

	<b>SHE SPECIFICATION</b> <b>Construction Work</b>	<b>DX/ASSET</b> <b>CREATION/M&amp;O/PROJECTS</b>
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Title:      **Project:**      Unique Identifier:      **240-73198174**

**The Provision of Testing,  
Maintenance and Repairing of  
Lifting Equipment in Gauteng  
Cluster on “as and when  
required” basis over a period of  
60 months.**

Project Reference Number:

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**Compiled by**

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**CONTROLLED DISCLOSURE**

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### **1. INTRODUCTION**

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

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

**The principal contractor is expected to develop a SHE Plan that meets these requirements as well as all the relevant applicable legislation they conform to.**

**Eskom in no way assumes the Principal Contractors legal responsibilities. The Principal Contractor is and remains accountable for the quality and the execution of his/her health and safety programme, for his employees and appointed contractor employees.**

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

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

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

### **2. SUPPORTING CLAUSES**

#### **2.1 SCOPE**

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

##### **2.1.1 Purpose**

This document provides a standardised approach to the compilation of SHE specifications throughout Eskom for projects and or contracts and NEC 3 contracts.

##### **2.1.2 Applicability**

This SHE Specification is applicable to principal contractors and their appointed contractors who intend in tendering for the project / contract.

#### **2.2 NORMATIVE/INFORMATIVE REFERENCES**

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

##### **2.2.1 Normative**

[1] 32-524: Developing a SHE Specification and a SHE Plan.

- [2] 32-1034 Eskom Procurement and Supply Management Procedure
- [3] 32-37 Eskom Substance Abuse Procedure
- [4] 32-726 Contract and Contractor OHS Management
- [5] 32-727 Eskom Safety, Health, Environmental and Quality Policy
- [6] OHSAS 4500 Occupational Health and Safety Management Systems
- [7] Driven Machinery Regulations, 2015 GNR.540 of June 2015
- [8] SANS 1075 Inspection, testing and examination of overhead cranes
- [9] ISO 14001 SANS 16 Inspection, testing and examination of mobile cranes
- [10] Environmental Management Systems
- [11] Basic Conditions of Employment Act No 75 of 1997.
- [12] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [13] National Environmental Management Act No 107 of 1998.
- [14] Compensation for Occupational Injuries and Diseases Act 130 of 1993

### **2.2.2 Informative**

- [1] 32-296: Integrated SHE Organisation, Roles and Responsibilities, and Statutory Appointments Procedure
- [2] 32- 95 Eskom Procedure manual for Performing Occupational Health and Safety Management and Environmental Management: Conduct EH&S Incident Management
- [3] 240-62946386 Vehicle and Driver Safety Management Procedure
- [4] 32-520 Occupational Health and Safety Risk Assessment
- [5] 32-418 Working at Height
- [6] 240-62196227 Eskom Life-Saving Rules Standard

### **2.2.3 Definitions**

<b>Definition</b>	<b>Explanation</b>
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
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-Assets 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

<b>Definition</b>	<b>Explanation</b>
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 principal contractors
Consultant person	means providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(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: 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
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Eskom requirements	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative

Definition	Explanation
	environmental impacts are implemented during the life cycle of a project. This Environmental Management Plan should preferable form part of Eskom’s Environmental Management System
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
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the Information required in relation to the contract.
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
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.
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
Lifesaving 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 statements	(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

<b>Definition</b>	<b>Explanation</b>
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
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered
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, principal 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.

## 2.2.4 Classification

- a. **Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

## 2.3 ABBREVIATIONS

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour ( Inspection and Enforcement services – Provincial office)
EP	Emergency preparedness
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LV	Low voltage
LoGS	(COID)Letter of good standing
MSH Act	Mine Health and Safety Act (Act No. 29 of 1996)
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating regulations for high voltage systems
OU	Operating Unit
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

## 3. DOCUMENT CONTENT

### 3.1 SCOPE OF WORK

#### **Lifting Equipment’s Scope of work**

The Provision of Testing, Maintenance and Repairing of Lifting Equipment in Gauteng Cluster on “as and when required” basis over a period of 60 months.



### **Description of the Work**

- Maintenance, repairs and testing of the construction equipment (Slings, Ricos, Come alongs, etc)
- Testing of truck crane hooks, baskets, truck buckets according to RAS and OSHA ACT.
- The services will be “ON As When required basis” by different units in Gauteng Cluster

### **3.2 SECTION 37(2) LEGAL AGREEMENT**

A section 37(2) agreement must be signed between Eskom and the principal contractor / Joint Venture leader at the time of awarding the contract.

The principal contractor / Joint Venture leader must ensure that a section 37(2) agreement is compiled between the principal contractor / Joint venture leader and all their appointed contractors for the project / contract.

A copy of the section 37(2) agreement must be retained by the project manager and principal contractor.

A copy all the agreements must form part of the respective contractors SHE file.

### **3.3 HAZARDOUS WORK BY CHILDREN (CHILD LABOUR)**

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

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

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution.

Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation.

Eskom condones the use of child labour and therefore all effort must be exercised and child labour should not be used.

### **3.4 NOTIFICATION OF CONSTRUCTION WORK**

Unless otherwise contractually agreed upon, the principal contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act.

The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act.

A copy of the notification letter sent to the DoL shall be forwarded to the project manager on the same day as sent to the DoL. A copy of the letter and their approval must be kept in the SHE file. When the DoL provide a letter of approval, a copy of the approval must be sent to the Eskom project manager and a copy filed in the SHE file.

### **3.5 OHS ACT**

All contractors shall have an up to date copy of the OHS Act and regulations at all work sites which will be available to all employees. (Reference GAR 4).

### **3.6 LEGISLATIVE COMPLIANCE**

The principal 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).
- Conservation of Agricultural Resources Act 1983 (Act 43 of 1983).
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- Applicable South African National Standards (SANS).
- Applicable international standards.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

### **3.7 ESKOM REQUIREMENTS**

**Note:** All contractors shall, before commencement of work in an allocated Eskom CNC area of responsibility, visit such CNC at least one (1) week prior to entering, advising the CNC supervisor of their intention to perform work in the area.

#### **3.7.1 Appointment of a Principal Contractor**

The principal contractor will be appointed by Eskom or Agent on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

Contractors shall not commence with the project work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 5(1)(K), by Eskom or Agent.

#### **3.7.2 Appointment of Sub-Contractors**

The principal contractor may appoint contractors to assist in the contract. All appointments shall be done in writing and will form part of the SHE plan that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all appointed contractors understand their roles and responsibilities.

The principal contractor shall when selecting contractors to assist on this project shall carry out a selection process, and vet potential contractors. Once the selection process is completed, then such sub-contractors shall be appointed in writing for the relevant period as required.

### **3.8 CONSTRUCTION PROFESSIONAL REGISTRATION**

The principal contractor and all his/her appointed contractors should be registered in their respective levels as professionals in terms of the requirements of the SACPCMP.

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

SHE professionals (which includes Construction Safety Officers) are required to register as professionals with the SACPCMP.

Appointed Construction Managers are required to be registered as professional with the SACPCMP.

Notwithstanding the provision Government Gazette dated 7 February 2014 regulation 34 (2) advising that the registration of Agents with the SACPCMP has an 18 month delay from 7 February, agents are encouraged to register as a professional.

### **3.9 SHE POLICY**

A SHE policy is a statement of intent and a commitment by the organisation’s CE and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

Principal Contractors and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation’s CE or the appointed assistant to the CE Section 16(2). Where possible, the policy must be displayed in a prominent place within in the workplace. SHE policy to address the implementation of OHS Act 18001.

### **3.10 COLD**

The principal contractor and all his/her appointed contractors should be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in all the contract SHE files and as an annexure to the SHE plan.

### **3.11 COSTING FOR SHE WITHIN THE PROJECT**

**Note:** The costing for SHE is required if additional specialised equipment and or training is required for the project. This does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2 and Section 8 (2)(e).

## **4. HAZARD AND RISK MANAGEMENT**

The intent is Zero Tolerance of unsafe acts and conditions on the construction site through the assessment of risk of each operation executed by the Principal Contractor and the provision of the necessary means to eliminate or minimise the risk to ensure a healthy and safe working environment.

Activity based risk assessments have be conducted by an appointed and competent person and are included in the project scope of work. The principal contractor and appointed contractors are required to conduct and document detailed risk assessments along the projected construction line to establish further risks before the commencement of construction work site and during continued construction work, to ensure its relevance to changing scope and/or circumstances.

The principal contractor shall demonstrate that the site hazards and the contractor’s activity risks, and the mitigating measure have been considered in his risk assessments. All emerging risks and hazards shall be managed during construction work. Job/task risk assessments shall be conducted on every task prior to start of that job/task.

## **5. INCIDENT MANAGEMENT**

All incidents relating to the contract (fatalities, lost time, medical treatment, first aid, vehicle accidents, damage to equipment, near misses and environmental issues) shall be reported and investigated in terms of the section 24, 25, GAR 8 and 9 of the OHS Act. Copies of the investigation reports must be filed in the contract SHE file. All incidents of a serious nature shall be reported to the Eskom contract responsible manager immediately, prior to end of shift. A flash report detailing what happened shall be sent within 24hrs. Ensure that competent incident investigators investigate all incidents timeously.

**Note 1:** Eskom has the right to be involved in any contract related serious incident investigations.

**Note 2:** If it were found that the Principal Contractor or his appointed contractors are hiding/not reporting incidents then steps, (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor and appointed contractor in terms of 32-1034 Eskom Procurement and Supply Management Procedure.

All section 24 incidents shall be reported to the provincial inspector of the DoL and section 25 incidents shall be reported to the chief inspector of the DoL. Investigations shall be conducted by a appointed competent investigator who will compile the appropriate incident report form as listed in the OHS Act Annexure 1. A comprehensive and detailed investigation report shall be submitted to the Eskom project manager within 7-14 days after the incident. The principal contractor must report to Eskom project manager, by the 2nd of every month, their SHE statistics and those of their appointed contractors for the previous month.

## **6. 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.

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

Principal Contractors must ensure that their medicals and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers. This shall be maintained until completion of the contract.

The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

## **7. ENVIRONMENTAL MANAGEMENT**

In the event of any perceived conflict between the “environmental laws” and the contract documents, the Contractor shall, prior to commencing the work, refer such conflict to the Project Management Team for clarification.

Environmental protection shall include, but not be limited to, noise pollution, gaseous emissions, noxious and/or offensive odours, liquid waste collection and solid waste separation and collection.

One of Eskom’s environmental strategies is the development and implementation of an environmental management system (EMS). Linked to this is a requirement for the development and implementation of

environmental management programmes (EMPs). Contract organisations are expected to develop strategies in order to prevent any environmental impact in relation to the type business they conduct. Contractors shall be conversant and in the course of carrying out the contract works shall comply with the provisions of all Acts, regulations, ordinances, by-laws, Standards, Codes, Rules and requirements of public, municipal and other authorities. The Eskom audit team may at any time without notice to the contractors examine and investigate the contractors' compliance with all applicable legislation and the environmental management conditions. At all times during the execution of the works, the contractor shall preserve and protect the natural environment in the general area of the site and the external areas that may be affected by his/her operations. Commencement of construction activities may only commence once there is confirmation that all required environmental approvals (e.g. environmental authorisation, water use license, tree cutting license, atmospheric emissions license, records of decisions from relevant heritage agency).

If no environmental approvals are required, this must be confirmed and signed off by the Project Manager. Where any type of spillages occur which will be detrimental to the environment, such spillage will be cleaned up immediately, rehabilitation of the area carried out and the incident reported and investigated. Contractors shall monitor dust and noise caused by mobile equipment, generators and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced. Dust suppression measures must be in place to reduce the dust caused by the movement of heavy vehicles. All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, and animals killed, plants destroyed, public complaints etc. must be reported to project manager and / or environmental advisor within 24 hours of its occurrence. The Contractor will be held liable for any infringement of statutory requirements of the Environmental Conservation Act, No 73 of 1989, or any other relevant legislation.

#### **7.1.1 Duty of care**

1. Where the project involves working directly with the environment, contractors shall take care in preventing environmental degradation, throughout the project. Where tasks involve damaging the environment, then the contractor shall rehabilitate such damage to the satisfaction of the land owner.
2. All construction work shall require an environmental management plan (EMP) that sets out what actions will be taken for what activities, to ensure environmental impact is avoided, reduced and impacted areas rehabilitated and restored.
3. Commencement of construction activities may only commence once there is confirmation that all required environmental approvals (e.g. environmental authorisation, water use license, tree cutting license, atmospheric emissions license, records of decisions from relevant heritage agency). If no environmental approvals are required, this must be confirmed and signed off by the project manager.
4. Where required the principle contractor must appoint an Environmental Control Officer who will be responsible to ensure that all the project environmental legislative and Eskom requirements are adhered to.

#### **7.1.2 Spillages of chemical substances**

1. Where any type of spillages occur which will be detrimental to the environment, such spillage will be cleaned up immediately, rehabilitation of the area carried out and the incident reported and investigated.
2. No servicing of mobile equipment and any vehicle is permitted at the worksite.

3. No substance, which can harm or is likely to harm the environment, is to be allowed to leak, spill or escape from any container or storage area.

#### **7.1.3 Fire hazard**

1. Contractors shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire.
2. No area is to be denuded of vegetation to create firebreaks, to prevent or make fires.
3. No open fires are allowed on site.
4. The contractor must ensure that operations are in compliance with statutory requirements at all times.

#### **7.1.4 Dust and noise**

1. Contractors shall monitor dust and noise caused by mobile equipment, generators and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced. Where there are complaints from the landowner, then these must be acted upon.
2. To ensure that noise does not constitute a disturbance during construction activities, all construction works shall occur between specific working hours. This must be stipulated in the contract.
3. Mitigation measures to be implemented as required / agreed upon with the project leader / environmental advisor.
4. Dust suppression measures must be in place to reduce the dust caused by the movement of heavy vehicles.

#### **7.1.5 Environmental incidents**

1. All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, animals killed, plants destroyed, public complaints etc. must be reported to project manager and / or environmental advisor within 24 hours of its occurrence.
2. All environmental incidents occurring on site must be recorded, detailing how each incident was dealt with. Proof thereof must be kept in an incident register.
3. The Contractor will be held liable for any infringement of statutory requirements of the Environmental Conservation Act, No 73 of 1989, or any other relevant legislation.

#### **7.1.6 Waste management**

1. All contractors must compile a waste management plan before commencing of work.
2. A register of hazardous waste must be kept which will include a record of disposal.
3. No waste, whether it be biodegradable or not, is to be left on the worksite once work has ended for the day.
4. All waste, including domestic and hazardous waste generated will not be burned, buried, or disposed of on any landowners' property. All waste must be removed to a registered waste site on a regular basis.
5. (Daily / Weekly) and where material waste is to be returned to a storage facility, this will be done in terms of the disposal procedure for such material.

6. The contractor and sub-contractor working on site must ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These materials must be stored in a bunded area with adequate containment for potential spills and leaks.
7. All oil-based waste material shall be kept segregated and placed in sealed 200 litre drums. This material shall be disposed of through a recognised oil recycling company.

#### **7.1.7 Water Environments**

1. No construction is allowed within the 1:100 year floodlines. Should any pollution of the watercourse occur, the Department of Water Affairs and Forestry must be notified immediately.
2. Water usage on site to be provided by the respective contractors. If bore hole water is to be used, this must be verified for human consumption fitness. All incidents related to water contamination to be reported within 24 hours.
3. Chemical toilets may not be within close proximity of the drainage systems or close to water ways (rivers etc).
4. Ablution waste water may not run or leach into any water courses. Appropriate soak pits / septic tanks must be utilised, being located in areas allocated by either the local authorities or the project manager or SHE functionaries.

#### **7.1.8 Existing environment**

Where there is a valid reason to damage any part of the environment / landowners property, consultation must be made first with the landowner and a contract be drawn up between the landowner, project manager and the principal contractor. In the agreement, a section must address rehabilitation of the land.

#### **7.1.9 Environmental sign off**

The project must not be signed off before the OU has given assurance that no environmental liabilities exist. The responsible person, project manager or environmental advisor shall carry out a physical inspection before acceptance of work done. No invoice to be processed before work is accepted.

### **8. EMERGENCY MANAGEMENT**

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. If using an Eskom site, then the contractors emergency plan must compliment the Eskom sites, emergency plan. The Principal Contractor, together with his appointed contractors, will develop their own emergency response plan for both their worksites and offices. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

The EP plans must accommodate on how to react to emergency situations such as, fires, work injuries, bomb threats, building evacuation, political unrest, hostages and the contacting of the various emergency services etc. Contractors must develop a fire safety procedure for the office / site camp buildings, which must meet the requirements of the local authority fire department and the OHS Act Environmental regulations for workplaces, regulation 9. The fire plan must include emergency escape routes, supply of appropriate fire extinguishing equipment, appropriate signage, maintenance of the extinguishing equipment, location of the equipment, appointments of fire officials. A suitable fire warning system for alerting office personnel to a fire shall be provided, and capable of being heard in all areas of the building.

Smoking is not permitted indoors, at entrances to buildings or near air intake systems as per the Tobacco Control Act and Eskom Policy and legislation requirements.

## **8.1 First Aid and Equipment**

The requirements of the OHS Act GSR 3 must be observed. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1. 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. A list of emergency numbers must be posted at phones and in every office and available in vehicles and if practicable, provided employees with stickers, with the emergency numbers printed on, to place inside their hardhats.

Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, again taking into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise. More first aid boxes shall be provided if the risks dictate.

Boxes must be available and accessible for the immediate treatment of injured persons at that workplace. 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. The appropriate stick on signage must be placed on the outside of vehicles and or mobile equipment to where first aid boxes are located as close as to where the box is located. The Principal Contractor and sub-contractor shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.

## **9. SHE COMMUNICATION SYSTEMS**

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE 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 include 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 SHE files. All employees shall have access to these minutes. Attendance lists shall be kept for all the health and safety meetings. It is a requirement that all employees attend and are involved in health and safety committee meetings. The principal 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. All appointed contractors shall be members of the principal contractor's safety committee. The Committee shall meet to discuss SHE 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 SHE issues.

SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act). A statutory health and safety committee meeting shall be held at least three monthly (where medium to high risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting. All health and safety committees shall discuss all project relevant OHS Act Section 24 and 25 incidents and other notified serious incidents. All health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.



The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties. The chairperson of all 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 of the non- statutory health and safety committees will be the same as the statutory safety committee. All health and safety committee meetings shall be covered by an agenda that is circulated or posted on a notice board at least three days before the meeting is scheduled to take place.

Where possible, tool box talks can be included in the pre-job brief meetings. If this does not occur, then Weekly toolbox talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

## **10. SHE TRAINING**

The principal contractor, when making a bid for this project shall provide a breakdown list of the SHE training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor. 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 principal contractor and sub-contractors must have the appropriate qualifications, certificates and employees are under competent supervision.

Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the accepting their appointment. When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the relevant re-training. The principal contractor shall ensure that all his / her employees and their appointed contractors' employees working on the site are adequately trained in the type of work/tasks to be performed. The training shall extend to include relevant procedures, hazard identification and risk assessment. 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.

The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the project safety induction programme prior to commencing work on site. Attendance registers must be completed of any induction training given, which must indicate that they are receiving and understanding the induction training. Prior to induction all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be presented for permanent record at the induction centre and kept at site offices for permanent record. All employees and visitors on site shall carry the proof of induction training.

## **11. WORKING AT HEIGHTS**

### **11.1.1 Fall Protection Plan**

The requirements of Construction Regulation 10 shall prevail. The principal contractor shall compile a fall protection plan (which includes fall prevention where possible) for the task, implement and review such plan. The fall protection plan must be specific to the work that is being conducted. A competent person must compile the plan. Provision must be made for employee rescue. The requirements of Eskom's working at height procedure must be taken into consideration. Where required, conduct specific risk assessments to determine the suitability of climbing methods to be used. Cognisance must be made into all the different climbing methods to be used on the project.

Ensure that the relevant training in the use, care and maintenance of the appropriate fall protection and rescue equipment is provided. All employees working above ground level shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.

**Note 1: A fall protection planner shall have a valid fall protection plan developer competency.**

### **11.1.2 Ladders**

- Ladders used shall confirm to the requirements of GSR 13A and used in terms of GSR 6.
- Climbing irons are not permitted to be used in place of ladders. The working at heights risk assessment must indicate the use of climbing irons.
- The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
- The appropriate head protection, with chin-strap shall be worn by employees working from a ladder.

### **Inspection records**

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 checklists must be filed in the site SHE file.

## **12. TRANSPORT / MOBILE PLANT EQUIPMENT**

1. All motor vehicles driven / operated by contractors within the project shall, in all respects, comply with the National Road Traffic Act. Designated drivers shall be in possession of the relevant driver's licence, valid for the class of vehicle. The person so authorised and shall produce such card on request shall keep the driver's license. When driving on rural roads, care and caution must be exercised due to rough and uneven terrain and reckless third party drivers.

Drivers of construction vehicles and mobile equipment must respect for landowners property and roads. No drivers or operator may text, talk on cell phones or two-way radios whilst driving, unless a hands free kit is used. It is a driver's responsibility to ensure that the vehicle and or equipment they drive on any road is road worthy and complies with the requirements of the National Road Traffic Act. Whilst on the Eskom project, contractors are not permitted to transport passengers in the back of LDV's and construction trucks. Proper passenger carrying vehicles must be used.

Contractors shall be solely responsible for the safety and security of any of their vehicles (including private vehicles) on their or landowners premises. All Contractor vehicles shall have organisational identification markers on their vehicles that are permitted to enter the worksite and landowner's property. Where vehicles, mobile plant and equipment has to be refuelled on site, this will be done under caution and every effort must be made to prevent any spillage and the starting of fires. The vehicles, mobile plant and equipment must be bonded to prevent static build up.

### **12.1.1 Mobile Plant Equipment**

- All drivers of construction mobile plant are to have valid medical fitness certificates.
- The principal contractor shall ensure that his / her employees and those of his subcontractors do not ride on back of mobile plant equipment that is not designed for the conveyance of passengers.
- Drivers / operators must not leave vehicles unattended with the engine running unless the engine power is required for ancillary equipment.

- Where engines are left running, then the vehicle park brake shall be engaged and the wheels chocked.
- Drivers / operators must not park vehicles in unauthorised zones/areas unless they are performing work.
- A current maintenance logbook is required for all cranes and large plant equipment, and shall be available for inspection at any time. The logbook shall be located in the cabin of the crane or plant equipment.
- All servicing and repairs to mobile plant shall be carried out in a designated area. Care shall be taken to prevent ground pollution.
- All waste from servicing must be disposed of in accordance with the environmental legislation.
- Every mobile machine when reversing must have an audible hooter/beeper, which emits loud sounds.
- This includes trucks, cranes, loaders, dumpers backhoes etc.

### **12.1.2 Hired plant and machinery and vehicles**

In the event where contractors do not own the equipment and have hired such, they are still responsible for ensuring all the above requirements for that plant, machine or vehicle is complied with.

## **12.2 MATERIAL AND EQUIPMENT**

The aim of this section is to outline the process used by Eskom project management team to ensure that all equipment brought onto site by the principal contractor and their sub-contractors is appropriate to the task being performed and in good condition. When ordering or receiving equipment and materials, principle contractors and appointed contractors have an obligation to ensure that equipment is provided with the appropriate warnings and safeguards.

### **Material requirements**

Any form of materials used throughout the project shall be in terms of the requirements of the designs and as listed in the scope of the contract.

## **13. PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS**

The principal contractor, when making a bid for this project shall provide a breakdown list the PPE requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the principal contractor. The Principal contractor must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his employees and subcontractors on site. All contractors shall comply with the requirements of GSR 2 of the OHS Act.

A PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified and the issuing be carried out. All contractors shall ensure that their visitors wear and or 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 at/to the worksites, must comply with the relevant SANS or the relevant internationally recognised authority standards. No inferior PPE will be accepted during the project approved risk based PPE at all times, as a minimum. Where employees work in the field and are exposed to the sunrays, then sun block with an SFP factor of no less than 15 must be issued free of charge. Where deemed as a requirement, then high visibility vests shall be worn.

### **13.1.1 Issuing / wearing**

All contractors are required to provide free of charge all the necessary PPE required for the tasks within the project. Strict non-compliance measures must be administered to any employee not complying with the use of PPE and shall be removed from the site until such times as they are in possession of the required PPE. Safety belts are not allowed on site. Only double lanyard safety harnesses are permitted and must be used when conducting work at elevated positions.

Welders, brazers, cutters and aiders shall wear suitable eye protection, gloves and apron spats and screens shall be provided to protect onlookers and passers-by. Suitable impact resistant eye / face protection shall always be worn for grinding, chipping and chasing, and screens shall be provided to protect onlookers and passers-by.

When working with hazardous chemical substances, (e.g. acids or caustic), suitable eye protection, gloves and special overalls shall be worn. Suitable eye protection shall be worn by all persons including visitors, to any designated eye protection area.

Appropriate ear protection shall be worn in any designated noise zone. Suitable respirators shall be provided where gas and/or dust could pose a hazard. All equipment, brought onto the construction 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. A comprehensive individual record of issues and replacements must be kept. Where sites have been identified as specific PPE wearing areas / sites then the appropriate signage shall be erected at the area / site or placed on such machine / construction equipment.

### **13.1.2 Inspections**

- Contractor supervisors are required to perform weekly inspections of the PPE issued to their employees to ensure that the PPE is still in a serviceable condition and the PPE is available on site.
- Inspections must be documented.

### **13.1.3 Training**

All contractors shall ensure that their employees are informed and understand why the personal protective equipment is necessary, and trained in the use, care and maintenance thereof. Thereafter, all employees shall sign an undertaking to wear such PPE supplied to them.

## **14. ESKOM LIFESAVING RULES**

Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view. Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or sub-contractor will be considered a serious transgression.

These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom. If any contractual work will be performed on any Eskom premises (including delivery of the guard huts), then the rules **shall be obeyed** by any contractor and their employees.

**THE RULES ARE:**

Rule	Description of rule
Rule 1	<b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b> ( That is plant, any plant operating above 1000 V)
Rule 2	<b>HOOK UP AT HEIGHTS</b> 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	<b>BUCKLE UP</b> 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	<b>BE SOBER</b> No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	<b>PERMIT TO WORK</b> Where an authorisation limitation exists, no person shall work without the required permit to work

Eskom will take a stance of zero tolerance on these rules. Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal. This is to ensure that **every person** who works on or visits an Eskom work site **returns home safely to his or her family**.

## **15. NON CONFORMANCE AND COMPLIANCE**

Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.

The procedure for the issuing and closing-off of non-conformance reports shall be strictly adhered to. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or implemented. 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 on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

### **15.1.1 Non conformances**

Eskom views the following at-risk behaviour in a very serious light:

- Anyone disregarding any requirements contained in the OHS Act, NEMA, Eskom Health, Safety, and Environmental Policies, this document, site specifications, and approved safety and health plans;
- Anyone performing an unsafe act or creating an unsafe condition that could pose a danger to such person(s) or to others;

- c. Contractors allowing any of their own employees (including casual labourers or labour-broker employees) to work on any site without ensuring that each employee has received proper training;
- d. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE.

Any such person described above will be subjected to a disciplinary process, and if found guilty, this may lead to dismissal in the case of an Eskom employee, and in the case of a contractor, it may result in the suspension of the contract and blacklisting.

## **16. SUBSTANCE ABUSE**

- Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering, or working on, any of Eskom's equipment and premises, similarly contractors should adopt the same principles.
- General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- Persons are not permitted from entering or remaining on or at a workplace whilst under the influence of either or both substances, not permitted to be under the influence or consume intoxicating substance whilst at / in the workplace. There is provision regarding the taking of medication 4.
- The alcohol and drug permissible level is 0%.
- All contractors shall comply with Eskom's procedure 32-37 (“Substance Abuse Procedure”), remembering that this is an Eskom Life Saving Rule: “RULE 4: BE SOBER”), that is to say, they will make themselves available to be tested by Eskom as and when required.
- Contractors are encouraged to compile their own manual and to carry out regular testing of their own employees. The legislative alcohol level is deemed to be zero.
- Test records must be treated as “Confidential” and filed in the employee's personal file.

## **17. MACHINERY**

- All machinery intended for use on the project and or brought to the work sites by contractors must be appropriate to the task being performed, be in a good condition and adequately maintained.
- Contractors shall ensure that all machinery is to be listed on an inventory list, be inspected regularly and at least monthly or as required by legislation and risk assessments. Machinery should be numbered or tagged so that it can be properly monitored and inspected.
- Where required machinery must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements..
- All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- Eskom functionaries reserves the right to inspect items of machinery brought to site by contractors for use on this project.
- Should the Eskom functionary find that any item 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 functionary shall advise the contractor in writing and the contractor shall forthwith remove the item from the 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 the Eskom’s instructions.

- All machine operators shall be certified competent to operate such machine. Copies of their of certificate of competencies must be kept

#### **17.1.1 Inspection records**

Contractors are required to conduct monthly inspections on all machinery, which, in terms of the manufacturer’s requirements are supposed to have fitted guards. An inspection checklist of such machinery is to be used and act and a record of inspection. Such record must be filed in the sites SHE files.

### **18. 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 SHE 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 functionaries reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- Should the Eskom functionary find that any item 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 functionary shall advise the contractor in writing and the contractor shall forth with remove the item from the 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 the Eskom’s instructions.

- Where defective tools and equipment are identified, such tools and equipment shall be removed out of service immediately, locked away 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 shall be subjected to regular inspections.
  - A risk assessment should be conducted prior to starting with the task.
  - When working in close proximity to power lines, the contractor must apply for a permit. Refer to Eskom
  - Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
  - Every employer shall ensure that the employee is adequately and comprehensively informed of the hazards when working in close proximity to overhead power lines and electrical installations

- Where lifting work is to be performed at night, then an Illumination survey shall be conducted prior to the start of work and adequate lighting shall be provided.
- All crane operators, lifting machine operators and riggers shall be trained and certified competent to perform the relevant tasks.
- All the requirements as listed in the DMR 18 shall be adhered to, The appropriate Distribution task manuals shall be used throughout the project.

## **18.1 LIFTING MACHINES**

- Before using any lifting machines the operator should inspect it daily, Where the machine appears faulty, it shall be removed from service immediately.
- All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, as per DMR 18 or more frequently as desired.
- All hooks shall be fitted with a safety latch/catch, and be in a good operational condition.
- All lifting machines should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993
- All lifting machines should be conspicuously and clearly marked with identification particulars and the maximum mass load, which it is designed for.

## **18.2 LIFTING TACKLE**

- A risk assessment shall be conducted prior to commencing with the task to identify that the correct slinging equipment is used for the specific load.
- All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected to prevent damage or deterioration when not in use.
- All lifting tackle should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load, which it is designed for.
- All hooks shall be fitted with a safety latch/catch, and be in a good operational condition.

### **18.2.1 Inspection and test records**

All lifting machines and tackle shall be subjected to three (3) monthly inspections and immediately prior to use by the competent operator. Tests shall be in accordance to the DMR 18. All inspections and tests shall be recorded which shall be files on the site specific SHE file.

## **19. MATERIAL HANDLING**

- Guide ropes to be used to prevent loads from swinging. (Manila ropes).
- A rigging study should be conducted for all critical lifts to ensure the correct equipment is available.
- Employees shall keep out from under suspended loads 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 within a barricaded of area.



- No user of machinery shall require or permit any person to be moved or supported by means of a lifting machine; unless such machine is fitted with, a man- cage designed and fabricated according to an approved SANS standard and a risk assessment has been done.
- Hand signals will be displayed and visible on all cranes and the SANS 1029 standard must be used to ensure uniformity and all the crane operators, riggers must be trained according to the SANS 1029.

## **20. PLANNED TASK OBSERVATIONS**

Task observations is a crucial step in identifying any deviations from specified process and or procedures. Contractors are required to carry out periodic task observations on employees who are more at risk and therefore need to be observed more frequently and more systematically than people who are at low risk. Included in the observation process will be to identify any at-risk procedures as listed / not listed in the safe work procedures for that task. Select and prioritise, even after hours, those individuals who are at high risk of being injured or causing a loss whilst performing dangerous/hazardous work.

Guide for selection (high-risk employees)

- new and transferred employees
- poor performers
- employees with limited experience or competence (skill, knowledge or attributes)
- employees with substance abuse problems (such as alcohol and/or drug problems)
- employees who display at risk behaviours such as risk takers
- as well as good performers (possible improvement to procedure)

An observer who is at least equally competent to conduct may conduct task observations planned, unplanned or partial basis (all of which are important) observations. (Refer to Annex G and H)

**Note 1:** Certain tasks may comprise of a number of sub-tasks and may in their entirety be classified as safe, while certain.

Following a task observation, feedback and instruction shall be given immediately to the worker who has been observed.

**Note 2:** Task observations do not replace behaviour observations.

### **20.1.1 Observation reports**

Task observations shall be documented and filed in the site SHE file.

## **20.2 Behaviour Observations**

**Also known as Visible Felt Leadership.**

Safety behavioural observations must be done daily at each workplace on the project site. It is preferable that the safety observation teams comprise of two persons and represent different levels in the organisation. The objective of behaviour safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace, as well as workplace conditions that are caused by the actions or non-actions of employees, contractors, or their supervisors:

- These observation interventions will provide management with a clear picture of the current safety and health culture in the various workplaces, which is reflected in the actual behaviours and conditions versus the expected safety requirements.
- The intent of the behaviour observation process is for management to be visible in the workplace and for them to:
  - i. recognise and encourage positive behaviours, so that they are sustained;
  - ii. immediately address and correct unsafe behaviours and conditions; and
  - iii. provide a two-way communication channel to discuss safety and health achievements and concerns regarding employees, contractors, and visitors.
- Contractors are required to carry out periodic observations on employees. This observation is not limited to unsafe workers but to all employees. This type of observation corrects unsafe behaviour as well gives an immediate chance to reward safe behaviour.

## **21. AUDITING**

### **21.1 APPROVAL AND COMPLIANCE OF PRINCIPLE CONTRACTOR SHE PLAN**

The Contractor's SHE Plan will be audited against a compliance checklist to confirm compliance to the requirements in the Eskom SHE specifications. Once there is compliance only then will the principal contractors SHE plan be approved by the project manager or an appointed Eskom functionary. The implementation of the SHE Plan shall be assessed/audited by Eskom functionaries on a regular basis. Which will include physical conditions evaluations.

#### **21.1.1 Approved and compliance of principal contractors SHE plan**

##### **21.1.2 Third party legal compliance**

All contractors involved in the project may be subjected to a third party legal compliance verification audit that will be conducted on the site activities. A copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom Project Manager. The written report shall be submitted within one week after the completion of the audit.

##### **21.1.3 Eskom SHE audits**

Eskom shall evaluate all contractor's SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and the contractors SHE plans.

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

There will be monthly audits conducted by Eskom on the principal contractor/s and/or appointed contractors. The contractor's site manager or his representative shall attend these audits. If there are any findings/non compliance identified as serious in these audits, work will be stopped for that specific Principal Contractor and appointed contractor company. Refer to section on “Work Stoppage” in this SHE specification.

##### **21.1.4 Contractor audits**

Principle Contractors are required to conduct internal audits on both their employees and their appointed

contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to the Eskom project manager within one week after completion of the audit. Where the principle contractor then a copy of the audit report audit appointed contractors shall be submitted to the appointed contractor on the last day of the audit.

### **21.1.5 Inspections**

Eskom functionaries will conduct monthly inspections on all contractors. Records of such inspections shall be handed to the respective contractor management of which, they shall be filed in the respective site SHE files.

## **22. PROJECT SITE RULES**

The principle contractor shall compile a set of project/site and general rules for the project. Eskom has listed rules, which must be adopted. The principle contractor is fully responsible for the health and safety of his/her workers and his/her appointed contractors in accordance with the contract. The performance of work shall be done with respect to health and safety.

Contractors shall be responsible for enforcing and respecting all applicable health and safety rules in performance of all work covered by the contract, particularly those relative to the OHS Act and regulations made under them as well as to Eskom requirements. Contractors shall take reasonable steps necessary to ensure the protection of workers, visitors, property, and the public. Contractors shall conduct regular site inspections and act promptly in all situations where there is a risk to safety, health, or the environment

Contractors shall report to Eskom and investigate all accidents/incidents having caused, or having risked causing, losses or injury in order to identify the cause(s) and immediately take appropriate corrective and preventative measures. Follow the Eskom 32-95 Procedure Manual for conducting EH&S Incident management. Contractors shall take all necessary steps to ensure that their workers and persons granted access to the work site and who are under the contractor's control or who are present at the contractor's request comply with these safety requirements and with the necessary legislative requirements. Contractors shall ensure and demonstrate to Eskom that he/she and all contractors to be appointed on this project have adequately allowed for the cost of health and safety measures that may be required during the work/services.

## **23. SHE PLANS**

**Note:** The plan does not necessarily have to be split into and filed under each heading, but it would make auditing easier and employees able to reference easier). In compiling the SHE plan, cognisance must be made of the detail listed in the specification and the plan must address as to how the contractor will implement the requirements listed in the specification.

- A safety and health plan is a documented plan that addresses the hazards identified and includes safe work procedures to mitigate, reduce, or control the hazards identified. It is specific to each construction project undertaken and site where work is done, is compiled by the principal contractor and appointed contractor, and must be approved by the client/agent prior to the commencement of any construction activities on a project.
- The principle contractor shall prepare a SHE plan to address and manage all applicable sources of risk as well as any other sources of risk that are identified during the execution of the project. The plan shall incorporate the requirements as listed in this SHE specification. A copy of all the project plans shall be kept in the site SHE file and be available at all times.

- The project manager shall, not amend the principle contractors SHE plan shall be submitted to the project manager for review and approval before the signing of the contract and, once accepted, without prior consultation and acceptance.
- The principle contractor shall insure that his/her appointed contractors prepare their SHE plan to address and manage all applicable sources of risk as well as any other sources of risk that are identified during the execution of the project. Their SHE plan shall incorporate the requirements as listed in this SHE specification as well as the applicable requirements listed in the principle contractors SHE plan.
- A copy of all the project plans shall be kept in the site SHE file and be available at all times.
- The project manager shall, not amend the appointed contractors SHE plan shall be submitted to the principle contractor for review and approval before the signing of the contract and, once accepted, without prior consultation and acceptance. The principle contractor will be required to send a copy of the appointed contractors SHE plan to the project manager for information, approval and record retention.

#### **24. RECORD KEEPING**

- All records required in terms of legislative and Eskom requirements shall be kept and filed in the contractor's SHE files. These records shall be kept for the duration of the project. They shall be open to audit/inspection by any party who is entitled to audit/inspect the project.
- Where there are activities at the work sites, then the required records for that work site must be filed at that work site. If records are required to kept at the head / main offices, then the work site must have up to date / valid copies of such documentation.
- Where a contractor is unsure as to which records are required to be kept, then advice must be obtained from the project SHE functionary at the earliest.

#### **25. SHE FILES**

A SHE file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way. All contractors are required to keep a SHE file **on every project site**. If there is more than one site per project, a file per site shall be kept at that site for that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.

The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans, and this standard. The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan. 5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

On completion of the construction work/project, the principal contractor must hand over a consolidated safety and health file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed. Where during extended projects, documentation in the SHE files becomes cumbersome, then older documentation must be archived inboxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be also handed over at the completion of the project.

## **26. PUBLIC SAFETY**

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health or safety (section 9 of the OHS Act has reference). A member of the public is any company non-employed person(s) who could be directly or indirectly exposed to Eskom's/contractors' products or activities. Eskom upholds the rights of the members of the public and maintains an awareness and educational programme to protect the public against the risks that may arise out of, and in the course of, Eskom's activities. Similarly, contractors shall share the same respect for the public.

Contractors, where working in any area where members of the public have access or can approach the work site, will be approached by the public for reasons of inquisitiveness, members airing complaints, vandalism, theft, public unrest, intimidation, stray/wandering animals, etc. and will then implement such measures that will place great emphasis on public safety. Contractors shall factor in, in their safety plan, how they intend safeguarding/controlling any members of the public against their activities during the project, without damaging Eskom's name and reputation.

Assistance/information in this regard can be sought from the project managers.

### **26.1.1 WORKING IN CLOSE PROXIMITY TO / ON PUBLIC ROADS**

- Due to the nature of the work, the safety of contractor employees and other road users is of paramount importance.
- The task to be performed shall be properly planned with all the role players. Dependent on the category of road to be worked on, the relevant traffic authorities must be informed of the task.
- High-visibility vests shall be worn.
- If the authorities need to be in attendance, no work shall start until the authorities arrive on site, irrespective of whether outages are planned and will result in delays.
- Work areas shall be adequately barricaded to prevent unauthorised access. This rule applies for normal and breakdown work.
- Notification to Metro Police for traffic control to be done unless approved by them to use your own traffic control for working near public and main roads

**Note:** the responsibility for compliance lies directly on the shoulders of the construction supervisor for the task.

## **27. UNLAWFUL ORDERS**

- Section 14 of the OHS Act stipulates that employees shall carry out any lawful order given to them. That is to say, they have the right to refuse to obey an unlawful order or work instruction. In terms of the Legal and Eskom requirements, if an employee has a reasonable belief that the work to be undertaken is likely to endanger themselves or any other person/s due to at risk behaviour or working in unsafe conditions, or a lack of protective equipment or clothing, he/she has the right to refuse to work.
- An employee may also in terms of Section 29 of the National Environmental Management Act, Act 107 of 1998, refuse to work if the work would result in an imminent and serious threat to the environment. All contractors shall ensure that their employees are conversant with the hazards to his/her health, safety and the environment that are part of any work that he/she has to perform, as well as the precautionary measures required in respect of those hazards.

- Each contractor manager shall as soon as reasonably practicable, investigate and resolve an employee’s refusal to work based on health, safety and environmental management related issues or concerns, in terms of the Incident management segment of this SHE specification.

## **28. WORK STOPPAGE**

- 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/s or create a risk of degradation of the environment exists. This includes any unauthorised work or service performed by, or legally or contractually noncompliant acts or omissions by, any contractor contracted to work at that site.
- 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. Where stoppages are carried out, the required non-conformance report shall be raised. All work stoppages ideally should be investigated and documented by contractor management.

## **29. HOURS OF WORK**

The requirements of the Basic Conditions of Employment Act, Chapter 2 “Regulation of Working Time” must be adhered to.

All contractors are required to maintain an accurate record of time worked by each employee.

### **29.1.1 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/s 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 Labour and /or the letter of approval from the Department of Labour.

### **29.1.2 Night work**

Where any night work is to be performed, then contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that any employee must not have to work in any dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use a few lights with high light intensives, as this will cause night blindness.

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

### **29.1.3 Overtime**

Where overtime is required to be performed, then the appointed contractors shall inform the principle contractor of such action. The principle contractor shall inform the project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly.

### **30. SAFETY ACHIEVEMENTS**

- Contractors must compile a manual for recognising and rewarding outstanding achievements in the fields of safety and health within their organisations in order to promote a safety culture.
- Rewards shall be meaningful, and employees must be encouraged to nominate worthy fellow employees for recognition. Contractors are permitted to use Eskom Distribution 34-1709 (“Recognition for Safety Achievements Standard”) as a guide.
- Recognition does not always need to be monetary. Rewarding by giving material gifts, time-off certification, and small team functions all mean the same. It is the thought and the praise for the achievement that are rewarding.

### **31. SECURITY**

- Where construction work will be performed on any Eskom sites, then the security requirements for such sites shall be adhered to.
- All contractors shall be accountable and responsible for the security of all their equipment, materials etc. on any of their work sites, sites camp and when and where they utilise an agreed Eskom site.
- Where there is access control to construction sites, any land owned sites and or Eskom sites, such access control requirements shall be observed.
- Eskom reserves the right to search any contractor and or Eskom vehicle entering or leaving the site / premises any Eskom site.

#### **31.1.1 Access control to the construction site**

This is dependent on the Eskom or contractors security plan.

#### **31.1.2 Access control to Clients site**

1. Access to any Eskom site where controlled by a security service, the requirements must be observed.
2. Where such control is not available, then the security requirements Eskom has in place shall be observed.

### **32. OMISSIONS FROM SAFETY AND HEALTH REQUIREMENTS SPECIFICATION**

By drawing up this SHE specification, Eskom has endeavoured to address the most critical aspects relating to SHEQ issues in order to assist the contractor in adequately providing 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 SHE plan and inform Eskom of such issues when submitting the tender.

### **33. CONTRACT SIGN OFF**

On completion of the project, all appointed contractors shall close out their project documentation and SHE files and forward such to the principal contractor. The principal contractor shall likewise close out his/her project documentation and SHE files and forward such to the project manager.