial clearance between the impeller and wear rings using precision instruments, ensuring compliance with acceptable standards.
- Replace wear rings with new ones if the clearance exceeds the specified tolerances or shows visible wear patterns.
- Ensure new rings are approved equivalents to ensure optimal performance.
- Accurately fit and secure the new wear rings, ensuring no interference with impeller rotation or pump hydraulics.
- Document all findings and replacements, providing detailed measurements before and after replacement for recordkeeping.

Replace Spacer, Shims, and Circlips

It is required that the *Contractor*:

- Replaces all spacers, shims, and circlips with approved compliant parts during reassembly.
- Carefully removes all spacers, shims, and circlips during disassembly, inspecting them for deformation, wear, or corrosion.
- Measures existing components to verify dimensions against OEM specifications to determine the need for replacement.
- Replaces all spacers, shims, and circlips with new, OEM-compliant parts to ensure correct alignment and clearances during reassembly.
- Installs spacers and shims with precision to maintain axial and radial alignment of rotating components, ensuring proper load distribution.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Secures circlips in their designated grooves using appropriate tools to prevent displacement during operation.
- Provides a detailed report of all replaced components.

Replace Gasket Set

The *Contractor* shall:

- Use a full gasket set that meets the pump manufacturer's specifications or approved equivalents for the different pumps on scope of work.
- Carefully remove all existing gaskets during disassembly, ensuring no remnants remain on the mating surfaces to prevent sealing issues.
- Clean all gasket seating areas thoroughly, removing debris, corrosion, or oil residue to ensure a smooth sealing surface.
- Install the new gaskets with precision, ensuring proper alignment and avoiding over-tightening of bolts to prevent damage to the gasket material.
- Verify proper sealing during hydraulic pressure testing, ensuring there are no leaks at gasketed joints.
- Document all gasket replacements, including the type and material of gaskets installed, and provide this information in the final inspection report.

Replace Shaft Seal (if necessary)

Where necessary, the *Contractor* shall:

- Inspect the existing shaft seal for wear, cracking, or other signs of failure, determining whether replacement is necessary.
- Carefully remove the old shaft seal, ensuring no damage to the shaft or housing during disassembly.
- Install a new shaft seal that meets OEM specifications or is an approved equivalent, ensuring compatibility with the pump's operating conditions, including temperature, pressure, and medium.
- Apply the correct amount of lubrication or sealing compound, as specified, to facilitate proper installation and performance.
- Test the newly installed shaft seal during reassembly by conducting a pressure or performance test to verify leak-free operation under normal operating conditions.
- Record and report all details of the replaced shaft seal, including part numbers, specifications, and test results.

Sand Blast and Paint

The relevant paint shall be applied to all pumps and the *Contractor* shall:

- Sandblast all metallic surfaces to remove old paint and corrosion.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Apply **Ochre Brown (RAL 8001)** for the coating of all external and visible surfaces of the following pumps, ensuring that the colour is consistent across all components:
 - MBV Main Lube Oil Pumps
 - MBV Auxiliary Lube Oil Pumps
 - MBV Standby Lube Oil Pumps
 - MBV Emergency Lube Oil Pumps
 - MBV Lift Oil Pumps
 - MBX Hydraulic Pumps
- Furthermore, **Varnish Blue (RAL 5017)** shall be applied to the external and visible surfaces of the following pumps:
 - MPR Cooling Water Pumps
 - MBV Cooling Water Pumps
- Ensure a minimum coating thickness of 150 microns.

Check the Axial Float of the Pump Assembly

The *Contractor* is required to:

- Use a calibrated dial gauge to accurately measure the axial float of the pump assembly, ensuring the reading is precise and reliable.
- Disassemble and adjust the assembly as required to bring the axial float within the acceptable tolerance range, prioritizing alignment and balance.
- Inspect associated components, such as thrust bearings and spacers, for wear or damage that could affect axial float, replacing them as necessary.
- Reconfirm the axial float measurement post-adjustment to ensure compliance with acceptable standards and vibration-free operation.
- Provide a detailed report outlining all adjustments, replaced components, and final measurements for quality assurance.

Provide a Report

Upon completion of the overhaul scope of work, the *Contractor* shall submit a comprehensive report including:

- **Initial Inspection Findings:** A detailed summary of all observations made during the initial inspection, including photographic evidence to support the findings.
- **Measurements and Clearances:** Precise measurements taken during the overhaul process, along with the corresponding clearances for critical components, ensuring they meet the required specifications.
- **List of Replaced Components:** A thorough list of all parts and components that were replaced during the overhaul, including part numbers, quantities, and any relevant specifications.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- **Test Results:** Documented results of any tests performed, such as pressure tests, functional tests, or performance evaluations, confirming that the pumps meet operational standards post-overhaul.

Laser Alignment

The *Contractor* shall perform the laser alignment, taking note of the below:

- **Alignment of Pump and Motor:** After the pump is reinstalled at the site and all relevant components are securely mounted, the *Contractor* shall perform laser alignment between the pump and motor shafts to ensure they are properly aligned for optimal performance and to prevent undue stress on the bearings and other components.
- **Alignment Equipment:** The *Contractor* shall use calibrated laser alignment tools to perform the alignment, ensuring accuracy and precision. The tools must be appropriate for the motor and pump sizes in question, and alignment tolerances shall be based on manufacturer specifications or industry standards.
- **Procedure:** The alignment process shall involve setting up the laser equipment, taking initial readings of the shaft angles, distances, and offsets, and adjusting the pump and motor until the specified alignment tolerances are achieved. This will include adjusting the motor base or pump casing, as needed, to bring the components into alignment.
- **Post-Alignment Checks:** Once the alignment is completed, the *Contractor* shall verify the alignment by conducting a final check to ensure that the shaft misalignment is within the acceptable tolerance limits. Any further adjustments needed must be made at this stage before final acceptance.
- **Site Presence and Commissioning:** The *Contractor* is required to remain on site until all pumps have been fully commissioned and verified to operate correctly. This includes ensuring that the pumps are functioning as intended, with no leaks present in any of the seals or connections. The *Contractor* must resolve any issues related to leaks or system performance before the commissioning can be considered complete.
- **Acceptance Criteria:** The alignment will be considered acceptable only if it meets the specified tolerances and performance criteria. If any alignment issues are found that could affect the efficiency or lifespan of the pump and motor, the *Contractor* will be required to make further adjustments until the system meets the required standards.

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

Note: The contractor who will be awarded this contract will be known as the “**Main contractor**” and any contractor appointed by the main contractor will be known as the “**Appointed contractor**”

3.2 LEGAL COMPLIANCE

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom Gourikwa Power Station and the main contractor at the time of submitting the safety file. The main contractor must ensure that a section 37(2) agreement is compiled between the main contractor and all their appointed contractors for the contract. The original copy of the section 37(2) agreement must be retained by the contractor, and a

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

copy must be retained by the responsible project manager/end user. A copy of all the agreements must form part of the respective contractor's OHS file.

3.2.2 Child Labour

The constitution of the Republic of South Africa, in the "Bill of Rights", is clear on the rights of children, especially when it comes to:

1. being protected from exploitative labour practices.
2. not be required or permitted to perform work or provide services that
3. are inappropriate for a person of that child's age; or
4. This places at risk the child's well-being, education, physical or mental health, or spiritual, moral, or social development and the Basic Conditions of Employment Act, Chapter six, Section 43, "Prohibition of employment of children."

Before resorting to the use of child labour, due consideration must be given to the child's constitutional rights. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act "Regulations on Hazardous Work by Children in South Africa" with emphasis on paragraph 2: Purpose and Interpretation. Eskom does not condone the use of child labour and, therefore, all effort must be exercised, and child labour should not be used.

3.2.3 OHS Act

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

3.2.4 Legislative Compliance

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

The main contractor and all appointed contractors will comply with all the legislation pertaining to this project being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.
- Unit Standards for working at heights training - 229998 and 229995.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.3 ESKOM GOURIKWA POWER STATION REQUIREMENTS

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom OHS documentation that is applicable to contract services.

3.4 SHEQ POLICY

A SHEQ policy is a statement of intent and a commitment by the organization's CE and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, and values of integrity, customer satisfaction, excellence, and innovation. The main contractor and all appointed contractors, if not already in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE, OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

3.5 COVID 19 POLICY

Due to the current pandemic the contractors are required to submit the Covid policy signed by the most senior person. The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor's OHS files and attached as an annexure to the OHS Plan.

3.5.1 Covid-19 requirements

Covid-19 costs are not for profit making purpose and Eskom reserves the right to accept and/or decline the list of PPE which will be listed in the detailed Covid-19 costs. Due to the current pandemic the contractors are required to provide Eskom Gourikwa Power Station with a Covid-19 risk assessment and a detailed plan on how to prevent the spread of the virus and what control measures will be put in place to protect Eskom Gourikwa Power Station employees and members of the public. The risk assessment must include the following but not limited to, adherence to Covid-19 protocols in designated smoking areas. Covid-19 costs are applicable for the duration of the pandemic and the Covid-19 costs will be ceased once the country has declared that Covid-19 is no more a pandemic. The contractors have an obligation to comply with the National Disaster Management Act including the appointment of the Compliance Officer.

3.6 COID

The main contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor OHS files.

3.7 COSTING FOR OHS WITHIN THE PROJECT

The costing for OHS must be itemised based on the overall scope of the work (i.e.) Training, provision of PPE, safety equipment purchases, safety campaigns, safety promotional material etc.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.8 STATUTORY APPOINTMENTS

The main contractor and all appointed contractors must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. The following should be included in the statutory appointments, but not limited to:

- Sec 16(2) Designation Employer
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Safety Regulations 3(4) – First Aider/s.
- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator.
- Safety Officer - CR 8(6)
- Contractor Site Supervisor CR 8(7)
- Competent person to conduct Risk Assessment Sec 13

3.8.1 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom Site Manager
- Eskom Site Supervisor

3.9 ESKOM LIFE-SAVING RULES

1. Eskom places a high value on health and safety and urges every organization that undertakes work for Eskom to do the same.
2. Eskom has developed five life-saving guidelines that will apply to all Eskom employees, agents, consultants, and contractors. Any Eskom employee or employee of a Main Contractor or appointed contractor who fails to follow these rules would be deemed a serious violation. These rules are in place to protect any employee, labour broker, or contractor working from significant injury or death.
3. If any contractual work (including delivery of any product) is to be undertaken on Eskom premises, the rules shall be obeyed by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

Eskom will take a zero-tolerance approach to these policies.

Noncompliance to Life-saving rules is regarded serious misconduct and will result in serious disciplinary action, which may include dismissal.

This is to ensure that everyone who works on or visits an Eskom facility returns home to their families safely.

3.10 SUBSTANCE ABUSE

1. Alcohol and substance abuse are serious threats to any business, especially when it comes to workplace accidents and car driving. As a result, Eskom has the right to take reasonable procedures to identify and prohibit drunk people from entering the company.
2. General Safety Regulation 2A specifies the legal position on intoxication.
3. The allowable alcohol and drug level is 0%.
4. All contractors must follow Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: (BE SOBER), and anyone entering the Eskom site will be subjected to alcohol testing if the BU has self-alcohol testing equipment.
5. Contractors are invited to develop their own manual and test their own employees for alcohol on a regular basis.
6. Test results must be marked "Confidential" and kept in the employee's personal file.
7. Eskom's life-saving rules must be included in the induction process.
8. All employees involved in the scope of work must sign the Life -saving rule pledge/Acknowledgement before commencement of work.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.11 CONTRACTOR ORGANISATIONAL STRUCTURE

3.11.1 Main Contractor Organogram

The main contractor must provide an organisational organogram on the company's letter head 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, legal appointments and organogram must be signed off by the company's 16.1 or 16.2.

The main contractor must ensure that all appointed contractors comply with this requirement. The main contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS Plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project OHS files.

3.11.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project on the company's letter head, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, any appointments made and must be signed off by the company's 16.1 or 16.2.
2. This diagram must be kept up to date, a copy of which must be given to the main contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

3.12 ROLES AND RESPONSIBILITIES

Commitment

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 Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

Note 1: Most of the roles and responsibilities listed apply to both main contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

3.12.1 Main contractors and appointed contractors

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulation 7 of the Construction Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
6. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.
9. Contractors must provide the main contractor with the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
10. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
11. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
12. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
13. Ensure that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
14. Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
15. Take reasonable steps to ensure cooperation between all their appointed contractors.
16. Ensure that Eskom OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely
17. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
18. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
19. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
20. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
21. Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
22. Ensure that 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 or not.
23. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

24. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
25. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
Note: should the main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.
26. Must have a substance abuse program which must be in line with Eskom requirements.
27. Ensure that all incidents are reported and investigated timeously by competent incident investigators and aligned with 32-95 requirements.
28. Be involved in all of their appointed contractor's incident investigations.
29. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

3.12.2 Contractor site supervisor

The contractor site supervisor must be trained in the following:

- HIRA, Incident investigation training, Supervisor training, authorised person & Legal liability

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements;
3. Inspect all work done by the Contractors to ensure adherence to Eskom's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site in order to achieve excellent results
7. 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-conformance's identified, corrective actions, audits and inspection schedules.
8. Continual liaison between the main contractor, appointed contractors and employees.
9. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
10. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
11. Submit the observation reports to the relevant management.
12. Submit the required OHS reports communicated by Eskom e.g. manpower numbers, statistics report etc.
13. Have meaningful participation in the project statutory health and safety committee meetings.
14. Participate in all appointed contractor incident investigations.
15. Participate in the main contractor's emergency preparedness planning.
16. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
17. Issue site instructions on behalf of the main contractor where and when the appointed contractors deviate from safety requirements.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.12.3 Contractor Health and Safety officer full/time

- A full time Health and Safety officer will be required for the Major outage.

The contractor health and Safety officer must be trained in the following:

- SAMTRAC, HIRA, Incident investigation training, Legal liability, Training, knowledge and understanding of ISO 45001, Minimum work experience 2yrs, OHS Diploma (applicable to 3-5 years contract).
- The contractor health and Safety Officer to submit a weekly report to Eskom safety department from the daily plant walks.
- The contractor health and safety Officer to conduct monthly safety internal audit of their sub-contractors and submit to Eskom the report and corrective action that has root causes of all identified deviations.

3.13 RISK ASSESSMENT (REFER TO 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in then activity, work, site and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example if a job / task is extended over a day or halted due to inclement weather.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low, Medium or High;
- All known documentary and supervisory controls are listed, for instance: What safe work procedures exist for ladders.
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the Eskom project manager representative for comment and approval.
- The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

Continual Risk Assessments

- All contractors must conduct continual risk assessments throughout the contract, especially where risk profiles have changed. These are to be compiled and filed in OHS File

Site Specific Health and Safety Hazards

The Eskom Gourikwa Power Station Project/Outage Manager will make all reasonable efforts to ensure that the information provided is complete and correct. However, the Main Contractor shall make his own assessment of the hazards and risks associated with the work under the Contract.

The Main contractor shall establish

Hazards on site are, but not limited to:

- Working at heights
- Possibility of electrical contact
- Danger of moving heavy equipment
- Hot work
- Confined space
- Lifting/Rigging activities
- Possible Environmental spillages
- Dangers related to burnables/flammables/explosives
- Hazardous Chemical Agents
- Working with hand tools
- Smoking on site
- Loss gravel stones around site.
- Slip, Trip and Fall

It is however pointed out to the main Contractor that the list may not be totally comprehensive and it is the duty of each Main Contractor to ensure that all the hazards are identified, before and during the project, and the necessary activity-based risk assessments are carried out. These risk assessments shall form part of the OHS Plan which will be passed on for scrutiny and approval by the Client/Agent's representative.

3.13.1 HIGH RISK ACTIVITIES

When the Main Contractor and/or his sub-contractors are working in an area where a high health and safety hazard exists, the Principal Contractor shall:

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- a) Ensure that permanent and adequate on site supervision is available for the entire duration of the work that is being conducted.
- b) Ensure the use of safety standbys in areas of high risk activities, and activities that fall within the scope of the permit to work system.
- c) Provide, erect and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner;

The Main Contractor shall maintain, at all times, defined access ways, which is clear of objects or obstructions, so as to allow for emergency vehicle entry.

The Main Contractor shall provide any temporary protective shielding required for protecting nearby operations from the activities, at his own cost.

3.14 SAFE WORK PROCEDURES / METHOD STATEMENTS

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments. All contractor employees must be trained on Safe work procedures and the proof must be kept on the OHS files. The job observation on the safe work procedures must be conducted regularly by the competent Supervisor to monitor adherence and compliance.

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:-

- a. Designing a new job or task;
- b. Changing a job or task;
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

- d. The supervisor for the task or job and the employees who will undertake the task;
- e. The tasks that are to be undertaken that pose risks;
- f. The equipment and substances that are used in these tasks;
- g. The control measures that have been built into these tasks;
- h. Any training or qualification needed to undertake the task;
- i. The personal protective equipment to be worn;
- J. Actions to be undertaken to address safety issues that may arise while undertaking the task.

3.15 FIRE EQUIPMENT AND MAINTENANCE

1. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by an appointed person

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

2. Serviced once every 12 months by a competent
3. Tested on an interval as prescribed by the manufacturer
4. Results entered in the register and signed by appointed person

3.16 FIRST AID AND EQUIPMENT

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the legal requirements. Appointees must be trained to level 2 and the training service provider must be registered in accordance with section 26(1) of the Skills Development Amendment Act, Act No. 37 of 2008. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Main Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have first aid box as per the risk assessment or at least one for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The first aid box must be sealed or controlled, be inspected monthly and the treatment register be kept in the box.
10. During the inspection, the sampled first aid boxes' seal must be broken to inspect the content of the first aid box.
11. The Main Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.16.1 First Aid Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all First boxes and contents shall be checked on a monthly basis, kept clean and dust free.

3.17 OHS COMMUNICATION SYSTEMS

1. Main Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate OHS issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.17.1 Statutory Health and Safety Committees

1. The main contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the main contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the main contractor and the project manager and the Inspector at DEL.
8. All health and safety committees shall discuss all incidents regardless of their severity, including projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

11. The main contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.17.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee

3.17.2.1 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.
 - List of agenda items:
 - Matters arising from previous minutes
 - Matters arising from Contractor's SHE meetings.
 - Covid-19 Compliance
 - Audit results and feedback
 - Review Health and Safety Representative Inspection Reports
 - Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
 - Accident Prevention – Safety Promotion
 - Planned Job Observations
 - OHS training
 - Protective clothing and equipment
 - Incident Announcements / Recall
 - Forthcoming High hazard activities.
 - Non-conformances.
 - Housekeeping.
 - Work permits.
 - Work procedures.
 - Hazardous materials / substances.
 - Fire Prevention
 - Occupational Hygiene Assessments, Health Risks and Actions
 - Security
 - Vehicles, mobile equipment's and yellow plant

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.17.2.2 Minutes and action items for all health and safety committee meetings

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.
5. All other meeting minutes where SHE is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and main contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant contractors chairperson within 14 calendar days of the meeting.

3.18 TOOL BOX TALKS / DAILY TEAM TALKS / PRE JOB MEETINGS

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool box talks must be conducted. The toolbox talk topics will be based on OHS issues pertaining to the works site and or the project. The topic and contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.19 OHS TRAINING

1. The main contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the main contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the main contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS Plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees must be kept on the OHS file.

3.19.1 Main Contractor Induction training

The contractor is required to make arrangements with Gourikwa Power Station for its employees to attend induction in order to be granted permission to access site.

- The main contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
- Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project.
- All contractor employees and visitors on site shall carry the proof of induction training whilst on site.

3.19.2 Appointed Contractor Work specific induction training

The main contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction. The induction training should take into account the approved project OHS Plan, general hazards prevalent on the works site, risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.19.3 Visitors induction

- Visitors to the site shall be required to undergo and comply with Eskom's site-specific safety induction prior to being allowed access to site.
- For major outage Eskom may require the main contractor to induct their employees and visitors prior to attending Eskom's induction.
- All visitors must remain in the care and custody of a person (host) who has been properly inducted. **No visitors are permitted to undertake any work onsite, of any nature.**
- Visitors who have completed site induction must sign the attendance register

3.20 GENERAL TRAINING

The main contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Main Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with the work to be performed by conducting task/job observations.

3.21 CONTRACTOR SITE ESTABLISHMENT

Where contractors are providing their own facilities, the following shall apply:

1. Prior to establishing a project site, a site plan is required to be drawn and submitted to the project manager, listing position of all buildings, amenities, storage, stacking areas and temporary electrical installations. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
2. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.
3. Main contractor's site facilities should be managed and kept hygienically clean at all times.
4. Where the materials are stored at the work sites, proper stacking and storage shall be carried out and maintained in good order at all times.

Where Eskom is making provision of the facilities to the contractor, the following shall apply:

1. Prior to handing over the site to the contractor, the client (project managers/end users) shall together with the contractor management conduct inspections, draft and sign the service level agreement.
2. Main contractors shall manage and keep the allocated Eskom facility hygienically clean at all times.
3. It is the responsibility of the contractor to maintain and keep the facility in a good condition.
4. It is the contractor's responsibility to immediately report to the Eskom contract manager/project manager the defects incurred.
5. Eskom reserves the right to conduct unannounced site inspections.

3.22 SITE ROADS

1. When planning, sufficient areas must be allocated for parking of vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.23 VEHICLE MANAGEMENT

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

d. Ensure that vehicles are not overloaded.

2. No persons maybe transported at the back of the bakkie.
3. Drivers are required to conduct the route risk assessment prior to travelling/driving.
4. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
5. All drivers of vehicles are to have valid medical fitness certificates.
6. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
7. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
8. 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.
9. 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.
10. 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.

3.24 HOUSEKEEPING AND ORDER

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the work/project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the main contractor in the first instance and the Eskom project/site manager in the second instance.
8. The Eskom Project/Site Manager has the right to instruct the main contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the main contractor.
9. The main contractor shall carry out regular safety/housekeeping inspections daily to ensure maintenance of satisfactory standards. The main contractor shall document the results of each inspection and if applicable shall maintain records for viewing.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.25 STACKING AND STORAGE

1. Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely as per GSR 8 and other applicable legislation.
3. The proof of competence must be provided for the appointed stacking and storage supervisor as per GSR 8.
4. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.26 WORKPLACE SIGNAGE AND COLOUR CODING

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must be clear at all times and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Contractor Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.27 FACILITIES

The Main contractor and its Sub contractors must comply with requirements of Facilities Regulation and Environmental Regulations for Workplaces. Each Contractor must establish a lay down area that will be used for the duration of the contract.

The following must be taken into consideration during Site Establishment.

3.27.1 Dining Areas

A proper eating facility must be provided to all employees comprising of all requirements thereof

3.27.2 Ablution Facilities

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

Main contractor must provide ablutions facilities taking into consideration gender parities and also ensure that the facility is maintained and resourced accordingly.

3.27.3 Changing rooms and Lockers

Main contractor shall provide suitable changing facilities for employees, at the workplace. Every employee must be provided with a lockable locker.

3.28 TOOLS AND EQUIPMENT

- Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- 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.
- 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 OHS Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- Eskom Gourikwa Power Station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- Should Eskom Gourikwa Power Station 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.
Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions.
- Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately or locked away with the **unsafe use signage displayed** to prevent further use until such time as the tool or piece of equipment has been repaired.
- 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.

3.28.1 Hand tools

- All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the supervisor on a monthly basis as well as by users prior to use.
- Under no circumstance will the contractors be allowed to use their equipment's with mushroom heads, to be removed at the end or beginning of shift prior to use.
- Tools with sharp points in toolboxes must be protected with a cover.
- All files and similar tools must be fitted with handles.
- No makeshift tools are permissible on site/project.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3. 28.2 PNEUMATIC TOOLS

- 1) All pneumatic tools should be numbered, recorded and inspected at least monthly as well as by users prior to use. And the revolutions per minutes measured in accordance with the manufacturer specifications.
- 2) It is illegal for a pneumatic tool to be operated by using a compressed gas cylinder. Pneumatic equipment shall only draw supply from mobile air compressors or from compressed air lines installed within the premises after gaining permission from the Client/Agent Representative.
- 3) When using the interlocking type of connection of an airline, connectors shall be secured with wire clips through holes provided to prevent accidental disconnection.
- 4) Compressed air shall NOT be used for any purpose other than that for which it is provided. Compressed air should not be used to remove dust from clothing.
- 5) Hoses to be orderly routed and elevated if required in order to prevent tripping hazards.

Records

- Check list for hand tools
- Check list for air tools including records of the measurement of revolutions on grinders
- Gas cylinder trolley checklist
- Register

3.29 MACHINE GUARDING

- An assessment should be conducted in writing to ensure that all machines and tools are fitted with a guard and the assessment should be kept on the safety file.
- The machine or tool should be guarded to prevent limbs or loose clothing from getting under, into, above or around the dangerous moving parts.
- Every shaft, pulley, wheel-gear, sprocket, coupling, clutch, friction drum, spindle end screw, key, bolt on a revolving shaft, driving belt, chain rope or similar object shall be securely fenced or guarded.
- Guards should form a permanent part of the machine or tool, easy to remove non corrosive, rigged and as far as reasonable heat resistant.
- Machine guards must be painted on the outside in the same colour as the machine or tool.
- Inside of guards and moving or rotating parts must be painted orange.
- All guards must be inspected by a competent person on a monthly basis as well as by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

Record keeping

- A register should be used which indicate the name, number of the machine or tool and the number of guards.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- The register should be kept on the safety file

3.30 LADDERS

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Two-man rule must always be applied when the Ladder is being used i.e. when one is climbing ladder the other person should hold the ladder at the bottom for stability.
6. Non-slip devices must be in good condition and no paint to be on wooden ladders
7. 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.
8. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
9. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
10. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
11. The appropriate head protection, with chin strap shall be worn by employees working from a ladder (risk based) or with climbing irons.
12. 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 OHS files

3.31 SCAFFOLDING

1. All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085 SANS 51004 (Aluminium and tower scaffold), Eskom procedure 32-418 and used in terms of GSR 6.
2. Scaffolding erectors: Training is specified in SANS 10085.
3. All scaffolding shall be inspected by a competent person weekly before use and before use following weather conditions that could have made the scaffold unsafe e.g. Which could make ground conditions unstable, after a storm, mishaps, before dismantling and after alterations.
4. Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been made.
5. The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

6. Scaffolds that provide access to areas where personnel can fall into a hazard shall install a gate at the access point of the hazard that is affixed with a warning sign stating that 100% tie off required past this point.
7. The Contractor must give preference to using scaffold stairs instead of ladders for all scaffolds. These scaffolds must be fitted with a kick plate at the bottom of each stair section. The kick plate shall be able to prevent a member of *Contractors'* personnel slipping down the staircase and sliding between the floor and the mid-rail.
8. An appropriate scaffolding tagging system shall be used to confirm the status of scaffolding for use or not to be used, the inspectors name and surname, signature, date and telephone number must be written on the tag.
9. Scaffolding access stairs shall be fitted with toe boards at all landings to prevent a person slipping through.
10. When employees are working on a scaffold provided with trap doors it must be always closed to prevent a person from falling.
11. A **design and calculations** shall be done for all scaffolding in excess of 2 meter by an Engineer.
12. A Team leader shall be appointed in writing for the erecting and dismantling of all scaffolding.
13. Only use steel boards on scaffolding when working in the open.

3. 32 LIFTING MACHINES AND LIFTING TACKLE

- 1) A risk assessment shall be conducted prior to commencing with the task to identify the risk involved and appropriate mitigation measures must be put in place.
- 2) If it is the Main Contractor's intention to use lifting machines on site, it should be indicated in the Main Contractor's SHE plan as well as the inspection so that the Eskom Gourikwa Power Station Project/Site Manager can conduct an inspection when equipment is brought onto site. If his/her intention is to use a sub-contractor he must enter the name of the sub-contractor into the notification letter to the Department of Labour.
- 3) All lifting machine operators shall be competent to operate a lifting machine. They must be in possession of a valid permit.
- 4) When ever you are making use of an external contractor to do lifting work the Main Contractor must ensure that the operator is competent and if the Main Contractor is satisfied with the operator's competency after looking at his portfolio he/she should issue a temporary permit to the operator.
- 5) The Main Contractor should verify if the lifting machines have been examined and a performance test done.
- 6) The training should have been done according to the Code of practice by a provider registered by the Department of Labour.
- 7) Before using any lifting machines or tackle the operator should inspect it.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- 8) All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months.
- 9) All lifting tackle should be examined by an accredited person/company at intervals not exceeding 3 months.
- 10) Refer to the requirements of the Driven Machinery Regulation 18 and Construction Regulation 17 and 20 of the OHS Act.
- 11) All lifting tackle should be recorded on a register.
- 12) All hooks shall be fitted with a safety latch/catch.
- 13) A lock out system should be implemented to ensure that only an operator that is competent can draw lifting machines and fork lifts.
- 14) All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.
- 15) No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved by an inspector.

A risk assessment should be conducted prior to starting with the task.

- Account should be taken of wind forces.
- Lifting machines are erected taking into account a safe distance from excavations.
- Account should be taken of the bearing capacity of the ground.
- Principal Contractors and their employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or excavator.
- Contractors and their employees shall ensure that crane loads are not carried over the heads of any workmen.
- Guide ropes to be used to prevent loads from swinging.

Record keeping

- Record books and test certificates of lifting machined and tackle should be kept on the safety file.
- A copy of the risk assessment should be kept on the safety file.
- A certificate of approval shall be obtained from the Department of Labour Inspector.
- Register of all lifting machines and tackle on site (For inspection purposes).
- Training certificates and certificates of fitness for operators of the equipment.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.33 HAZARDOUS MATERIAL/ CHEMICAL MANAGEMENT

The aim of this section is to outline to the Main Contractors and his sub-contractors how hazardous Agents, as defined in the Hazardous Chemical Agent Regulations (OHS Act), should be managed.

Prior to any HCA being brought onto the site or produced on the site, the Main Contractor shall supply the Eskom Project Manager with the following:

1. Safety Data Sheets (SDS) in accordance with the requirements of the OHS Act – Regulations for Hazardous Chemical Agents;
2. Purpose for bringing the hazardous Agents onto the site;
 - Proposed arrangements for safe storage;
 - Proposed methods for handling/usage;
 - Proposed method of disposal;
 - Hazard communication / training plan.
3. The information is to be provided at least **two (2) working days** prior to the expected delivery on site.
4. The Eskom Gourikwa Power Station Project Manager shall approve the use of any hazardous substance/Agents after receiving the above information.
5. No HCA are not to be brought onto the site until the Eskom Gourikwa Power Station Project Manager approval is received.
6. All HCA containers to be clearly labelled. Containers that are not marked will not be allowed.
7. No HCA to be stored in food or drink containers.
8. Users of HCA to wear/use the correct PPE as per the HCS safety data sheet.
9. Users of HCA to be adequately trained in the HCA that they are handling.
10. The Contractors to have and maintain a register with all the HCA that they have on site.

3.34 Compressed Gas Cylinders

(General Safety Regulation 9) and SABS 1548

The following requirements apply to all gas cylinders storage:

- 1) Contractors shall establish storage areas as approved by the Eskom Gourikwa Power station Project Manager.
- 2) Storage areas should be well clear of buildings.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- 3) The storage areas shall be fenced, shaded, stable, and solid surfaces.
- 4) For security and ventilation purposes, a wire mesh fence should surround the storage area. Keep the enclosure locked.
- 5) All danger signs must be prominently displayed at storage area; e.g.
 - No Smoking.
 - No naked flames.
- 6) A protective covering must be provided to protect cylinders from getting wet or being exposed to direct sun
- 7) Adequate ventilation must be provided.
- 8) Storage areas must be kept free from all combustible materials; no other materials must be stored in cylinder enclosure.
- 9) Full cylinders must be kept apart from empty cylinders so that it will not be necessary to open valves to check whether cylinders are empty or full.
- 10) Cylinders must always be chained separately in an upright position and special stands must be used for cylinders.
- 11) Cylinders must be stored in rows with aisle in-between for easy removal in event of fire.
- 12) Mark empty cylinders clearly and move to approved storage areas.
- 13) Adequate fire fighting equipment must be available.
- 14) Cylinders for different gasses must be stored separately.
- 15) Flammable and oxidising gasses must not be stored together; greases and oils must never be allowed to come in contact with oxygen.
- 16) Only flame-proof electrical lighting should be used, if required.
- 17) Cylinders will only be allowed on site in an approved trolley, properly secured and with a chain.
- 18) All gas cylinder torches to have flashback arrestors fitted on both sides.

3.35 AUDITING

3.35.1 Approval and compliance of main contractor OHS Plan

The Contractor's OHS Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom OHS specifications. Once there is compliance only then will the main contractors OHS Plan be approved by the project manager or an appointed Eskom contract custodian. The implementation of the OHS Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.35.2 Eskom OHS audits

Eskom Gourikwa Power Station shall evaluate all contractors' OHS performance on an ongoing basis against the legal, Eskom requirements, OHS specification and the contractors OHS Plans.

Note: Eskom reserves the right to conduct unannounced audits on contractors

Eskom Gourikwa Power Station will develop a contractor audit schedule and ensure that Internal audits are conducted on the Main contractor/s and/or appointed contractor every 3 months, however, OHS inspections shall be conducted on a monthly basis. These audits shall be attended by the contractor's site manager or his representative.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Main Contractor and appointed contractor. Refer to section on “Work Stoppage” in this OHS specification.

3.35.3 CONTRACTOR AUDITS

Main Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan on a quarterly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the audit. Where appointed contractors are audited by the main contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.36 SMOKING

The national smoking policy must be observed, and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.37 CELLULAR PHONES

The National Road Traffic Act requirements regarding the use of cellular phones must be observed, when driving and or operating mobile equipment and or machinery. The personal use of cell phones in the plant is prohibited unless it is an emergency or for work purpose. The use of cell phone camera in the plant must be in line with the national key point Act and the station rule.

3.38 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION

All contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

3.38.1 Medical Assessments

Note: Eskom will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

1. Main contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. The health risk assessment must be used to compile the man job specification and address the hazards that the employees will be exposed to.
3. For the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
4. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
5. The Main Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
6. The main contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

- The contractor shall include in the OHS files the record of the employees exit medical fitness certificates as and when their employees leave the company.

3.39 ROLES AND RESPONSIBILITIES

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

3.40 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- The Main contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
- All contractors shall comply with the requirements of GSR 2 of the OHS Act and Eskom PPE Specification Standard 240-44175132.
- The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- If there are exceptional circumstances in which certain activities necessitate the use of additional PPE, a risk assessment must be done, in which such PPE requirements will be determined and issued
- All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- Where deemed as a requirement (as per risk assessment), then high visibility vests shall be worn.
- Monthly inspection records of PPE must be kept in the Safety file
- The contractor shall provide training to his/her employees on the correct use, care and maintenance of PPE and keep the record.
-

Notices and Signs

- All equipment, brought onto the site, (including motorised equipment, e.g. bobcat) that requires PPE to be worn during operation, must have the relevant PPE mandatory sign/s attached.
- Symbolic signs (To comply with SANS 1186) indicating the type and use of PPE will be placed at all entry points to the construction site

3.41 INCIDENT REPORTING AND INVESTIGATION

All incidents shall be reported and investigated as per OHS Act sec 24 & 25 and General Administrative Regulations, section 8, 9, and Eskom Procedure 32-95 OHS incident management. Where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.

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

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.42 EMERGENCY MANAGEMENT

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as possible. The contractor must develop and align their own Emergency response plan with Eskom's, to address any emergency which might arise at any given point in time. The contractor to familiarise themselves with the Eskom emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of their plan. This must be recorded and provided on request.

The contractors must prepare their own emergency preparedness plan and align it with the Eskom Gourikwa Power station Emergency preparedness plan.

Telephone numbers to be used for the reporting of any emergency:

a. CONTROL ROOM: PAX 3467

3.43 NON CONFORMANCE AND COMPLIANCE

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Eskom Procurement and Supply Chain Management Procedure.
2. Main contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out of non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE (as per PPE standards) 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.

3.44 OHS FILES

1. OHS file means a documents or record in permanent form, containing the information about the safety and health management system from inception, execution to completion of works.
2. All contractors are required to keep the OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their project sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the OHS documentation/information in line with the OHS requirements/specification, legal and other requirements.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS specification and the OHS Plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
6. On completion of the work/project, the main contractor must hand over a consolidated health and safety file to the project manager.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.45 WORK STOPPAGE

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.46 HOURS OF WORK

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.46.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Employment and Labour and /or the letter of approval from the Department of Employment and Labour.

3.46.2 Night work

When night work is to be performed; the baseline risk assessment must be reviewed to include the management of night work. Contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a toolbox talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.46.3 Overtime

When overtime is required to be performed, the appointed contractors shall inform the main contractor of such action. The main contractor shall inform the Eskom project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.47 OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION

By drawing up this OHS specification Eskom has endeavoured to address the most critical aspects relating to OHS issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the OHS Plan and inform Eskom of such issues when signing the contract.

3.48 CONTRACTOR PERFORMANCE MONITORING

Contractor management is required to do the following as part of the continuous improvement initiatives, and this is applicable if the contractor will be onsite for more than a month.

3.48.1 Planned Job Observation:

- Contractors to have Planned Job Observation procedure or plan
- Planned Job Observation conducted using Safe Work Procedures on weekly basis by a contract supervisor
- Planned Job Observation deviations identified and documented or written confirmation on the PJO form by contractor site manager if no deviations found
- Planned Job Observation actions tracked and monitored
- Planned Job Observation actions closed and signed off

3.48.2 Visible Felt Leadership (VFL) and Behavioural Based Safety (BSO):

- Contractors to have BSO Programme or plan.
- Conduct visible Felt leadership by top management (16.2) and site managers once a month.
- Supervisors and SHE Officers (where applicable) to do behavioural based safety observations once a week, analyse BSOs for their employees to check trends and develop plans to address behaviours.
- All deviations tracked, monitored, closed and signed off within 30 calendar days by the contractor.

3.49 CONTRACTOR/SUPPLIER MANAGEMENT KEY PERFORMANCE INDICATORS (KPI'S):

1. Maintain Health and Safety file and compliance to the health and safety plan, Eskom OHS specification and applicable legislation as amended.

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

2. Always maintain good housekeeping where the task is being executing and/or within the area of responsibility.
3. Implement and monitor near miss reporting strategy / programme (reporting of near misses).
4. Develop and comply to Behavioural Safety Observation (BSO) and Planned Job Observation programmes (PJO).
5. Maintain Zero Fatalities for the duration of the contract.
6. At any given point, the OHS performance must be within the lost time injury (LTI) tolerance level as amended.
7. All incidents must be reported immediately or before the end of the particular shift during which the incident occurred.
8. All incident investigations shall be completed within 30 days of the occurrence of an incident.
9. Incident investigation recommendations shall be closed within the recommended time frame recorded in the Incident investigation report.
10. Close audit findings as per the Eskom procedure or audit report recommended time frames.
11. Close Non-conformance as per the recommended time frames.
12. Contractor Chief Executive or Managing Director shall present the lost time incidents at Business Unit Power Station General Managers meeting/SHEQ OU Meeting.

3.50 USE OF DANGER TAPE

The use of a danger tape as a barricade is prohibited. Danger tape can only be used as a warning sign and hard barricading must be used to prohibit entry in work areas.

3.51 SECURITY

Access and security control shall be done according to the Eskom Gourikwa Power Station Access Control Policies. The Eskom Gourikwa Power Station Service /Project manager are responsible for arranging contractors access to site according to the Eskom Gourikwa Power Station Access control procedure. Contractors shall always abide by Eskom Gourikwa Power Station Security and access control procedures. Contractors are not permitted to enter unauthorised areas without prior approval. Contractor employees should enter only locations that they are permitted to work.

The following are prohibited items and shall not be allowed on Eskom Gourikwa Power Station sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition
- Liquor/ Alcohol
- Dangerous weapons
- Drugs
- Camera
- Any other items that may be declared prohibited as per National Key point Act

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
		Document Identifier	194/1453	Rev	2
		Effective Date	May 2022		

3.51.1 SECURITY CLEARANCE

- Contractors are to submit proof of verification record(s) (Security clearance) from SAPS or accredited supplier linked to SAPS AFIS system not older than thirty (30) days. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. It is compulsory for these documents to be submitted to Security for verification before access to site is granted. Only individuals with clear criminal records will be considered.
- Contractors are required to submit the SAPS Clearance Certificate obtained by the employee along with a copy of his/her Identity Document or Passport to the site Security Manager. The Security Manager is required to verify the authenticity of the CRC Certificate with SAPS and to cross reference the employee seeking access against known HR databases and site databases to determine if the employee in question has in the past participated in disruptive labour actions and if the individual was dismissed from Eskom and the reason for such dismissal. Every employee applying for access must be evaluated as an individual and subsequent finding recorded.
- For the purpose of clarity, contractors who were previously found guilty of offences in terms of the National Road Traffic Act 93 of 1996 and/or has paid guilt admission fines, will be exempted and be allowed to access site.

3.52 CONTRACT SIGN OFF

On completion of the project, all Eskom team must conduct the final audit, inspections, and housekeeping to identify defects, outstanding actions, and open incident cases, and present their findings to the contractor and Eskom contract manager, who must facilitate the closeout. Once the contractor has closed all findings the Eskom's team will verify and sign off prior to issuing a completion certificate and final payment.

3.53 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Eskom's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the SHE Specification. Eskom reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom OHS and legal compliance. No work may commence until the health and safety file has been approved by Eskom OHS personnel.

4. AUTHORIZATION

The OHS Manager & Contracts Manager to authorise, include their names

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	GENERATION PEAKING OHS SPECIFICATION FOR OVERHAULING OF GOURIKWA Mechanical pumps	Template Identifier	32-726-02T	Rev	2
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		Effective Date	May 2022		

5. REVISIONS

Date	Rev.	Compiler	Remarks
May 2022	1	F Poee	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom Generation.
February 2024	2	P Malepe	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom Generation.
May 2024	3	N Ndlovu	Contractor/supplier Management Key Performance Indicators (KPI's), Eskom OHS Audits, Planned Job Observation, Visible Felt leadership/ Behavioural based safety, Security clearance requirements, and confined space
February 2025	2	P Malepe	This provides the initial OHS specification requirements that must be met by the relevant contractors who have been awarded a contract for the work of Overhauling of pumps for Eskom Peaking Generation.

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