

	<b>SHE SPECIFICATION</b> <b>For</b> <b>Kusile Power Station Provision</b> <b>of Car Washing Services</b>	Template Identifier	240-73198256	Rev	2
		Document Identifier	240-168897440	Rev	1
		Effective Date	03 February 2022		
		Review Date	28 February 2025		

**Project Name:** Kusile Power Station Car Washing

**Project Address:** Kusile Power Station, R545 Kendal/Balmoral Road, Haartebeesfontein Farm, Witbank

**Scope of the project:** Provision of a car washing services for Kusile Power Station

Eskom Contract's Manager

Name: Kgomotso Mathe

Signature: 

Date: 23/02/2022

Eskom's Health and Safety Manager

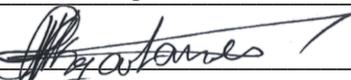
Name: Thobile Yonga

Signature:  pp

Date: 01 March 2022

Eskom's Procurement Manager

Name: Matshdiso Kgafane

Signature: 

Date: 15 March 2022

Eskom's Safety Officer

Name: N/A

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Eskom's Environmental Manager

Name: Lesiba Kgobe

Signature: 

Date: 15/03/2022

Eskom's Quality Officer

Name: Matricia Mnisi

Signature: 

Date: 01/03/2022

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## 1. Introduction

This SHE specification defines Eskom Kusile Power Station's minimum requirements which are required to be met by the contractor in line with the issued scope of work.

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

**Eskom Kusile Power Station's in 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 Sub-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 Kusile Power Station's 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

To define applicable, SHE requirements for contractors.

#### 2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract at Kusile Power Station.

### 2.2 Normative/Informative References

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

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### 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 Occupational Health and Safety Incident Management Procedure
- [9] 32-727 SHEQ Policy
- [10] 32-418 Working at Heights Procedure
- [11] Plant Safety Regulations
- [12] Eskom's Covid-19 Health and Safety Policy statement
- [13] 240-156025414 Generation Covid-19 Work instruction
- [14] ISO 45001 Safety Management System Requirements
- [15] 32-726 Contracts and Contractor OHS Management Standard

### 2.2.2 Informative

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

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### 2.3 Definitions

Definitions	Explanation
<b>Sub-contractor</b>	Means a contractor appointed by the appointed contractor
<b>Baseline risk assessment</b>	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
<b>Controlled disclosure</b>	21Controlled disclosure to external parties (either enforced by law, or discretionary).
<b>Client</b>	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.
<b>Competent person</b>	(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)
<b>Contractor – includes Sub-contractor</b>	means an employer as defined in section 1 of the Act who performs contract work and includes appointed contractors
<b>Consultant</b>	means a person providing professional advice
<b>Duty of care to the environment</b>	(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
<b>Employee</b>	(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
<b>Employer</b>	(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)
<b>Eskom requirements</b>	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
<b>Hazard</b>	(OHS Act) means a source of, or exposure to, danger

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### 2.3 Definitions

<b>Definitions</b>	<b>Explanation</b>
<b>Hazard identification</b>	(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
<b>Health and safety file</b>	(OHS Act) means a file or other record, containing the information in writing required by the construction regulations.
<b>Health and safety plan</b>	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
<b>Health and safety specification</b>	(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.
<b>Health and safety requirements</b>	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
<b>Organisation</b>	may be defined as a group of individuals (large or small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
<b>Appointed contractor</b>	(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.
<b>Responsible Manager</b>	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
<b>Risk assessment</b>	(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.
<b>Service provider</b>	any private person or legal entity that provides any service(s) to Eskom for compensation
<b>The Act</b>	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
<b>Visitor</b>	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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## 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
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
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 Kusile Power Station's 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

The Service Provider is required to provide car washing services for Kusile Power Station. The description of the services includes but not limited to the following:

- a) Pressure wash the exterior of the Eskom vehicles to remove exterior dirt and mud, and wash the exterior with a car shampoo.
- b) Pressure wash the engine bay and chassis of vehicles, on as and when required basis

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c) Clean and polish tires with every car wash.

d) Clean and polish the interior of the vehicles with every car wash

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

## 3.2 Legal Compliance

### 3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom Kusile Power Station and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their Sub-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.

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:

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

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation. Eskom 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 appointed contractor and Sub-contractors shall have an up to date copy of the OHS Act and regulations which will be available to all employees.

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### 3.2.4 Legislative compliance

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

The Appointed contractor and all sub- contractors which may be appointed by the Appointed contractor will comply with all the legislation pertaining to the issued scope of work.

### 3.3 Requirements specific to the issued scope of work

In compliance with legal and other requirements, the following requirements must be complied with fully:

- Employees performing car washing activities must be competent and training in handling hazardous chemicals.
- The Appointed Contractor to appoint a hazardous substances coordinator, should chemicals being used contain hazardous components
- Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees.
- The contractor must identify suitable PPE required for the activities including the identification of appropriate tools.
- The cleaning chemicals to be used for car washing services must be SABS approved.
- Safety Data Sheet in 16 point format must be provided on all chemicals used onsite.
- The Appointed Contractor to have an inventory list for all hazardous chemicals used on site
- All chemicals kept onsite to be stored in a safe lockable storage area with appropriate signage.
- The Safety file package must be submitted to the OHS department electronically **2 weeks** before the agreed project commencement date.
- A copy of the SHE Specification document is in the possession of the appointed contractor as well as the Kusile Power Station baseline risk assessment.
- The responsible person of the contracting company and the Kusile power station project manager/contract manager have signed the Kusile power station section 37 (2) agreement.
- The appointment of the appointed contractor have been concluded and signed by the Contractor and Appointed Contracts Manager.

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- The SHE plan has been discussed with the responsible person of the contracting company and accepted in writing by the Kusile power station Contract Manager.
- Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Kusile power station SHE specifications to the Sub Contractor(s).
- Where a Sub Contractor(s) is appointed by the Appointed Contractor, the safety file for the sub-contractor must also be submitted to safety department for approval
- The OHS department shall assess and give written feedback to the contract manager.
- The Appointed contractor must submit a detailed SHE plan which must be suitable, practical, site specific, well- documented and a workable SHE document, compiled to satisfy the requirements of the OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation. The SHE plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.
- The SHE plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE plan as well as include how deviations/non-conformances shall be managed.
- The contractor must submit job descriptions supported by proof of competencies for all employees.
- Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- The appointed contractor must submit a Covid-19 risk assessment, Covid -19 Policy , Covid-19 management plan as well as the appointment letter of the appointed Covid-19 Compliance Officer in line with the guidelines as issued by the Department of Employment and Labour
- No vulnerable employees are allowed to come to Kusile site as identified by the Department of Employment and Labour
- The Appointed contractor must supply employees with at least 2 cloth masks over and above other masks that may be required due to the risk of the activities
- The Appointed contractor must supply hand gloves and hand sanitizers to the employees
- The transport used to transport employees must be disinfected as per prescribed frequency

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- A decontamination/disinfection procedure must be attached

### 3.3.1 SHE policy

The appointed contractor and all Sub-contractors, is 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.

### 3.3.2 COID

The appointed contractor and all his/her Sub-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.

### 3.4 Substance Abuse

1. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom Kusile Power Station Power Station will be subjected to ad hoc alcohol testing **The alcohol and drug permissible level is 0%.**
2. 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.
3. Test records must be treated as "Confidential" and filed in the employees' personal file.

### 3.5 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.

#### 3.5.1 Medicals

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

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1. Principle contractors must ensure that their employees and their Sub-contractor employees have a medical surveillance program whereby their employees under go 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 Appointed contractor must ensure that his / her employees and Sub-contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The appointed contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

### 3.6 Appointments

For the duration of the contract, the Appointed contractor and all Sub-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: Fire Fighter and Evacuation warden, First Aider, incident investigator, risk assessor, SHE representative, project supervisor or project manager and 16(2) appointments.

### 3.7 Working at Height Procedure

#### 3.7.1 General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position.

Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.

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		<b>Document Identifier</b>	<b>240-168897440</b>	<b>Rev</b>	<b>1</b>	
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2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

**Every employer shall ensure that work at height is:**

1. properly planned;
2. appropriately supervised; and
3. carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

**3.8 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. It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;

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- measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. 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.

### 3.9 Safe Work Procedures and Practices /Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

### 3.10 Personal Protective Equipment Requirements

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

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### 3.11 Incident Investigation

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 Labour.

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, 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.

### 3.12 Emergency Management

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

### 3.13 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. Appointed 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, Sub-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 Kusile Power Station, then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE 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.

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### 3.14 Quality Requirements

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system which complies with the requirements of ISO 9001 standard.

This type of work falls under category 2 of quality requirements, The Supplier shall submit a valid ISO 9001:2015 certificate or submit the following evidence:

- Quality (SHEQ) Manual
- Quality (SHEQ) Policy \
- Quality (Business) Objectives
- Control of documented procedure
- Procedure for control of non-conformity and corrective action.
- Documented information for defined roles, responsibilities and authorities.
- Procedure for control of externally provided products and services/purchase order.
- Latest copy of the internal management system audit Including Nonconformity, correction and /or corrective action.
- Project quality plan
- Quality control plan (QCP), Inspection Test plan (ITP) or previous work done.
- Completed and signed Form A.

### 3.15 Environmental Management Requirements

#### 3.15.1 Tender Submission Documentation

The following documentation shall be submitted as part of tender returnable

- a) Environmental Policy or SHEQ Policy
- b) Environmental aspect and impact register
- c) Environmental management plan that is in line with the scope of work
- d) Proof of training of persons performing activities that could have significant impact on the environment

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### 3.15.2 National Environmental Management Act 107 of 1998 (NEMA) principles

#### a) Duty of care and remediation of environmental damage

Every person who causes, 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, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

#### b) Polluter Pays Principle

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

### 3.15.3 Zero Liquid Effluent Discharge Policy (ZLED)

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

### 3.15.4 Waste Management

a) All waste generated during the execution of the scope of work shall be managed in accordance with Kusile Power Station Waste Management Work Instruction (240-105776552) and in compliance with applicable environmental legislation and bylaws.

### 3.15.5 Other rules

- All spills/emergency incidents should be reported to Eskom Contract Manager and Environmental Officer(s) immediately on occurrence. Incidents should be investigated in the presence on to prevent reoccurrence.
- All contractors should be aware of Eskom SHEQ Policy.
- All contractors must take into account environmental consideration when carrying out Risk Assessments
- All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.
- Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:
- The cause of the non-conformance/incident;
- The proposed actions to correct and prevent recurrence.

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- Eskom Kusile Power Station shall issue non-conformances where there are deviations from environmental requirements.

### 3.15.6 Records to be kept on site for Environmental Management

The following minimum records shall be kept on sites:

- a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;

Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available

- b) Environmental Incident registers and investigation reports;

Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.

- c) Non-conformance register;

When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.

- d) Complaints register;

Where complaints are raised they should be reported to Kusile Environmental management Department, be investigated and closed out.

- e) Hazardous Substances registers and SDS where applicable;

Where hazardous substances are used, a register should be maintained and all SDS should be available and communicated to employees.

- f) Records of audit reports and audit findings close-out, where applicable;

Records of audit and how findings where closed should be maintained.

- g) Records of environmental inspections conducted.

Monthly environmental inspection should be conducted and records of inspections should be maintained.

## 4. Acceptance

Null.

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## 5. Revisions

Date	Rev.	Compiler	Remarks
February 2022	1	T. Mosaka	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom Kusile.

## 6. Development Team

- T. Mosaka
- N. Dondolo
- S. Zungu
- P. Hlungwani

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