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| | | Effective Date | 20 February 2016 | | |
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Project Name: Security Upgrade

Project Address: Peaking All Stations, Pasita Street and Bella-Rosa

Scope of the project: Provision of PKG-Security Upgrade

Eskom Contract's Manager

Name: Jeff Phungula

Signature: 

Date: 17/08/2022

Eskom's Project Manager

Name: Yaron Truter

Signature: 

Date: 2022/08/17

Eskom's Safety Officer

Name: Tessi Mpande

Signature: 

Date: 17/08/2022

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1. Introduction

Eskom **Peaking** 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 **Peaking** minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Eskom Peaking is no way assumes the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her 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 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 **Peaking** requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom Peaking for contracts, standards and NEC 3 contracts.

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2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the 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] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy

2.2.2 Informative

- [10] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [11] SANS 1186 Symbolic Safety Signs
- [12] Constitution of the Republic of South Africa No 108 of 1996

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2.3 Definitions

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| Definition | Explanation |
|---|---|
| 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 |
| Controlled disclosure | Controlled disclosure to external parties (either enforced by law, or discretionary). |
| 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. |
| 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 advice |
| 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. |
| 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. |

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| Definition | Explanation |
|--|--|
| 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 |
| 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. |
| 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. |
| 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 |
| Visitor | Any person visiting a workplace with the knowledge of, or under the supervision of, an employer. |

2.4 Abbreviations

| Abbreviation | Description |
|-----------------|---|
| BU | Business Unit |
| CE | Chief Executive |
| COID Act | Compensation for Occupational Injuries and Diseases Act |
| DMR | Driven Machinery Regulations |
| DoL | Department of Labour (Inspection and Enforcement services – Provincial office) |
| EP | Emergency Preparedness |
| EAP | Employee Assistance Program |
| ERfW | Environmental Regulations for Workplaces |

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| Abbreviation | Description |
|----------------|--|
| GAR | General Administrative Regulations |
| GSR | General Safety Regulations |
| HCS | Hazardous Chemical Substances |
| IM | Information Management |
| LDV | Light Delivery Vehicle |
| MSDS | Material Safety Data Sheets |
| 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 |

2.5 Related/Supporting Documents

Eskom **Peaking** OHS Act section 37(2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

3 Specification

3.1 Scope of work

Provision of PKG-Security Upgrade - Labour costs for detailed design plans.
A copy of the scope of works must be retained by the contractor and kept on file.

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor.”

3.2 Legal Compliance and other requirements

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom **Peaking** and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) agreement must be retained by the contractor and a copy retained by the responsible project manager.

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A copy of all the agreements must form part of the respective contractor's SHE file

3.2.2 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:

17. being protected from exploitative labour practices;

18. 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 does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.2.3 OHS Act

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

3.2.4 Costing for SHE within the Project

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

3.2.5 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract 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.
- Compensation for Occupational Injuries and Diseases Act.
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.

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

3.2.6 Appointment of a contractor

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

3.2.7 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 **Peaking**. Adequate training and instruction must be given to the appointees and the principal contractor must ensure that all the appointed contractors understand their roles and responsibilities.

Note: Copies of contractor appointments must be kept in the respective SHE file.

3.2.8 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.

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor SHE files and attached as an annexure in the SHE Plan.

3.2.9 COID

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

3.2.10 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably

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trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act Section 8(1) – Responsible Manager
- OHS Act Section 8.2 (i) – Responsible Supervisor
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act Section 8 (2)(d) - Person to Compile Risk Assessments
- OHS Act General Safety Regulations 3(4) – First Aider/s

3.2.11 Non-statutory appointments

- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement - Chairperson of Health and Safety Committee

3.2.12 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. 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 appointed 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.
3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

| RULE | DESCRIPTION OF RULE |
|------|---------------------|
| | |

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

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 returns home safely to his or her family.

3.2.13 Substance Abuse

1. 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 Eskom **Peaking sites**.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. **The alcohol and drug permissible level is 0%.**
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom **Peaking sites** will be subjected to ad hoc alcohol testing.

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5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as “Confidential” and filed in the employees’ personal file.

3.2.14 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.

Medicals

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

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

3.2.15 Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to:

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Fire Fighter and Evacuation warden, First Aider, incident investigator, risk assessor, SHE representative, site supervisor, site manager and 16(2) appointments.

3.2.16 Risk Assessments

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish 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. 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. The contractor shall ensure that the baseline and the continuous risk assessment is conducted by a competent person appointed in writing. It is essentially to follow a five stage process:

- Identification of all hazards;
- Evaluation of the risks;
- Measures to control the risks.
- Review of the risks
- Monitoring of the risks

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

3.2.17 Personal Protective Equipment Requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.

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3. The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. 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.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.2.18 Incident Reporting and Investigation

All incidents shall be reported to Eskom responsible person as possible regardless of the severity. They 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 Labour.

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all injury incidents. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents. A prelim investigation must be initiated and concluded within 3 days after the incident by the responsible manager or supervisor and the investigation report submitted to Eskom responsible project manager or supervisor within 3 days. The formal investigation team must be concluded within 30 days and safety measures or investigation recommendations implemented within 90 days. The formal investigation report must be submitted to Eskom responsible project manager or supervisor within 90 days after the incident. Eskom has a right to chair the investigation anytime where necessary.

3.2.19 Emergency Management

The aim of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

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3.2.20 Non-Conformance and Compliance

1. 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.
2. 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.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so, any recommendations made may not be implemented.
5. Where non-conformances are issued by Eskom **Peaking**, one of the close-out steps of the procedure will be for the offender to be called by the responsible manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements

3.2.21 First Aid and Equipment

The requirements of the OHS Act GSR 3 must be observed.

1. First aid appointments must be made to meet the requirements. Appointees must be trained to level 1 or 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.
2. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
3. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
4. 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, taking into account the type of work performed and the distance between teams.
5. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
6. 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.

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- The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

Boxes and equipment

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

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

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

3.2.22 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 site meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.2.22.1 Statutory Health and Safety Committees

- 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.

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2. All appointed contractors shall be members of the principal contractor's safety committee.
3. 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. Listed below is a preferred agenda.
4. SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high risk work is involved, more frequent if required) and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the contracts manager and the Inspector at DoL.
8. All health and safety committees shall discuss all contracts related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.2.22.2 Non-statutory health and safety committees

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

3.2.22.3 Agenda

The following serves as the guideline for the SHE Committee meeting agenda.

List of agenda items:

- Matters arising from previous minutes
- Matters arising from Contractor's SHE meetings.
- Audit results and feedback

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- Review Health and Safety Representative Inspection Reports
- Review
- Incident investigation reports
- Non-Conformances
- Incident Recall/ announcements (near miss/injury/damage, theft, crime etc.)
- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
- Planned Job Observations
- SHE Training
- Protective clothing and equipment
- Forthcoming High risk activities.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

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

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

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3.2.22.5 Tool box talks / Daily team talks / pre job meetings

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

3.2.23 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 appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
- Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
- Appropriate time must be set aside for training (induction and other) of all employees.
- Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.2.23.1 Induction training

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

3.2.23.2 Site specific induction training

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The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.2.23.3 Visitors to site induction

- Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.
- All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
- Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.2.23.4 General training

The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations

3.2.24 Non-Construction vehicle safety

It is the responsibility of the driver to ensure:

- Their passengers wear seat belts whilst the vehicle is in motion.
- Comply with all traffic road rules, safety, direction and speed signs.
- Ensure that vehicles are not overloaded.
- No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands-free kit is used.
- All drivers of vehicles are to have valid medical fitness certificates.
- Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
- Contractor vehicles can be subject to inspections by the Client's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.

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3.2.25 Housekeeping and Order

- All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
- Prompt disposal of waste materials, scrap and rubbish is essential.
- In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom project/site manager in the second instance.

3.2.26 Auditing

Approval and compliance of principal contractor SHE plan

The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of 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 contract custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.2.26.1 Eskom SHE audits

Eskom shall evaluate all contractors' 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. These audits shall be attended by the contractor's site manager or his representative.

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

3.2.26.2 Contractor audits

Principal 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 Eskom contracts manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

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3.2.27 Smoking

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

3.2.28 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

3.2.29 Occupational Health, Hygiene and Rehabilitation

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

3.2.29.1 Medicals

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 employees and their appointed contractor employees 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 man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.2.30 SHE File

- A SHE file means a file or other record in permanent form containing the information about the safety and health management system during contract and all information relating to the post-contract 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 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 sites and shall be available on request for audit and inspection purposes.

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- The SHE file shall consist of the requirements in terms of the project's safety specification, the contractor's safety and health plans.
- The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- At the end of the contract, the principal contractor must hand over a consolidated health and safety file to the contracts manager.
- In case where the contract is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the end of the contract.

3.2.31 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 or create a risk of degradation of the environment. This includes any unauthorised work or service performed by or legally or contractually non-compliant acts or omissions by any contractor contracted to work at that site.

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 contract custodians.

3.2.32 Hours of Work

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

3.2.33 Normal work

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

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3.2.34 Overtime

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

3.2.35 COVID-19

The appointed principal contractor shall provide the COVID-19 risk assessment and response plan should there be a corona virus case.

2 Omissions from Safety and Health Requirements Specification

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

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

3 Contract Sign-Off

Before the end of the contract, principal contractor and all appointed contractors shall close out their documentation i.e. incidents, non-conformance and forward the proof to the Eskom responsible manage and principal contractor respectively.

4 Revisions

| Date | Rev. | Compiler | Remarks |
|----------------|------|--------------|---|
| 17 August 2022 | 0 | Tessi Mpande | Information drawn from the general works specification. |

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