

	OHSSPECIFICATION Provision of Professional Engineering and Project Management Services Contract	Template Identifier	240-73416879	Rev	2
		Document Identifier	32-726-11T	Rev	1
		Effective Date	20 May 2022		
		Review Date	20 May 2027		

Project Name: Provision of Professional Engineering and Project Management Services Contract

Project Address: Eskom Various sites

Scope of the project: Provision of Professional Engineering and Project Management Services Contract

Eskom Contract's Manager

Name: Alian Kaputu

Eskom Manager SHE Construction

Name: Dean Williams

Eskom Procurement Manager

Name: Leonard Moya

Eskom Chief OHS Advisor Risk Management

Name: Kgaugelo Sidebeng

Eskom Eskom's SNR Advisor OHS

Name: Mikateko Chauke

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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 sets about the minimum requirements for tenderers for the **Provision of Professional Engineering and Project Management Services Contract**, which are required to be met for the specific contract and for the duration of the contract period by the Professional Services contractors and where required, the delivery organisation.

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

Note 2: In terms of Eskom requirements, a section of this contract may fall within the requirements of the Construction Regulations.

Note 3: Please note that there will be Eskom Site Specific requirements that will be made available to the Contractor to comply with.

Where requirements listed are already in place, then the organisational requirements must be taken cognisance of and be 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

2.1.1 Purpose

This document will provide a standardised approach for the tenderers when approaching the SHE requirement of the **Provision of Professional Engineering and Project Management Services Contract**, and specifically their duties and responsibilities as Competent, Professional Engineers and Project Managers.

2.1.2 Applicability

This SHE specification is applicable to any person, team or company providing engineering and project management services in relation to the Provision of Professional Engineering and Project Management Services 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] 32-95 Occupational Health & Safety Incident Management Procedure
- [2] 240-114036246 Occupational Hygiene Hazard Identification and Risk Assessment

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- [3] 32-520 Occupational Health and Safety Risk Assessment Procedure
- [4] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters
- [5] 32-481 Work at Height Standard
- [6] 32-136 Contractor Health & Safety Requirements Standard
- [7] Eskom Operating Regulations for High Voltage Systems
- [8] Eskom Plant Safety Regulations (Low Voltage Regulations)
- [9] 240-44175132 Eskom Personal Protective Equipment Specification
- [10] 240-75885882 Safe Use of Vehicles on Construction Sites
- [11] 32-425 Hearing Conservation Procedure
- [12] 240-84520108 Public Safety
- [13] 240-100979499 Personal Protective Equipment for Work at Heights Specification
- [14] 32-27: Safety, Health, Environment and Quality Policy.
- [15] 240-155373927: Eskom COVID-19 Health and Safety Policy Statement
- [16] 240-62196227: Life-saving Rules Standard
- [17] 240-62946386 Vehicle & Driver Safety Management Procedure
- [18] 32-37 Substance Abuse

2.2.2 Informative

- [1] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [2] National Environmental Management Act 107 of 1998.
- [3] ISO 45001 Occupational Health and Safety Management Systems-Requirements
- [4] ISO 9001 Quality Management Systems- Requirements
- [5] Disaster Management Act 57 of 2002 and Regulations promulgated thereunder
- [6] All Directives issued by the Department of Employment and Labour in respect of COVID-19
- [7] National Key Points Act 102 of 1980

2.3 DEFINITIONS

Table 1: Definitions

Definition	Explanation
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
Client	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.

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Definition	Explanation
Client Health & Safety Agent (aka Agent)	A representative appointed by the client to ensure the duties and responsibilities in terms of the requirements of a Client in terms of the Construction Regulations are complied with
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 – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advisor or advisory service
Designer	Means a competent person who performs any of the following functions as defined in the Construction Regulations: <ul style="list-style-type: none"> • Person who prepares a design • Person who checks and approves a design • Person who arranges for any person at work under his/her control to prepare a design, including an employee of that person where he or she is the employer, or designs temporary work, including its components, • An architect or engineer contributing to, or having overall responsibility for, the design • A building services engineer designing details for fixed plant • A surveyor specifying articles or drawing up specifications • A contractor carrying out design work as part of a design and building project, or an interior designer, shop-fitter or landscape architect.
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)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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, containing the information in writing required by the construction regulations.

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Definition	Explanation
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
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
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
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, consultants, 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
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto

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2.4 ABBREVIATIONS

Table 2: Abbreviations

Abbreviation	Description
BU	Business Unit
CE(O)	Chief Executive (Officer)
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoEL	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
HCS	Hazardous Chemical Substances
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard
WCA	Workmen's Compensation Assurance (incl. Federated Employees Mutual Assurance or Rand Mutual Assurance)

2.5 RELATED/SUPPORTING DOCUMENTS

[1.] 37.2 Mandatary Agreement between Eskom and consultant/Contractor

3. SCOPE OF WORK

This OHS Specification for Provision Professional Engineering and Project Management Services is for the guidance of all consultants/contractors on the Provision of Professional Engineering and Project Management Services Contract related to the execution of their duties and responsibilities.

4. LEGAL COMPLIANCE

4.1 SECTION 37(2) (LEGAL) AGREEMENT

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

This agreement will set about the arrangements and procedures for the management of health & safety between the two parties to ensure that continual compliance to the OHS Act.

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A copy all the agreements must form part of the respective tendering company's appointment and contract.

4.2 OHS ACT

The appointed consultant/contractor shall have an up-to-date copy of the OHS Act and Regulations which will be available to all their employees.

4.3 LEGISLATIVE COMPLIANCE

The successful consultant/contractor will comply with the following additional OHS legislation pertaining to this contract being:

- [1] Compensation for Injuries and Diseases Act of 1993 (as amended)
- [2] Basic Conditions of Employment Act of 2002 (as amended)
- [3] Labour Relations Act of 1996 (as amended)

5. ESKOM REQUIREMENTS

The appointed consultant/contractor shall, before commencement of their contractual obligations, ensure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to their role and responsibility.

5.1 ORGANOGRAM AND RESPONSIBILITY STRUCTURE

The consultant/contractor must provide an organogram of their company structure which shows the support the deployed employees will have for the different Eskom plant/projects/facilities.

5.2 HEALTH & SAFETY POLICY

The Consultant/Contractor shall have a SHE/Q Policy authorised by their Chief Executive of that company (OHS Act Section 16(1) appointee) that clearly states overall SHE/Q objectives and commitment to improving Safety, Health, Environment and Quality performance and must be displayed and shared with all stakeholders.

All professional employees assigned by the consultant/Contractor to Eskom will be required to comply to the Eskom SHEQ Policy 32-27

5.3 HAZARD IDENTIFICATION AND RISK ASSESSMENT

As it is anticipated that the appointed project managers and engineers will need to access the Eskom site as well as access project specific areas (ie. Maintenance, construction projects), their employees will be exposed to various hazards and risks during these periods.

Thus, in accordance with the legal requirement in terms of Section 8 (2)(d) of the OHS Act, as an employer, the appointed consultant/contractor will carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported.

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A risk assessment is defined as an identification of the hazards present in an organisation 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:

- [8] identification of all hazards.
- [9] evaluation of the risks.
- [10] 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.

Prior to any employee accessing the site, the content of the risk assessment must have been communicated to them.

Employees of the appointed consultant/contractor will receive plant or project specific awareness training from Eskom related to the area in which they will work on Eskom premises.

5.4 COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA)

The Contractor shall submit proof of registration and letter of good standing with the compensation fund or with a licensed compensation insurer for his company; based on South African legislative requirements. This must remain valid for the duration of the contract. The Letter of Good Standing shall reflect the name of the Contractor.

5.5 OHS AUDITS

Eskom reserves the right to monitor and conduct unannounced audits to ensure compliance. Eskom shall evaluate contractor OHS performance on an on-going basis against the Eskom requirements.

5.6 PERMIT TO WORK

The Contractor must adhere to the approved & Compulsory Eskom Permit to Work System to control identified high risk activities.

The Client will provide more details on the permit to work system for the specific work to be conducted by the contractor.

5.7 COMPETENCY AND TRAINING

5.7.1 General

The consultant/Contractor shall ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and advise and assist these appointees in the execution of their duties.

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All consultant/contractors' persons responsible in terms of Section 16.2 of the OHS act must be appointed and also must also have undergone OHS Act Legal Liability training before they can be appointed.

It is the consultant/contractor's responsibility to ensure that all Project Manager and/or Engineers supplied to Eskom are competent and registered where and as required by the contract, with the relevant professional body.

All employees provided by the consultant/contractor must have undergone, as a minimum, legal liability training in terms of the OHS Act.

The consultant/contractor must provide a training matrix to ensure that employees that are provided to Eskom receive the required training both externally, or internally by Eskom, to fulfil the role for which they are assigned.

5.7.2 Induction Training

All employees of the consultant/contractor must conduct internal induction training with their employees before they are deployed to an Eskom facility.

Evidence of this internal induction training must be provided to the Eskom facility to which the employee is deployed by the consultant /contractor.

The Internal Induction program must be provided by the contractor in their SHE file.

5.7.3 Eskom Specific Induction

The specific Eskom site, will ensure that the employees provided by the consultant/contractor, receives internal Eskom specific induction as and where required by the Project Manager or Engineer, in order for them to perform their work.

All employees deployed by the consultant/contractor will undergo Fitness for Duty (FFD) programmes specific to the Eskom site to which they are deployed and will undergo the necessary training, including plant/project induction training, to deem them competent before they can commence activities on the Eskom site to which they are assigned.

Where Eskom charges for training, this will be for the consultant/contractor's own account. Or alternatively, the consultant/contractor is to source their own training for the employee from a SETA approved training provider.

5.8 OHS PLAN

The consultant/contractor must submit an OHS Plan for the tender. The OHS Plan must include the following aspects related to the delivery of professional services to Eskom.

- [1.] OHS organization structure (organogram)
- [2.] OHS Incident management

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- [3.] PPE- Personal Protective Equipment
- [4.] Vehicle and driver behaviour safety
- [5.] Communication and awareness
- [6.] Medical Surveillance program
- [7.] Management commitment and visible felt leadership
- [8.] Competency, training, appointments
- [9.] Construction Specific requirements (see Section 6 below)
- [10.] Work at height activities

The consultant/contractor must make consideration for COVID-19 in their OHS plan, and provide information in the plan related to:

- [11.] COVID 19 management Plan
- [12.] COVID 19 Risk assessment
- [13.] COVID 19 Policy

5.9 WORK AT HEIGHT

All contractors working on Eskom plant or projects, who are required to perform work at height activities are required to comply to the Eskom Work at Height Standard 32-418.

The requirements to comply to this standard include:

- [1.] A work at height risk assessment (can be included in the overall risk assessment) of potential work at height scenarios/situations the consultants/contractor's employees may be exposed to
- [2.] A fall protection plan to address the fall related risks in 1 above.
- [3.] Training on work at height according to the requirements of 32-418
- [4.] Provision of the required fall arrest equipment to safely perform work at height on Eskom plant/projects

It must be noted that work at height activities, and specifically, hook up at heights is an Eskom Life-Saving Rule, and non-adherence to this may result in an employee being removed from the plant/project.

5.10 DRIVING AND VEHICLE OPERATION

All vehicles used by the employees provided by the consultant/contractor to Eskom, shall meet the legislative requirements pertaining to the National Road Traffic Act and Eskom Vehicle and Driver Safety Management Procedure 240-62946386 and Eskom Vehicle Safety Specifications 32-345.

Vehicles may only be driven by a person who has a valid South African driving licence, or international driving permit/licence which is valid for the class of vehicle being operated.

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It is the responsibility of the driver to ensure that:

1. They and their passengers wear seat belts whilst the vehicle is in motion. (Eskom Life-Saving Rule)
2. They comply with all traffic road rules, safety, direction, and speed signs.
3. Vehicle loads are properly secured and loaded onto vehicles.
4. Vehicles are not overloaded.
5. Their vehicle is in a safe operating condition and is always roadworthy.
6. Their vehicles are serviced and maintained according to the manufacturer's specifications.

When on Eskom property, the driver shall ensure they do not:

1. Allow people to ride on back of bakkies
2. Leave vehicles unattended with the engine running; and
3. Park vehicles in unauthorised zones/areas.

Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.

The contracted employee shall be solely responsible for the safety and security of any of his vehicles (including private vehicles) on the premises.

6. CONSTRUCTION SPECIFIC REQUIREMENTS

Employees deployed to construction projects by the consultant/contractor may be required to comply to the requirements set out in the Construction Regulations.

Engineers who perform activities that may be defined as a "Designer" (see definitions) will be required to ensure that Eskom complies with the requirements as set out in the Construction Regulation 6 r the Duties of a Designer.

6.1 APPOINTMENT AND RESPONSIBILITY

Where defined as a designer in terms of the Construction Regulation, the responsible person will be appointed by Eskom, and must accept their appointment, as the responsible designer for their scope of work.

6.2 HEALTH & SAFETY REPORTING AND REPORT INFORMATION

In terms of the Construction Regulation 6, responsible designers must provide reports to the client which include the following information

- All relevant health and safety information about the design relevant to the structure that may affect the pricing of the construction work.
- The geotechnical-science aspects where appropriate.
- The loading that the structure is designed to withstand.

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The designer must inform the Eskom team in writing of any known or anticipated dangers or hazards related to the construction work and provide information for the safe execution of the work being designed or when there is an alteration to the original design.

Where changes are brought about to the design which may have an impact on the agreed safe methodology for executing the work, the designer must ensure that sufficient information is provided to Eskom so that they can ensure sufficient provision is made by the contractor to perform the work safely.

Further to the above, hazards related to the subsequent maintenance and operations of the structure must be considered in the design hazard identification, and where possible, these should have suitable mitigations.

6.2.1 Format of Hazard Information

The methodology to be used by designers to perform the identification of hazards is up to them and can be presented in a qualitative or quantitative format.

The main element that must be shown by the designers is that the following hierarchy of controls have been applied to their designers' hazards that are identified:

- [1.] Elimination
- [2.] Substitution
- [3.] Engineered solutions
- [4.] Administrative

Controls can be a combination of the above.

The above information will be filtered into the design hazard register which will be maintained by the Eskom Construction Health & Safety Agent. Thus, where new hazards are added, removed or changed, the agent must be informed so that the necessary changes can be made to the register.

6.3 DESIGN CONSIDERATIONS

In reference to the Construction Regulations and the OHS Act, the designers must show evidence of the following in all drawings and design reports:

- Applicable safety standards have been incorporated into the design (OHS Act Section 44)
- The hazards related to the subsequent maintenance of the structure and must make provision for the minimisation of the risks related to this work

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- Refrain from including any design into the structure that requires dangerous procedures or materials that may pose a risk to the health and safety of persons, which could be avoided through design modification or material substitution

6.4 CONFIRMATION OF WORK EXECUTED AGAINST DESIGN

All designers will be fully and solely responsible for their design. In terms of the Construction Regulations, it will be responsibility of the designer of that design to ensure that the contractors on the project are always executing the work according to their design, and inspections are conducted at the required intervals to confirm this.

The designer may nominate a representative to perform this duty on their behalf, but they must ensure that the individual has the necessary experience and competence to perform this duty as if it were the designers themselves doing the inspection.

The final accountability will however remain with the responsible designer.

6.5 PRE-CONSTRUCTION ACTIVITIES

All work required to happen before construction activities are to start need to be identified and listed by the designer in their reports.

The list of activities and types of contractors to be used for these activities must be provided to the Eskom Construction health & safety agent, so that they can contract and provide the service providers with the necessary SHE requirements before starting activities on the site.

These works will need to comply with the project SHE specifications specific to these activities and contractors will need to comply to these before gaining access to perform these activities.

Where these activities fall within the Construction period wherein the Construction Work Permit is in place, the contractors providing this service will then still be required to comply with the SHE Specifications for these types of activities.

6.6 POST-CONSTRUCTION ACTIVITIES

Responsibility post-construction may remain in place with the designer for the following:

1. Confirming that all work has been completed according to the design as approved.
2. Informing the client of all residual risks affecting health and/or safety post-construction, including hazards that may affect the operations and maintenance.

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- Ensuring inspections are carried out as required by Eskom to ensure that the constructed works remains in a safe and operable condition post-construction.

7. HEALTH & SAFETY COSTING

It is the responsibility of the consultant/contractor to ensure that they have costed sufficiently to ensure compliance to Health and Safety requirements in executing on the contract by ensuring the following sections are costed for.

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

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

It remains the consultant/contractor's responsibility to ensure that the employees provided to Eskom on this contract are provided with the required personal protective equipment to perform their duties safely on Eskom's premises.

The cost and type of PPE provided by the consultant/contractor to their employees must be guided by the scope of work and the risk assessment performed by the consultant/contractor for that specific Eskom site.

All PPE provided must meet the required SANS code for that specific PPE. Where a SANS code does not exist, British or European Standards will take precedence.

9. TRAINING

The Consultant need to ensure that the resources to work on the project have the required related training, knowledge and experience specific to the scope of work/services.

The following training should be budgeted for by the contractor:

- Legal Liability training (OHS Act and Regulations)
- Hazard Identification and Risk Assessment training
- Incident Investigation and Root Cause Analysis

The cost for and the type of training required must be guided by the scope of work and the risk assessment performed by the consultant/contractor for that specific Eskom site.

Examples of additional training that may be required by the consultant/contractor includes:

- Work at height
- Construction Regulation Training
- Eskom Plant Safety Regulation
- Confined space entry

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10. INCIDENT INVESTIGATION

10.1 ESKOM INCIDENTS

Employees provided by the consultant/contractor may be required to provide specialist input and form part of an SHE Incident Investigation Committee/Team.

All employees provided by the consultant/contractor must familiarise themselves with and obtain training on the Eskom 32-95 OHS Incident Management Procedure.

10.2 INCIDENTS INVOLVING CONSULTANT/CONTRACTOR EMPLOYEES

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Employment and Labour.

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

All incidents must be reported to the Eskom SHE Department immediately.

11. ESKOM LIFE-SAVING RULES

The objective of this section is to define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation which will ensure zero harm to persons and the environment. These rules will be specific to the project and site.

Eskom Life Saving Rules

Five Life Saving rules have been developed that will apply to all the consultant/Contractor employees, Agents, consultants, contractors and visitors. Failure to adhere to these rules 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.

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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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 stance of zero tolerance on these rules

Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline/removal of person from the project site.

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

No person shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site, or for the health and safety of persons.

No person under the influence of alcohol, drugs or medication (in a state of intoxication) or any other condition that may render him incapable of controlling himself or of other persons under his charge shall be allowed to enter the site.

All safety and warning signs shall be obeyed at all times.

Entering or leaving the Site will only take place at official access control points and may only be done via the official designated walkways.

All employees shall adhere to the OHS and other site-specific rules.

The Consultant/Contractor must have a process in place to address employees that have contravened Health and Safety Requirements.

12. MEDICAL SURVEILLANCE PROGRAMME

It is the responsibility of the consultant/contractor to ensure all their employees have a valid and up to date medical certificate of fitness issued by an Occupational Health clinic and signed by an Occupational Health Practitioner.

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- [1.] The consultant/contractor will be responsible for ensuring that the deployed employees have a valid medical certificate of fitness before they can access an Eskom plant/project/facility.
- [2.] The consultant/contractor must make use of a person job specification (profile) to ensure the appropriate medical examinations is conducted This must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- [3.] The contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- [4.] The Consultant/Contractor must ensure that his employees have undergone pre-entry medical examination before starting work on the Eskom plant/project/facility - ***no employee will access an Eskom site without a valid medical fitness certificate.***
- [5.] The medical fitness certificate and a copy of the risk-based person job specification shall be issued before commencement of work and shall be presented at the start of the Fitness for Duty assessment by Eskom. If the Consultant/Contractor does not provide proof of valid certificates of fitness and person job specifications for his employees, then the Eskom Representative will not give those employees site access.
- [6.] The certificate shall be renewed as required by the occupational health risk profile. On completion of their work for Eskom, an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.
- [7.] All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- [8.] The Consultant/Contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- [9.] In instances where sick leave is taken for a period of one week or more, the Consultant/Contractor shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries which occurred in the period of absence, which may affect their ability to work on site.
- [10.] Due to COVID-19 and its potential impact on the respiratory system, where an employee has been diagnosed and has recovered from COVID-19, they shall undergo a full Fitness for Duty assessment to determine if they are still able to perform the work for which they have been employed.

13. IMPORTANT OHS ESKOM DOCUMENTATION

The following documentation must be complied with by the consultant/contractor and their employees deployed to Eskom:

13.1 GENERAL:

1. 240-62196227: Life-saving Rules Standard

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2. 32-37 Substance Abuse Procedure
3. 32-123: Emergency Planning
4. 32-1126 Eskom Smoking Policy
5. 32-1134 Access Control at Eskom Premises
6. 240-56296995 Standard for Record Retention Periods
7. 32-477 Safety, Health and Environmental Training and Development Procedure
8. 240-43848327 Right of Refusal to work in the case of an unsafe work situation
9. 32-407 Behavioural Safety Observations
10. 240-93261649 Project Close Out and SHE Documentation
11. 32-727: Safety, Health, Environment and Quality Policy

13.2 HEALTH & SAFETY:

- [1] 32-95 Occupational Health & Safety Incident Management Procedure
- [2] 240-114036246 Occupational Hygiene Hazard Identification and Risk Assessment
- [3] 32-520 Occupational Health and Safety Risk Assessment Procedure
- [4] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classification Parameters
- [5] 32-481 Work at Height Standard
- [6] 32-136 Contractor Health & Safety Requirements Standard
- [7] Eskom Operating Regulations for High Voltage Systems
12. Eskom Plant Safety Regulations (Low Voltage Regulations)
13. 32-98 Safe Use of Lifting Machines and Lifting Tackle
14. 240-54937439: Fire Protection/Detection Assessment Standard.
15. 32-124: Eskom Fire Risk Management
16. 240-44175132 Eskom Personal Protective Equipment Specification
17. 240-75885882 Safe Use of Vehicles on Construction Sites
18. 32-123 Emergency Planning Procedure
19. 32-124 Fire Risk Management Procedure
20. 32-425 Hearing Conservation Procedure
21. 240-84520108 Public Safety
22. 240-100979499 Personal Protective Equipment for Work at Heights Specification

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14. BEHAVIOURAL SAFETY

All employees deployed by the consultant/contractor to Eskom plant/projects/facilities will be required to adhere to and participate in the Eskom Behavioural Safety Observation programme (Eskom 32-407 Behavioural Safety Observations), Visible leadership Felt interventions or the specific programme of the Eskom plant/project/facility.

15. HEALTH & SAFETY FILE

The consultant/contractor must submit and maintain a health & safety information file that will contain the following information as a minimum:

- [1] Company HSE Policy
- [2] Valid Letter of Good Standing with relevant workmen's compensation commissioner
- [3] OHS Legal appointments
- [4] Baseline Risk Assessment of activities to be performed by employees on behalf of Eskom
- [5] Internal company induction records
- [6] Company Incident and Accident Procedure for employees and forms for Workmen's Compensation and General Administrative requirements (Annexure 1)
- [7] Medical surveillance programme
- [8] COVID-19 Management plan
- [9] Fall protection plan and risk assessment
- [10] 37.2 Mandatory Agreement signed between Eskom (will be provided once contract signed)
- [11] Signed acknowledgement form of Life Saving Rules (separate attachment)

16. SMOKING

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy).

17. CELLULAR PHONES

Do not use cellular phones in areas where cell phone usage is prohibited.

Most of Eskom's plant/projects/facilities are considered a National Key Point, thus compliance to the requirements of the plant/project/facility is mandatory.

Some Eskom site may strictly prohibit the use of cellular phones under all circumstances.

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18. CORONAVIRUS (COVID-19) REQUIREMENTS

With respect to the regulations issued in terms of the Disaster Management Act (DMA) with respect to COVID-19, the following must be planned for and provided by the designers and their sub-designers for their employees on site:

1. Workplace plan – which must be provided to SHE team for review
2. Risk assessment for the company related to COVID-19
3. Policy and procedure for handling of employees who have contracted or are suspected to have contracted COVID-19, as well as the process for informing customers/clients thereof.
4. Evidence of training and communication of information related to COVID-19 to their employees
5. Policy regarding sick employees at work and reporting of illness to the employer

All consultants/contractors employees are to comply with the Eskom site specific COVID-19 requirements when accessing and working on these sites.

19. ACCEPTANCE

The following persons have reviewed and accepted this document:

20. REVISIONS

Table 3: Revisions

Date	Rev.	Compiler	Remarks
February 2022	0	D Williams	Initial SHE Requirements document

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