	Specification	Medupi Power Station Project
---	---------------	------------------------------

Title: **Provision of SHEQ and Related Services for Medupi Project SHE requirements** Document Identifier: **348-10041675**

Alternative Reference Number: **Not Applicable**

Area of Applicability: **Medupi Power Station Project**



Functional Area: **Safety, Health, and Environment**

Revision: **1**

Total Pages: **72**

Next Review Date: **August 2026**

Disclosure Classification: **Controlled Disclosure**

Compiled by	QA, Interface & Governance Review	Functional Responsibility	Authorized by
			
N Molapo Safety, Health, and Environmental Manager	L Xaba Senior Advisor Quality Assurance	B Mgidlana Project Quality Manager	Z Shange General Manager
Date: 08/09/2023	Date: 08/09/2023	Date: 2023/09/08	Date: 2023/09/12

Content

	Page
1. Introduction.....	5
2. Supporting Clauses	5
2.1 Scope.....	5
2.1.1 Purpose.....	5
2.1.2 Applicability	6
2.1.3 Effective date.....	6
2.2 Normative/Informative References	6
2.2.1 Normative.....	6
2.2.2 Informative.....	7
2.3 Definitions	7
2.4 Abbreviations	15
2.5 Roles and Responsibilities	16
2.5.1 Client:	16
2.5.2 Service Provider: Roles, Accountabilities and Responsibilities	17
2.5.3 Service Provider Accountability to their Suppliers	21
2.5.4 Commitment.....	21
2.6 Related/Supporting Documents.....	21
3. Occupational Health and Safety requirement.....	22
3.1 Scope of work	22
3.2 Legal and other requirements.....	22
3.2.1 Section 37(2) (Legal) Agreement.....	23
3.2.2 Hazardous work by children (Child Labour)	24
3.2.3 OHS Act	24
3.2.4 Compensation of Occupational Injuries and Diseases Act (COIDA).....	24
3.2.5 Health and Safety Policy/SHEQ policy.....	25
3.2.6 Provision for the Cost of Health and Safety measures within the Project	25
3.2.7 Eskom Requirements	26
3.2.8 Behavioural Based Safety Observation (BBSO)/Visible Felt Leadership (VFL)	26
3.2.9 Employee's right of refusal to work in an unsafe situation.....	26
3.2.10 Eskom Life-saving Rules	26
3.3 Appointments, Competencies and Training	29
3.4 Service Provider organisational Structure.....	30
3.5 Safety Culture	31
3.6 Substance Abuse	31
3.7 Smoking.....	32
3.8 Cellular Phones	32
3.9 Occupational Health, Hygiene and Rehabilitation	32
3.9.1 Occupational Hygiene Management Program	32

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.9.2 Employee Health and Wellness Programme.....	34
3.9.3 Medical Surveillance Programme	34
3.9.4 Employee Assistance Programs (EAP).....	35
3.9.5 Rehabilitation.....	35
3.9.6 Health Pandemics and Disaster Management	35
3.10 Emergency Care (First Aid)	36
3.11 Emergency Preparedness and Response	37
3.11.1 Emergency Management.....	37
3.12 OHS Training	37
3.12.1 Induction training	38
3.12.2 Site specific induction training	38
3.12.3 Visitors to site induction.....	39
3.12.4 General training.....	39
3.13 Access and Security Control.....	39
3.14 Service Provider Site Establishment (where applicable)	40
3.14.1 Service Provider's Site Facilities	40
3.14.2 Site roads	41
3.14.3 Construction site.....	41
3.15 Public Safety	42
3.16 Hazard Identification and Risk Assessment (HIRA)	42
3.17 Site and Operational Hazards/Risks	43
3.18 High Risk Activities	43
3.19 Personal Protective Equipment Requirements	44
3.19.1 Issue, Replacement and Control of PPE.....	45
3.20 Private Vehicles and on-site driving Rules.....	46
3.21 Housekeeping and Order	46
3.21.1 Stacking and Storage	47
3.22 Workplace Signage	48
3.23 Hazardous Materials/Chemicals/Agents Management.....	48
3.24 Flammable and Combustible Liquids.....	49
3.25 Incident Management.....	49
3.26 Environmental Management.....	51
3.26.1 Spillage of Hazardous Chemical Agents.....	52
3.26.2 Herbicide usage	53
3.26.3 Fire hazard	53
3.26.4 Waste	53
3.26.5 Material requirement.....	54
3.26.6 Dust and Noise.....	54
3.26.7 Environmental Incidents	55
3.26.8 Water.....	55
3.26.9 Environmental file	55
3.26.10 Environmental legislations and other requirements.....	56

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.27 Service Provider SHE Manual/System	56
3.28 SHE File	58
3.29 Auditing	59
3.29.1 Approval and compliance of Service Provider SHE Manual.	59
3.29.2 Eskom OHS audits	59
3.29.3 Service Provider audits.....	60
3.29.4 Third Party Legal Compliance Verification Audits	60
3.30 Non-Conformance and Compliance.....	60
3.31 Reporting and SHE Governance	61
3.31.1 OHS Performance Status Reports	61
3.31.2 Environmental Weekly Inspection.....	61
3.31.3 Environmental Monthly Reporting.....	61
3.31.4 Emergency Coordinators Meeting	61
3.31.5 SHE Professionals (Eskom and Service Providers) Meeting	62
3.31.6 Service Providers Environmental Meetings	62
3.31.7 Statutory Health and Safety Committees	62
3.32 OHS Performance Evaluation.....	64
3.33 Work Stoppage.....	64
3.34 Hours of Work	66
3.34.1 Normal work	66
3.34.2 Night work	66
3.34.3 Overtime.....	67
3.35 Omissions from this OHS Requirements document.....	67
3.36 Project Close-out/Contract Sign-Off.....	67
4. Process for Monitoring.....	68
4.1 Key Performance Areas and Indicators	68
4.2 Document Review and Self-Assessment.....	68
4.2.1 Document Self-Assessment	68
4.2.2 Revision Period	68
4.3 Training Requirements	68
5. Acceptance.....	68
6. Revisions.....	69
7. Development Team	69
Appendix A : Eskom Document Hierarchy	70
APPENDIX B : Medupi Document Hierarchy.....	71
Appendix C : Process Self-Assessment Checklist.....	72

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

1. Introduction

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

Zero harm is one of ESKOM values. The aim of Eskom's adoption of Zero Harm as one of its values is to strive to, and achieve world class Safety, Health, and Environmental performance, where all Guardians (employees and Contractors) return home safely every day and without harm done to the environment we operate in.

This Occupational Health and Safety (OHS) requirement document is Eskom's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by the Service Provider and where required, the delivery organisation.

The Service Provider and their suppliers are expected to develop OHS manual/system which complies with these requirements as well as the relevant applicable legislation.

Eskom in no way assumes the Service Provider's legal responsibilities. The Service Provider is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and supplier's employees.

This OHS requirement reflects minimum requirements and shall not be construed as all encompassing. This document may not thoroughly address all hazards and aspects associated with any specialised activity or operation. In such situations, Service Provider shall be responsible for developing their own health and safety plans/procedures/manuals/work instructions to adequately address their specialised activities and scope of operation.

2. Supporting Clauses

2.1 Scope

This document sets out the minimum legislative and organisational requirements for all activities under this scope of work at Medupi Power Station Project.

2.1.1 Purpose

To indicate to all potential types of Contractors/Service Provider the OHS requirements on the project, upon which their planning for the management of OHS shall be based and thus produce their OHS Manual and related Procedures.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

All Service Providers shall be required to execute their works in accordance with this document as well as other applicable legal documents.

2.1.2 Applicability

This OHS requirement document is applicable to all Service Providers and Suppliers in all the activities and processes carried out for and on behalf of Medupi Power Station Project.

For best practice reasons, where the work scope does not fall within the definition of Construction Regulations 2014, then this requirement shall also apply as a minimum.

2.1.3 Effective date

This OHS requirements document shall be implemented from date of authorisation.

2.2 Normative/Informative References

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

Note: Where the date for revision of a document on the Eskom Document Centre website has passed, the document is still current, irrespective of its revision date having passed.

2.2.1 Normative

- [1] ISO 9001: Quality Management Systems – Requirements.
- [2] ISO 45001: Occupational Health and Safety Management systems – Requirements.
- [3] ISO 14001: Environmental Management Systems – Requirements.
- [4] Basic Conditions of Employment Act No 75 of 1997
- [5] The Labour Relations Act 66 of 1995
- [6] Occupational Health and Safety Act No 85 of 1993 and Regulations.
- [7] National Environmental Management Act 107 of 1998.
- [8] National Environmental Management Waste Act 59 of 2008.
- [9] Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COIDA);
- [10] National Road Traffic Act 93 of 1996.
- [11] National Water Act 36 of 1998.
- [12] 32-37 Eskom Substance Abuse Procedure.
- [13] 32-136 Contractor Health and Safety Requirements.
- [14] 240-62196227 Life- saving Rules.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- [15]32-95 Environmental, Occupational Health and Safety Incident Management Procedure.
- [16]32-727 SHEQ Policy.
- [17]32- 418 Working at Heights Procedure.
- [18]240-43848327 Employees' right of refusal to work in an unsafe situation.
- [19]240-62946386 Vehicle and Driver Safety Management Procedure.
- [20]32-93 Eskom Vehicle and Driver Safety Management.
- [21]32-345 Eskom Vehicle Safety Specification.
- [22]32-520 Risk Assessment procedure.
- [23]32-124 Eskom Fire Risk Management.
- [24]32-123 Emergency Planning.
- [25]32-407 Behaviour Safety Observation Procedure.
- [26]32-1126 Eskom Smoking Policy.
- [27]Plant Safety Regulations.
- [28]348-681011 The Environmental Management Plan for the Medupi Coal-fired Power Station in the Lephalale Area, Limpopo Province – The Construction Phase
- [29]348-860848 Medupi Environmental Policy
- [30]348-717685 Procedure for the handling of HSE Non-conformities and Corrective and Preventive Action
- [31]348-882048 Medupi EMS Scope and Manual Rev7.final_

2.2.2 Informative

- [32]Constitution of the Republic of South Africa No 108 of 1996.
- [33]SANS 1186 Symbolic Safety Signs.
- [34]Tobacco Products Control Act 83 of 1993.
- [35]All relevant South African legislation-provincial, municipal by-laws.

2.3 Definitions

Term	Definition
Agent	Means a competent person who acts as a representative for a client.
Aspect	An element of an organisation's activity, product and service that can have a beneficial or adverse impact on the environment.
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

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	Any person for whom construction work is being performed.
Client Representative	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Construction Health and Safety Agent (CHSA)	Means a competent person who acts as a representative for a client as per the Construction Regulations (CR) of the Occupational Health & safety Act, No.85 of 1993, CR 5(6)(7) and the South African Council for the Project and Construction Management Professions (SACPCMP).
Construction site	Means a workplace where construction work is being performed

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	Means a person providing professional advice
Contract	Is an agreement with conditions between the Client and a Contractor where an adjudication authority has approved a scope of work to be completed in a specific time frame and within a specified value
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs construction work and includes Principal Contractors. In relation to this document, where the word “Contractor” is used, it shall mean all or some of the following: Principal Contractors, appointed Contractors, suppliers, vendors, service providers and consultants
Controlled disclosure	Controlled disclosure to external parties (either enforced by law or discretionary)
Critical Lifts	The following categories shall be considered as a Critical Lift; (1) any lift weighing in excess of 20 tons, (2) any lift involving a crane suspended work platform (man cage), (3) any lift over critical operating and/or process equipment, (4) any lift that exceeds 85 % of the crane’s load chart, (5) any lift that utilises more than one lifting device (Tandem Lift), (6) Load transfers and (7) night lifting.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment shall 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 shall 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 labour broker as defined in section 1(1) of the Labour Relations Act, 1956 (Act No. 28 of 1956)
Environment	(32-94) means: <ul style="list-style-type: none"> a. the land, water, and atmosphere of the earth, b. micro-organisms and plant and animal life, and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan shall preferably form part of Eskom's Environmental Management System

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Environmental Risk Assessment	Means a systematic process of evaluating the potential risks that may be involved in projected activity or undertaking.
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) Means a documented plan which includes and provides for: <ul style="list-style-type: none"> a) All risks relating to working from a fall risk position, considering the nature of work undertaken, b) The procedures and methods to be applied in order to eliminate the risk of falling, and c) A rescue plan and procedures
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
Impacts	Any changes to the environment whether adverse or beneficial, wholly, or partial resulting from environmental aspects.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	Means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	Means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Method statement	Is a written document detailing the key activities to be performed, work procedures and sequences of operations to reduce, as reasonably as practicable, the hazards identified in any risk assessment
On Site/Site	Any workplace where the contractor or his employees performs contract related work.
Organisation	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
Permit to work	Means a written declaration on the permit to work form, signed by the appointed person and issued to the responsible person in charge of the work, informing the latter that the plant to be worked on has been isolated as detailed.
Planned Task Observation	Is an independent observation made during the planned period in which the task is being executed.
Pre-Task Risk Assessment/Daily Safe Task Instruction (DSTI)	Means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Responsible Person	Means a person who has been authorised in terms of plant safety regulations to be responsible for ensuring that the work on the plant covered by a permit to work can be carried out and executed taking health and safety precautions into account and within the terms of these regulations.
Risk	The probability that injury or damage shall occur.
Risk assessment	Means a programme to determine any risk associated with any hazard at a construction site to identify the steps needed to be taken to remove, reduce, or control such hazard.
Safety Health and Environmental file	Means a file or other record in permanent form, containing the information on the SHE management system during construction including all information relating to construction phase after the handover to Client.
Safety, Health, and Environmental Plan	Means a written plan that addresses hazards identified during the risk assessment process as well as the identified impacts in the SHE specification. This shall typically include safe work procedures to mitigate, reduce or control the hazards identified and is specific to each construction project undertaken. This is usually compiled by the Principal Contractor or contractor and approved by the Client/Agent for which contracting work shall be performed.
Safety, Health and Environmental (SHE) Specification	Including the base line risk assessment means a documented specification of significant residual SHE requirements for a construction site, which a competent and resourced Principal Contractor or contractor shall not have been aware of. This is to ensure the health and safety of employees and the direct and indirect communities, as well as duty of care for the environment. The Client/Agent compiles the SHE specification which shall be specific to each construction project.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Term	Definition
Safety, Health and Environmental (SHE) requirements	Means comprehensive safety, health and environmental requirements for a contract, project, site, and scope of work. These requirements are intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The requirements shall be specific to each contract, project, site, and scope of work
Safe Work Procedures	Safe work procedures are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe work procedures are designed to reduce the risk by minimizing potential exposure.
Service provider	Any private person or legal entity that provides any service(s) to Eskom for compensation
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
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.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

2.4 Abbreviations

Abbreviation	Explanation
CHSA	Construction Health and Safety Agent
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations of the OHS Act
DSTI	Daily Safety Task Instruction
EA	Environmental Authorisation
EAP	Employee Assistance Program
ECO	Environmental Control Officer
EIA	Environmental Impact Assessment
EMC	Environmental Management Committee
EMP	Environmental Management Plan
EMS	Environmental Management System
EO	Environmental Officer
EP	Emergency Preparedness
ERW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
HIRA	Hazard identification and risk assessment
HS	Health and Safety
ISO	International Organisation for Standardization
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
NWA	National Water Act (Act No. 36 of 1996), as amended
OHS	Occupational Health and Safety
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
ORHVS	Operating Regulations for High Voltage Systems

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Abbreviation	Explanation
PPE	Personal Protective Equipment
RoD	Record of Decision
SACNASP	South African Council for Natural Scientific Professions
SACPCMP	South African Council for the Project & Construction Management Professions
SANS	South African National Standard
SHE	Safety, Health, and Environment

2.5 Roles and Responsibilities

2.5.1 Client:

2.5.1.1 Eskom General Manager:

The General Manager is responsible for the overall management of the project, including assurance that all duties of the employer as per OHS Act 85 of 1993 are properly discharged.

2.5.1.2 Eskom Contract Manager:

The discipline/contract manager is responsible for:

- Managing the contract with the Service Provider and ensures that the OHS requirements are developed and issued with tender enquiries and that the Service Provider's OHS manual is approved prior to commencement of work.
- Ensuring that all the statutory requirements, Eskom and OHS requirements and OHS manual are always adhered to by Service Provider and (if applicable) their Suppliers.

2.5.1.3 Eskom Engineering Manager:

The Project Engineer is the person responsible for ensuring that the designer fulfils his professional and legal obligations with respect to the implementation of his design.

2.5.1.4 Eskom Health and Safety Manager/ Practitioner:

The responsibility of the Health and Safety Manager/Practitioner shall be:

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Providing assurance, as well as advice, assist and support to the Contract Manager in the management of the health and safety issues on the project which includes ensuring proper co-ordination amongst the various Contractors/service providers.
- Assisting in the development of site and project specific OHS requirements and ensuring that OHS requirements are issued with enquiry documents and that the Service Providers OHS manuals/systems are submitted; evaluated and approved.
- Auditing and ensuring compliance to legal requirements.

2.5.1.5 Eskom Environmental Manager/Officer:

The responsibility of the Environmental Manager/Officer is to provide assurance, advice, assistance, and support to the Eskom Contract Manager in the management of the environmental issues on the project which includes ensuring compliance to the Record of Decision (RoD), the Environmental Management Plan (EMP) and Environmental Management Systems.

Note: This position may be a permanent position on the Project Organogram, or it might be a service rendered by a line Division (which may be managed by a Service Level Agreement).

2.5.1.6 Independent Environmental Control Officer:

- The Lead Environmental Control Officer (ECO) is appointed by the Environmental Monitoring Committee (EMC), in conjunction with Eskom, and acts on the behalf of the authorities to monitor environmental compliance and performance.
- The Project is answerable to the ECO for non-compliance with National Legislation, the Record of Decision, the Environmental Management Plan (EMP), and Environmental Performance Specifications.

2.5.2 Service Provider: Roles, Accountabilities and Responsibilities

- The Service Provider carries primary accountability and responsibility for the health and safety of his/her employees and his/her suppliers within his/her working area, as contemplated by Section 37(2) of the OHS Act No. 85 of 1993 and Regulations as well as all the Environmental Management requirements as per NEMA 107, of 1998 and related legislation. None of the additional safety requirements specified by the Client reduces the Service Provider's accountability and responsibility for the health and safety of his employees and supplier employees within his working area.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- The Service Provider shall have a disciplinary process and an organisational structured procedure to deal with employees who have transgressed organisational and legal requirements.
- The Service Provider shall provide a list of names and contact numbers of all his employees as well as the supplier employees on site. This list shall be updated as and when new employees commence on site.
- The Service Provider shall keep a record of all employees including the supplier employees, including date of induction, relevant skills, and licenses, and be able to produce this list at the request of the relevant officials. These records shall be filed in the OHS File.
- Every employee shall undergo site induction provided by the Client before commencement of the contracted work. Only once this induction has been received, shall each employee receive a site access permit.
- The Service Provider shall ensure that his managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible for.

The instructions shall include, but not necessarily be limited to the following:

- Description of the objective/scope of work;
- Sequence of work/method statements;
- Hazard identification and risk assessment (prior to commencement of work);
- Precautionary/preventative measures that are to be taken;
- Identification of sensitive features that may be impacted upon by the project.

Employees shall be responsible for their own health and safety and that of their co-workers in their respective areas of work on the project.

Employees shall be made aware of their responsibilities during induction and awareness sessions some of which are:

- Familiarising themselves with their workplaces and health and safety procedures.
- Working in a manner that does not endanger them or cause harm to others.
- Keeping their work area tidy.
- Reporting all incidents/accidents and near misses.
- Protecting fellow workers from injury.
- Reporting unsafe acts and unsafe conditions.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Reporting any situation that may become dangerous.
- Carrying out lawful orders and obeying health and safety rules.
- Declaring to the employer if taking medication which may have intoxicating effects.
- Using the protective clothing and equipment prescribed for your job, in a proper manner. This shall be addressed during the daily safety task instruction.
- Following the instructions given by your Supervisor/Manager or inform him/her of the reason if it is not possible to do so.
- Before attempting something new or different discussing it with your Supervisor/Manager to avoid causing an incident.
- Maintaining the tools in safe condition and turn in defective tools to the Supervisor/manager.
- If you shall climb, ensuring that the ladder you use is not broken and has (non-slip) safety feet and that it is not used when working on electricity installation due to the very high risk of electrocution. Making sure that one person is holding the ladder for you. Always apply three-point-contact.
- Refraining from cleaning up or performing any work on, or close to unguarded machinery until you have properly locked the electrical switches or know that your supervisor has done so. (Refer to the Permit to work).
- Refraining from stepping onto a stopped conveyer belt or attempt to work in any place where you could be injured if the machinery started up. You shall first make sure that the machinery is locked-out.
- Refraining from attempting to operate any vehicle or other machinery that you have not been trained for or been authorized to operate by your supervisor/manager.
- Refraining from running or hurrying downstairs or jump off a high place - knowing the high injury risk.
- Refraining from engaging in teasing, jostling, mock sparring or throwing objects, even playful as such actions could lead to injury to you and/or others.
- Using compressed air only for work purposes, knowing that playful use or blowing off work clothes can cause very serious injury.
- Keeping the work area reasonably clean and orderly and immediately clean up any spills or tripping hazards.
- Familiarizing yourself with the Safe Work Procedures and Method Statements prior to starting with a task.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Placing waste in the waste receptacles provided for it.
- Reporting any pollution or spillage to your supervisor – including leaking water taps.
- Refraining from wasting energy or any resources to promote environmental sound practices.
- Supporting all health and safety programs, and safety and environmental policy including the lifesaving rules and.
- If an employee has a reasonable belief that the work to be undertaken is likely to endanger him/her or any other person/s due to sub-standard acts or conditions, inadequate precautions or a lack of protective equipment or clothing, he/she has the right to refuse to work and shall report such situation to the employer.
- An employee does have the right not to work in any area or perform any task where that employee has reasonable justification to believe that the work situation presents a danger to his/her health and safety, organizational assets, or the environment.
- It shall be highlighted to all employees, that anyone who becomes aware of any person disregarding a health & safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the Service Provider Supervisor/ Construction Manager and the Eskom Contract/Project Manager immediately.

The Service Provider appointed personnel shall be registered in their respective levels as professionals in terms of the legislative requirements (SACPCMP).

Health and Safety professionals provided to Eskom are required to register as professionals with the SACPCMP.

2.5.2.1 Health and Safety Professionals (Manager/Officer)

The Service Provider shall provide a Health and Safety Professional to take responsibility of the OHS matters and assist in driving compliance thereof. The Health and Safety Professional(s) shall have a minimum qualification of a National Diploma in Safety Management/Environmental Health related courses. The Safety professional shall be responsible for:

- Reporting and investigating all incidents from the Service Provider and ensure that corrective actions are identified and implemented.
- Ensuring that all statistical reports are submitted on time.
- Attending all meetings scheduled by the Client.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

2.5.2.2 Construction Environmental Personnel

The Service Provider and supplier shall appoint relevant Environmental personnel as per EMP /ROD requirements considering the nature and the scope of work being conducted.

2.5.3 Service Provider Accountability to their Suppliers

The accountability of the Service Provider to their suppliers are as follows:

- If the Service Provider needs to introduce a new supplier, the Service Provider shall first inform the Client. Such suppliers shall, in every respect, meet the Client's SHE requirements.
- Should the Service Provider appoint a supplier, the Service Provider shall then have the same role and responsibility in relation to the suppliers, in a similar way as the Client has in relation to the Service Provider.
- The Service Provider is directly accountable for the actions of his suppliers. The Service Provider shall also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the supplier complies with all requirements.
- The Service Provider shall ensure that the suppliers appointed have the necessary competencies and resources to perform the work safely.
- The Service Provider shall provide any supplier who is making a bid or appointed to perform construction work, with the relevant sections of the documented OHS requirements, who shall in turn provide the client/agent with a OHS manual for review.
- The Service Provider shall carry out audits on the supplier at least monthly to ensure that their OHS manual is being implemented and maintained.
- The Client/Agent and/or the Service Provider shall stop any supplier from executing construction work which poses a threat to the safety and health of persons or the environment or if it does not comply with the approved OHS Manual.

2.5.4 Commitment

Visible commitment shall be essential in providing a safe work environment. Managers, supervisors, and employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular H&S aspects of the project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management down to the lowest employee level.

2.6 Related/Supporting Documents

- 32-136 Contractor Health and Safety Requirements.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3. Occupational Health and Safety requirement

3.1 Scope of work

Location: Medupi Power Station Project, Lephalale, Limpopo Province.

Project description/detailed scope of work: Medupi Power Station Project is a coal-fired power station and a National Key Point situated near Lephalale in Limpopo Province. The project is a construction site for a coal-fired power station with six units, which shall generate a total capacity of 4800MW of electricity. All six units are in commercial operation and the focus is on completion of Balance of Plant works/activities.

The scope of work (SOW) is for provision of SHEQ services for Safety, Health, Environment, Quality, and Related Services at Medupi Power Station for the period of 30 months (until 31 December 2025). All resources are required full time, except the Occupational Hygiene Technologist who is required half time.

3.2 Legal and other requirements

The Service Provider and all their suppliers shall comply with all relevant legislation pertaining to this project.

The applicable legislation shall include (where applicable), but not limited to the following:

- 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 1993 (Act 130 of 1993) (COIDA)
- The Basic Conditions of Employment 1997 (Act 75 of 1997)
- The Labour Relations 1995 (Act 66 of 1995)
- National Environmental Management Act 1998 (Act 107 of 1998)
- National Environmental Management: Waste Act (Act No. 59 of 2008)
- Environment Conservation Act 1989 (Act 73 of 1989)
- National Water Act 1998 (Act 36 of 1998)
- National Road Traffic Act 1996 (Act 93 of 1996)
- Any other applicable South African legislation
- Applicable South African National Standards (SANS) - Service Provider shall use the relative standards applicable to the project
- Local Authority by Laws.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The Service Provider shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that they are performing on the construction project. The register shall be updated biannually or as when required.

The Service Provider shall ensure that they are familiar with the necessary OHS legislation required.

Note: When there is an amendment to the Acts and/or to the Regulations, the OHS manual shall be reviewed, updated accordingly, and sent through to the client. Changes shall be communicated to all relevant employees.

The Client expects the Service Provider to engage in safety culture initiatives in line with the Eskom SHEQ Policy and value, Zero Harm.

The Service Provider shall comply with the relevant applicable Client specifications, requirements, and standards in accordance with the scope of the project. The project shall be aligned to Eskom SHEQ Policies, standards, and procedures.

The Service Provider shall always, considers itself to be the “employer” for the purposes of the OHS Act, and shall not consider itself under the supervision or management of the Client regarding compliance with the OHS requirements.

The Service Provider shall always responsible for the supervision of its employees and assumes full responsibility and accountability for ensuring they are competent, aware of the OHS requirements and execute the works in accordance with the OHS requirements and legislative requirements.

The Service Provider shall implement their OHS management system and requirements and incorporate the applicable Eskom requirements into their system.

The Service Provider shall ensure that all statutory appointments and appointments required by the management system are in place, and that all appointees fully understand their responsibilities and are trained and competent to execute their duties. The Service Provide supervises the execution of their duties by all such appointees.

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement shall be signed between Eskom and the Service Provider at the time of awarding the contract. A signed copy of this agreement is submitted to the Client prior to commencement of any activity on site. The Service Provider shall ensure that a section 37(2) agreement is compiled between the Service Provider and all their suppliers for the contract.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The original copy of the section 37(2) Agreement shall be retained by the Service Provider and a copy retained by the responsible project manager.

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 shall 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 shall 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 shall be exercised, and child labour shall not be used.

3.2.3 OHS Act

All Service Provider shall have an up-to-date copy of the OHS Act and Regulations at all work sites which shall be available to all employees (GAR 4).

3.2.4 Compensation of Occupational Injuries and Diseases Act (COIDA)

The Service Provider shall be registered with an appropriate employment compensation commissioner or a licensed mutual company or an equivalent of it (for international bidders). This cover shall remain in force during the contract and shall be the responsibility of the Service Provider to ensure validity. Service Provider and supplier shall submit proof of a valid registration through a certificate of good standing with the compensation fund or a licensed compensation insurer and ensure that all payments due to the Commissioner are discharged. The Letter of Good Standing shall reflect the name of the Service Provider or supplier.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Note: For international service provider, the equivalent from the country of origin of the service provider. For a service provider whose country does not issue such certificate equivalent to COID, the relevant legislation shall be submitted. However, if the service provider has offices in South Africa and has employed South African citizens, a COID certificate shall be submitted.)

3.2.5 Health and Safety Policy/SHEQ policy

A health and safety policy /SHEQ policy is a statement of intent and a commitment by the organization's Chief Executive and senior management in relation to the relevant health and safety roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

Eskom has a SHEQ Policy (32-727, Appendix A) that clearly states the policy principles by which Eskom operates and the commitment to SHEQ excellence and is authorized by the Chief Executive.

Eskom SHEQ Policy shall be handed to the Service Provider when site establishment is completed. A toolbox talk shall be done with all the employees on site and attendance register shall be sent to the Contracts Manager and then filed in the OHS File.

The Service Provider and the supplier companies shall each have an OHS/SHEQ Policy duly signed and authorized by their Chief Executive (OHS Act Section 16(1) appointee) that clearly states overall OHS/SHEQ objectives and commitment to improving Safety, Health, Environment and Quality performance and shall be displayed and shared with all stakeholders. It shall also include the description of the organization scope and the arrangements for carrying out and reviewing such policy.

Service Provider and the suppliers shall support Eskom SHEQ policy.

3.2.6 Provision for the Cost of Health and Safety measures within the Project

The Service Provider/supplier shall ensure that the submitted tender adequately made provision for the cost of Health, Safety and Environmental measures.

Note: the costing for OHS shall be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases, medical surveillance (medicals), occupational health programmes and occupational hygiene surveys etc.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.2.7 Eskom Requirements

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

3.2.8 Behavioural Based Safety Observation (BBSO)/Visible Felt Leadership (VFL)

Service Provider shall incorporate BBSO or VFL programmes within their Health and Safety Management System.

The objective of behavioural safety observations is to assess and address the actual safe and unsafe behaviours of people in the workplace; as well as workplace conditions - which are caused by the actions or non-actions of employees, Service Providers, or their personnel. (Refer to Eskom Behavioural Safety Observations procedure 32-407).

3.2.9 Employee's right of refusal to work in an unsafe situation

Employees have a duty to take reasonable care of their own as well as other person's health and safety at work and to cooperate with the employer, carry out lawful orders, including reporting unsafe situations and incidents.

Refer to Eskom Procedure 240-43848327- Employees' right of refusal to work in an unsafe situation. The aim of the procedure is to ensure that an environment is created that promotes zero harm by empowering employees and Contractors to take responsibility for their own safety and that of others.

3.2.10 Eskom Life-saving Rules

Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopted the same view.

Five Life-saving rules have been developed that shall apply to all Eskom Employees, agents, consultants, service providers and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Service Provider or shall be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor/service provider working in any area within Eskom.

If any contractual work shall be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor/service provider and their employees.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The rules are:

Rule 1	<p>OPEN, ISOLATE, TEST, EARTH, BOND AND/OR INSULATE BEFORE TOUCH</p> <p>Any person who performs work on an electrical installation shall ensure that it is isolated, tested and earthed before starting any work.</p> <p>(That is plant, any plant operating above 1000 V)</p> <p>With the aim to ensure a safe electrical work environment, no person may work/operate on, around or near any electrical network, line, or apparatus, electrically connected to the power system and/or electrically charged and/or not electrically charged unless:</p> <ul style="list-style-type: none">a) He/she is trained and authorised as competent for the task to be done.b) There is a valid permit to work, where required.c) A pre-task risk assessment to identify all risks and hazards has been conducted prior to any work commencing.d) He/she follows the requirements on OPEN, ISOLATE, TEST, EARTH, BOND and/or INSULATE BEFORE TOUCH, correctly based on applicable/related standards, procedures and outcome of risk assessment fit for the type of work or task to be performed.e) The authorised person (team leader) has certified and physically shown all team members that the apparatus is safe to work on.f) He/she makes the specific electrical environment safe prior to performing the work; andg) All the appropriate PPE (including face shield and insulated gloves for low voltage work) are worn.
Rule 2	<p>HOOK UP AT HEIGHTS</p> <p>Working at height is a significant part of work in Eskom Holdings and is regarded as a high-risk activity, and as a result all precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements below shall apply.</p> <p>No person may work at height where there is a risk of falling unless:</p> <ul style="list-style-type: none">a) He/she is medically fit to work at height.b) A pre-task risk assessment to identify all risks and hazards has been conducted prior to commencing any work of this nature.c) He/she is appropriately trained as determined by the risk assessment.d) He/she is appropriately secured during ascending and descending; ande) He/she is using an Eskom approved fall arrest system where applicable.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Rule 3	<p>BUCKLE UP</p> <p>Where required, the proper wearing of seat belts for any driver, operator and passenger is mandatory in all vehicles/equipment when driving and/or travelling for Eskom business purposes. The driver is obligated to ensure that he/she as well as all passengers are properly seated and wearing their seatbelts always while being transported in the vehicle, as per Eskom specifications.</p> <p>No person may drive any vehicle on Eskom business and/or on Eskom premises: Unless the driver and all passengers are wearing seat belts (Seatbelts shall be always used whilst driving).</p> <p>Note: This rule is applicable on any road or parking lot, irrespective of the speed, and when the vehicle moves in a forward or backward direction.</p>
Rule 4	<p>BE SOBER</p> <p>No person who is under the influence or who appears to be under the influence of intoxicating liquor or drugs will be permitted to enter or remain on an Eskom site or conduct Eskom business or drive/operate a vehicle/equipment for Eskom business purposes.</p> <p>This includes any level of alcohol or the presence of any drugs, controlled substances, and/or illegal substances in the body that impairs or could impair mental and physical functioning, irrespective of when the substance was used.</p>
Rule 5	<p>PERMIT TO WORK</p> <p>Where an authorisation limitation exists, no person shall work without the required Permit to Work (PTW), which is governed by for example the:</p> <ul style="list-style-type: none">a) Plant Safety Regulations; orb) Operating Regulations for High Voltage Systems (ORHVS); orc) Any other activity where a permit is required. <p>No plant is to be returned to service without the cancellation of all permits on that plant in accordance with procedure, unless permission is granted for a particular plant to be returned to service with permits still open, like in the case of redundant systems.</p> <p>Note: In the case of live work, a “live work declaration form” is to be completed by the authorised person, who is the person responsible for the safe execution of work according to relevant standards and procedures. Outline the key principles or rules to support the implementation of the standard statement.</p>

Eskom shall take a stance of zero tolerance on these rules.

Non-compliance to a Life Saving rule shall be considered serious misconduct and shall lead to serious disciplinary action, which may include dismissal.

This is to ensure that **every person** who works on or visits an Eskom site, **returns home safely to his or her family**.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.3 Appointments, Competencies and Training

For the duration of the contract, the Service Provider and all suppliers shall appoint competent employees who shall meet the requirements of the OHS Act. Where appointments are made, Service Providers 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 Service Provider shall 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 trainings shall be catered for as a minimum:

- Health & Safety representatives
- First aid level 2 training
- HIRA
- Incident investigation
- Working at heights training
- Fire warden
- Evacuation warden
- Legal liability
- BSO awareness training
- ISO 45001:2018 awareness training

The competency/training for Project Manager shall include, but not limited to the following:

- Legal liability training (OH&S Act and Regulations course - latest version of the Act and Regulations)
- HIRA
- Incident investigation

The appointments shall include (where applicable), but not limited to the following:

Statutory appointments	
Reference	Description
OHS Act, Section 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

OHS Act, Section 17	Health and Safety Representative
OHS Act, Section 19	Health and Safety Committee Member - Chairperson appointment (if there are 2 or more H&S reps there shall be a H&S committee).
OHS Act, Section 19(6)(a)	Co-opted Health and Safety Committee member
OHS Act, General Administrative Regulation 9(2)	Incident / Accident Investigator
OHS Act General Safety Regulations 3(4)	First Aider/s
Non-statutory appointments	
Eskom Requirement	Emergency Planning Co-coordinator
Eskom Requirement	Fire Official
Good Practise	Hand tools inspector
Good Practise	PPE Inspector

Notes to the appointments listed above: Section 16(1) creates a legal presumption, and therefore no appointment is required. The Service Provider shall provide the full names, contact telephone number and business address of the Chief Executive Officer.

3.4 Service Provider organisational Structure

The Service Provider is required to compile their organisational organogram for the contract, with a proposed OHS resource plan, highlighting the reporting structure from their Senior Management (Chief Executive) down to their project employees. For each position, stipulate the position titles, names of appointees, qualifications, and competencies. The Service Provider shall ensure that all suppliers comply with this requirement.

All organograms shall be updated timeously when appointments are changed and filed in the project OHS File. The organogram shall be kept up to date, a copy of which shall be given to the client and copy filled in the relevant project OHS Files. The Service Provider is responsible for submitting updated copies of all the organograms' as well as those of their Suppliers, to the Client.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.5 Safety Culture

Eskom drives a safety culture of Zero harm. Zero harm means ensuring that the Eskom operational activities do not inflict harm on Eskom assets, its employees, contractors, service providers and members of the public affected by its operations, environment in terms of its environmental obligation. Zero harm is a value which Eskom shall strive towards operating within its compliance obligation, continual improvement against set intended outcomes and reduction of its environmental footprint by avoiding incidents.

Zero harm is the first of our Eskom values, and a top priority in our business.

Eskom thrives to ensure that zero harm befalls its employees, contractors, service providers, the public and the natural environment:

- Zero Fatalities
- Zero Injuries
- Zero environmental incidents
- Zero Tolerance
- Zero Defects

Service Providers shall demonstrate in health and safety manual compliance to Eskom drive to Zero harm.

The following safety culture interventions are implemented across site, and it is required that all Service Providers participate in:

- Safety stand downs
- Management Plant Walk about (VFL)
- OHS campaigns
- Rewards and discipline strategies and procedures to encourage appropriate OHS behaviours.

3.6 Substance Abuse

Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.

General Safety Regulation 2A is clear on the legal stance regarding intoxication.

The alcohol and drug permissible level is 0%.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

All Service Providers shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), considering that this is an Eskom Life-saving Rule number 4: (BE SOBER"), this means anyone entering the Eskom site shall be subjected to ad hoc alcohol testing.

Service Providers are encouraged to compile their own procedures and to carry out regular alcohol testing of their own employees. Test records shall be treated as "Confidential" and filed in the employees' personal file.

3.7 Smoking

Smoking is only permitted at designated areas in accordance with the requirements of the smoking policy (32-1126: Eskom Smoking Policy). Smoking is not permitted indoors, at entrances to buildings or near air intake systems in accordance with Eskom Policy and legislation requirements.

3.8 Cellular Phones

A Service Provider shall develop and implement a risk-based cell phone policy for their works areas. Do not use Cellular phones in areas where cell phone usage is prohibited. Texting and talking on the cell phone whilst driving and walking is prohibited. When taking calls or texting, stop and find a safer area. Disciplinary action shall be followed in case of any non-compliance.

3.9 Occupational Health, Hygiene and Rehabilitation

All Service Providers 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.

3.9.1 Occupational Hygiene Management Program

Service Providers and suppliers shall develop, implement, and maintain an occupational hygiene management programme to ensure that the occupational hygiene stressors are identified assessed (monitored) and controlled. The occupational hygiene shall include, but not be limited to the following elements:

- Occupational health risk assessment as a background.
- Occupational health risk exposure profiles.
- Occupational hygiene monitoring program and ensure that monitoring is performed by an approved Inspection Authority.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Communication of occupational hygiene results and requirements.
- Proof of awareness training and.
- Documentation and control of records (Records to be kept for 40 years).

Where there are occupational hygiene stressors, Service Providers and suppliers shall ensure that programs are developed and in place to address the said stressors. These programs may include but not be limited to:

- Hearing Conservation Program.
- Respiratory Protective Program.
- Hazardous Chemical Agents Program.
- Procedure for the use and management of radioactive sources and,
- Heat Stress Management Program.

Identification: The Service Provider shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed because of his work activities.

Risk assessment: Once the occupational stressors have been identified the risk shall be assessed in accordance with statutory requirements including manual handling, including the nature of the stressor, the work process, the exposure severity and duration, possible adverse effects etc.

Control measures: The Service Provider shall provide details of all control measures that shall be implemented to eliminate or reduce exposure to occupational stressors. Where mechanical means are employed, he shall provide details of how these shall be maintained to ensure that they operated at maximum efficiency.

Monitoring: The Service Provider shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures and the results shall be made available to the Engineer on request.

Service Providers and suppliers shall report to the Department of Employment and Labour on the occupational hygiene milestones (e.g., crystalline silica). Evidence of reporting to the department of Employment and labour and copies of such reports shall be made available to Eskom Health and Safety Manager / Occupational Hygiene Practitioners.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Copies of all occupational hygiene surveys conducted by the Service Provider and supplier shall be submitted to the Eskom Health and Safety manager and Occupational Hygiene practitioners. The SHE Practitioner shall establish a database of Service Provider occupational hygiene surveys and corrective plans.

3.9.2 Employee Health and Wellness Programme

Service Provider shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety manual/system which shall include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

3.9.3 Medical Surveillance Programme

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

The Service Provider shall ensure that his employees and supplier employees are registered on a medical surveillance programme and are in possession of a valid medical fitness certificate. The certificate of fitness shall be relevant to the type of work (risk based) that the employee shall be exposed to. This shall require each employee to have a risk-based person job specification that shall be used as a basis for medical examination.

The Service Provider shall ensure that his employees and supplier employees have undergone pre-entry medical examination before starting work on site, ***no employee shall access site without a valid medical fitness certificate.***

The fitness certificate and a copy of the risk-based person job specification shall be issued before commencement of work and shall be presented at induction. If the Service Provider does not provide proof of valid certificates of fitness and person job specifications for his employees and supplier employees, then Eskom shall not give those employees site induction which shall result in refusal to site access.

The certificate shall be renewed as required by the risk profile. On completion of the project an exit medical examination shall be conducted, unless otherwise advised by the Occupational Health Practitioner.

Service Provider to take note of the following:

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Service Providers shall ensure that their employees and their supplier employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
- For the appropriate medical examinations to be conducted, each employee shall have a man job specification, which shall 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 Service Provider shall ensure that his / her employees and supplier employees have undergone pre-entry medical examination before starting work on the contract.
- The Service Provider shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- In instances where sick leave is taken for a period of one week or more, the Service Provider 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.

3.9.4 Employee Assistance Programs (EAP)

Where Service Provider and suppliers do not have EAP service, then Eskom's EAP Service Provider is available to provide assistance. All costs shall be borne by the Service Provider or supplier.

3.9.5 Rehabilitation

Where any Service Provider's employee is injured at work to the extent that they require rehabilitation, then this shall be given, using the services of an appointed rehabilitation organisation.

3.9.6 Health Pandemics and Disaster Management

The Service Provider shall ensure proper management and control of any disaster and or pandemics that may come forth during the contract. Service Provider to develop a health pandemic and disaster Management Plan/Procedure and conduct risk assessment to ensure that appropriate measures are in place.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.10 Emergency Care (First Aid)

A list of emergency numbers shall be displayed at notice boards and public areas for ease of access to all employees and visitors. The Service Provider shall ensure that his employees are familiar with the emergency numbers. Emergency numbers shall also be part of the OHS induction.

Service Provider shall have one first aid box for the first five (5) persons and thereafter one for every 50 or team of workers on site or part thereof. There shall be a trained and appointed person to render first aid service when required. The first aider(s) shall be in possession of a first aid level two (2) training as minimum requirement as per Eskom Emergency planning procedure 32-123.

More first aid boxes shall be provided if the risks, distance between work teams or workplace requirements require it (it shall be available and accessible for the treatment of injured persons at that workplace).

Minimum contents of a first aid box: (Refer to GSR 3 Annexure of the OHS Act). A content check list shall be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

A prominent notice or sign shall be erected in a conspicuous place at a workplace (SANS1186 approved signs to indicate location of first aid boxes), 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.

Service Providers to take note of the following:

- The requirements of the OHS Act GSR 3 shall be observed.
- First aid appointments shall be made to meet the requirements, this includes construction sites. Appointees shall be trained to level 2. It is good practice for all employees to be trained to at least level 1.
- When appointing employees for work sites, cognisance shall be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency shall arise.
- For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- The Service Provider and their suppliers shall ensure that alternative arrangements be made for incidents occurring after working hours.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.11 Emergency Preparedness and Response

3.11.1 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. The Service Provider shall develop his own emergency response plan for both work areas and office areas and submit this plan to the Contracts Manager for approval. The plan shall be amended as required by the Contracts Manager. The Service Provider shall ensure that all Service Providers' Personnel are aware of and trained in the execution of the emergency plan. Service Provider shall further ensure that Emergency response service is always available to attend to any emergency cases that may arise during the duration of the contract.

Periodic emergency drills shall be undertaken to test the effectiveness of the plan. The Service Provider shall initiate his own emergency drills, with the co-operation, and subject to the approval of the Contracts Manager. Details of such drills shall be recorded, and such records shall be made available on request.

The Service Provider shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected and the information provided to the Contracts Manager.

Note: The Service Provider shall be responsible to familiarise himself with local municipal disaster management portfolios.

3.12 OHS Training

The Service Provider, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, all suppliers shall provide the same requirements when bidding with the Service Provider.

The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, shall be that the Service Provider and suppliers shall have the appropriate qualifications, certificates and employees shall 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.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

When there is an amendment to the Acts and/or to the regulations, OHS requirement and OHS Manual, all affected staff shall undergo the applicable refresher training.

Appropriate time shall be set aside for training (induction and other) of all employees. Records of all training and qualifications of all Service Provider employees shall be kept on the OHS File.

The Service Provider shall ensure that the training providers are accredited and registered with SETA according to the relevant unit standards. The Service Provider shall have proof of this on site for verification.

3.12.1 Induction training

On annual basis or as when required, the Client shall provide Service Providers with Site Induction which the Service Provider shall ensure communication to his employees and visitors as well as supplier's employees/visitors.

The Service Provider shall ensure that all his / her employees, Suppliers and their employees have undergone the Eskom SHEQ induction training prior to commencing work on site. Attendance registers shall be completed of any induction training given, which shall indicate that they have received and understood the induction training.

Prior to attending the induction training, all employees shall undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness shall be kept in the OHS File on site for the duration of the project.

All employees and visitors on site shall carry the proof of induction training.

3.12.2 Site specific induction training

The Service Provider shall ensure that all his / her employees and Supplier's employees undergo their company (site specific) induction regarding the approved project OHS Manual, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training shall also include identification of sensitive features such as wetlands areas, red data species, graves, etc.

Proof of induction signed by Inductor and trainee shall be submitted to the Safety department before an access permit shall be issued. The employer shall provide to each employee a proof of induction, which he/she shall carry and produce when required.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The Service Provider shall maintain comprehensive records of all employees under his control (including all employees of the suppliers) attending induction training. Acknowledgement of Life Saving Rules, receiving and understanding the induction shall be signed by all persons receiving the induction respectively.

3.12.3 Visitors to site induction

Visitors to the site shall be required to undergo and comply with the Service Provider's site-specific safety induction prior to being allowed access to site. All visitors shall remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work onsite, of any nature.

Visitors who have completed site induction shall be provided with a record of proof of Induction training.

3.12.4 General training

The Service Provider shall 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 shall include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Service Provider 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.

3.13 Access and Security Control

Employees, Service Providers, and visitors shall be subjected to induction training and substance abuse tests when entering Eskom sites, or as and when required whilst on Eskom sites.

It may be required that prior to access being granted that person(s) complete the required training e.g., plant access training, employee training, occupational health and safety training or any other prescribed training.

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

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Firearms and ammunition (exclude Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces);
- Liquor/ Alcohol.
- Dangerous weapons.
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription) and.
- Any other items that may be declared prohibited.

3.14 Service Provider Site Establishment (where applicable)

Service Provider's site facilities shall be always managed.

Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.

When compiling the site plan, cognisance shall be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

3.14.1 Service Provider's Site Facilities

Site facilities shall be established and maintained by the Service Provider or be maintained as agreed with the Contracts Manager and/or in accordance with the contractual agreement. The facilities include, but are not limited to the following (refer to OHS Act Construction Regulation 30):

- Temporary Facility Layout Plan.
- Sheltered eating facilities.
- Change rooms.
- Ablution facilities.
- Site Sheds, Offices and Amenities.
- Lay down and Storage Areas.
- Temporary Site Services.
- Waste Storage Facilities & Receptacles, and
- Designated smoking areas.

The Service Provider shall develop their site establishment procedure and method statements in line with the construction EMP, RoD, environmental authorisations and other permits and licenses.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Reasonable and suitable living accommodation may be provided for employees who are far removed from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation.

3.14.2 Site roads

When planning, sufficient areas shall be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.

Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.14.3 Construction site

Note: No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The Service Provider shall ensure that operations are in compliance with statutory requirements at all times.

- The Service Provider shall develop a fire safety procedure for the construction site prior to commencing work. The procedure shall take into consideration the size of the site/s, the type of work performed and amount of combustible materials. Cognisance of OHS Act CR 29 shall be made.
- It shall be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.
- A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
- Appropriate portable extinguishers shall be available on the construction site and in cases of hot work, be readily available at the location.
- Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
- Site Smoking Restrictions shall be enforced. No open flames are permissible and where hot work is performed, the work areas shall be cleared of any combustibles prior to commencement of work.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.15 Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health and safety (Section 9 of the OHS Act).

Service Providers shall factor in, in their Safety Manual/System, how they intend safeguarding/controlling any members of the public against their activities during the project.

3.16 Hazard Identification and Risk Assessment (HIRA)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to continuously carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is handled, stored, transported.

The Service Provider shall prepare and provide to the Client a Baseline Risk Assessment as well as activity-based Risk Assessments for an intended work.

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.
- measures to control the risks.

Risk assessments shall be maintained. This means that significant changes to a process or activity, or any new process or activity shall be subjected to a risk assessment and that if new hazards come to light during the work process, then these shall also be subjected to risk assessments. Risk assessments for long term processes shall be periodically reviewed and updated. Baseline risk assessment shall be reviewed at least every six months, or as when required (i.e., changes to scope, incidents occurring, legislation etc.).

Risk assessment shall be developed by the cross-functional team. The following role players shall be involved when compiling the risk assessment as minimum:

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Project manager
- Supervisors
- Specialists
- SHE professionals
- HS Reps
- Employees with experience of the task and
- Union representative if available.

Attendance registers shall be kept of all the employees involved in compiling the risk assessment.

3.17 Site and Operational Hazards/Risks

The construction work is currently happening within the operational space where the electricity generating units are completed, commissioned and the power station is generating electricity. There is on-going outage and maintenance works by different contractors and service providers in different areas of the plant.

Service Provider to ensure work is planned and executed in a safe manner taking into consideration the below hazards/risks:

- Operational and live systems around the site
- Electricity (live cable, powerlines, and connections)
- Operational underground services (electric cables, water pipes, sewer lines, network/fibre cables, etc...)
- Fly ash dust
- Noise
- Work interface with other contractors and service providers (additional risks from other contractors/service providers)
- Maintenance works
- Commission works
- Moving construction machine and mobile plant (hauling of ash and coal, Interface with people/employees)

3.18 High Risk Activities

When the Service Provider and/or his suppliers are working in an area where a high health and safety hazard exists, the Service Provider shall:

- Ensure that a risk assessment is conducted for all high-risk activities.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Ensure that safe working procedure is communicated to all employees and safe work practices are enforced.
- Ensure that permanent and adequate on-site supervision is available for the duration of the work that is being conducted.
- Ensure the use of safety standbys in areas of high-risk activities, and activities that fall within the scope of the permit to work system.
- Provide, erect, and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- Maintain, always, defined access ways, which are clear of objects or obstructions, to allow for emergency vehicle entry.
- Provide any temporary protective shielding required for protecting nearby operations from the construction activities and.
- Height restriction barriers/crossbars shall be erected on both sides of the overhead power lines, communication lines or other overhead obstructions. Establish the permitted safe clearances in consultation with the owner of the line.

3.19 Personal Protective Equipment Requirements

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

Service Provider's employees on site, including visitors, shall use SANS approved risk-based PPE, as a minimum:

- Head protection hard hat (with chin straps);
- Steel toe capped safety boots.
- Eye protection. Wearing of impact Safety Spectacles with side shields. Prescription glasses shall comply with the same standard or cover impact safety spectacles shall be worn over them.
- Long sleeved and long pants protective clothing.
- High visibility vests.
- Dust mask and/or Cloth masks where dust mask is not compulsory.
- Refer to General Safety Regulation 2 of the OHS Act.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The Service Provider shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly. Training shall be provided to employees on the use, care, replacement, and limitation of the provided PPE. Records of training to be kept and made available to the Client or inspector upon request.

Strict non-compliance measures shall be administered to any employee not complying with the use of PPE and that employee shall be removed from the Site.

Note: Certain areas shall be subjected to specific/extra PPE requirement.

3.19.1 Issue, Replacement and Control of PPE

The Service Provider shall provide a detailed procedure with a matrix on the issuing, maintenance, and replacement of PPE for all his employees and suppliers on site.

The Service Provider is required to keep an updated register of all PPE issued, including that of his employees and suppliers. PPE inspector shall be appointed in writing.

Service Provider's to take note of the following:

- All Service Providers shall comply with the requirements of GSR 2 of the OHS Act.
- The risk-based PPE matrix shall be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
- Where there are unusual instances where activities require additional type of PPE, then a risk assessment shall be conducted where such PPE requirements shall be identified, and the issuing be carried out.
- All Service Providers shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- Where PPE is required and visitors are not in possession of, then it is the individual Service Provider's responsibility to provide the PPE.
- All PPE purchased and used by all Service Provider employees including visitors shall comply with the relevant SANS standards.
- Where deemed as a requirement, then high visibility vests shall be worn.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.20 Private Vehicles and on-site driving Rules

All vehicles required to enter on site shall only be allowed on site once a permit application has been made and approved.

- Privately owned vehicles shall be limited on site.
- Drive professionally.
- Keep to the speed limits (taking weather conditions into consideration);
- Reverse parking is mandatory.
- Drive with your head lights switched on.
- Obey road signs and all safety signs.
- Always wear your seatbelt.
- Drive 10 km/h in all parking areas.
- Refrain from talking on cell phones or two-way radios whilst driving.
- Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- The following speed limits are applicable on site: 10km/h at the parking areas and speed limit as per posted signage shall apply at all other roads on site. A speed of 40km/h shall apply in all other roads where there is no posted speed limit sign.

Ensure that all drivers and passengers wear seatbelts, while travelling in a motor vehicle. Vehicles not fitted with seatbelts shall be retrofitted according to the vehicle manufacturer's specifications.

Ensure that no employees, including Service Provider employees, when performing work for Eskom, shall be transported in the back of open vehicles. This applies both on and off-site.

Proposals to refuelling area on site shall have the written approval from the Eskom HSE team/ Contracts/Project Manager

3.21 Housekeeping and Order

The Service Provider and his suppliers shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap and rubbish is essential.

The Client requires the Service Provider to conduct housekeeping daily and perform housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The Service Provider shall document the results of each inspection and shall maintain records for viewing.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Housekeeping shall be done before and after every shift. After completion of every task, each Service Provider shall conduct a proper housekeeping and keep evidence of housekeeping in that area.

Materials/objects shall not be left unsecured in elevated areas; falling objects may cause serious injuries/fatalities.

Nails protruding through timber shall be bent over or removed so as not to cause injury.

All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

On completion of his / her work, the Service Provider is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.

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 Service Provider in the first instance and the Eskom project/site manager in the second instance.

The Eskom Project/Site Manager has the right to instruct the Service Provider and suppliers to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed because of such a stoppage. Failure to comply with this requirement shall result into site cleaning by another cleaning contractor company at the cost of the Service Provider.

Emphasis on housekeeping and general safeguarding on construction site CR 27 and stacking and storage on construction site CR 28 is mandatory and shall be always complied with.

3.21.1 Stacking and Storage

Before stacking any material, the Service Providers or their employees shall consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.

Adequate care shall be taken by the Service Provider to ensure that storage and stacking is carried out correctly and safely.

Correct shelf stacking shall be carried out, heavy and bulky on the bottom, light and small on top.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.22 Workplace Signage

Symbolic safety signage shall be displayed where it is required by legislation. All symbolic safety signage that the Service Provider is to use/display shall conform to the requirements of SANS 1186. Signs shall be positioned to be seen from most positions within the work sites / areas. All signage shall be always clear and be replaced timeously when worn out.

The display of the following signs is mandatory:

- For Site Establishment: The Service Provider's Company Name Sign shall be posted at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider(s); Health and Safety Representative and Evacuation arrangements.
- "Radio-Active Material" symbolic signs for radioactive material storage areas.
- The location of every First Aid Box; Fire Extinguisher and Emergency Exit is to be clearly indicated by means of appropriate signage.
- When in use, an explosive Power Tool shall have signage warning of its operation.
- Other specific signage for high-risk activities shall be displayed e.g. Use of Explosives.
- Service Provider(s) shall post Company Name Sign on all fuel storage containers.

The Service Provider shall provide the signage where work is carried out, where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

The meanings of the appropriate symbolic signage shall be discussed during induction training and toolbox talks.

Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs shall be displayed.

3.23 Hazardous Materials/Chemicals/Agents Management

HCA shall be managed in accordance with HCA Regulations of the OHS Act 85 OF 1993.

Prior to any HCA being brought onto the site or produced on the site, the Service Provider/supplier shall supply the client with the following:

- Safety Data Sheets (SDS) in accordance with the requirements of the OHS Act and regulations.
- Proposed arrangements for safe storage.
- Proposed methods for handling/usage.
- Proposed method of disposal and,
- Hazard communication / training plan.

The information is to be provided at least two (2) working days prior to the expected delivery on site. The client representative shall approve the use of any hazardous substance after receiving the above

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

information. No HCA are to be brought onto the site until the client representative approval is received.

When purchasing hazardous materials and/or chemicals, buying departments can fulfil the legislative requirements by ensuring that purchases are made only from suppliers and manufacturers that comply with the requirements of section 10 (General duties of manufacturers and others regarding articles and substances for use at work) and section 22 (Sale of certain articles prohibited) of the OHS Act.

Any hazardous materials and chemicals, including gases, must be stored in compliance with the legislative requirements, local municipal by-laws, and SANS building standards.

3.24 Flammable and Combustible Liquids

- Proposals to store fuel on site shall have written approval from the Eskom HSE team/Contracts/Project Manager. The volumes of fuel allowed to be stored shall depend on site conditions and Statutory Regulations.
- Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed, and maintained.
- All fuel storage areas shall comply with the following requirements: -
 - Storage shall be well clear of buildings.
 - Storage areas shall be kept free from all combustible materials.
 - All Safety signs shall be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - Adequate firefighting equipment shall be available.
- Diesel tanks are to be installed in a bunded area; bunded area shall be able to contain 110% of tank capacity.
- Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
- Bunded area shall have a drain valve.
- No other material/equipment shall be stored in the bunded area.

3.25 Incident Management

The Service Provider shall report all incidents/accidents as required in terms of the legislation.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

All incidents/accidents including near miss incidents, first aid, medical treatment, lost time incidents (disabling injuries & fatalities); OH&S Act Section 24 and 25 incidents; electrical contact; and major equipment damage Incidents shall be reported to the Contracts/Project Manager within 24 hours of them occurring or, before the end of the work shift. The Service Provider shall ensure that all incident reporting classifications, recording, and investigation requirements are done according to the requirements set out in the Eskom document 32-95 (Occupational Health and Safety Incident Management Procedure - latest revision). This may include investigation format or documentation requirements.

The objective of incident investigation shall not only be a legal requirement but shall 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.

For any lost-time incident (LTI), section 24 or major environmental incident, Service Provider Chief Executive Officer (CEO) shall be asked to do a presentation to Eskom Project Director on site. Note, this is not for site manager to present, CEO of Service Provider shall also on behalf of his supplier do presentations. All Incidents shall be presented to Eskom Management within seven days (counting from the day incident occurred).

If it is found that the Service Provider or their suppliers are not reporting incidents, steps (which may include disciplinary action) shall be taken against the line management of the Service Provider and /or suppliers.

The Service Provider shall ensure that all accidents / incidents are investigated by a competent person and are discussed at the relevant SHE committee meeting. The Employer reserves the right to participate in any accident / incident investigation if the accident / incident is directly linked to any activity related to the Works.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved. Interviews with witnesses shall be conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary, followed up later to determine if further information was recalled.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The Employer reserves the right to conduct an independent investigation of any accident/incident reported by the Service Provider or suppliers over and above their own investigations. The Service Provider and suppliers shall co-operate fully with the investigation and implement any additional improvement measures.

The Service Provider shall investigate all incidents immediately and supply to the Contracts/Project manager, which shall include:

- Date, time, and place of incident.
- Description of incident.
- Root causes of incident/accident.
- Type of injury and/or (if any).
- Medical treatment provided (if any).
- Persons involved.
- Loss or damage sustained (if any).
- Names and contact details of witness/s.
- Description of corrective action to prevent a recurrence (with clear deadlines and persons identified for taking remedial action).
- All corrective actions shall be closed out within 14 days of the date of the incident, unless otherwise agreed by the Project Manager.

3.26 Environmental Management

The Service Provider shall comply with the Projects' Environmental Management Plan (EMPr), Environmental Authorisations, Licences, permits and other related requirements.

Minimum requirements for compliance by Service Providers:

- Ensure that the Method Statements are submitted to the TM/ECO for approval before any work is undertaken. Any lack of adherence to this shall be considered as non-compliance to the requirements.
- Ensure that any instructions issued by the Engineer, on the advice of the ECO, are adhered to.
- Service Provider shall maintain the environmental legal register.
- Ensure that there shall be communication tabled in the form of a report at each site meeting, which shall document all incidents that have occurred during the period before the site meeting.
- Ensure that a register is kept at the site office, which lists all the transgressions issued by the ECO.
- Ensure that a register of all public complaints is maintained.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- Ensure that all employees, including those of suppliers receive training before the commencement of construction in order that they can constructively contribute towards the successful implementation of the environmental requirements of the Contract.
- Ensure compliance with the environmental requirements, relating to the provision of adequate resources for the implementation and monitoring of the requisite environmental controls.
- Compile an Environmental monitoring plan outlining all the construction activities, associated environmental impacts and how they shall be mitigated.
- Ensure that the project pricing makes provision for environmental costs.
- Service Provider shall attach a company waste management plan including the typical waste inventory and templates used for keeping waste records.
- Include environmental considerations as an item on the agenda of the monthly site meetings.
- Compile and implement the necessary Method Statements; and undertake environmental awareness training of all site staff during the commencement of each Contract, with regular refreshers for the duration of the Contract.
- Appropriate measures shall be undertaken to minimise the generation of dust from work activities
- The work area is kept clean, tidy, and free of waster/rubbish. Waste shall be disposed of in designated bins
- Adherence to current and amended Water Use License and Regulation 704 of the National Water Act (Act 36 of 1998).
- Plant and machinery shall be equipped with drip trays. Oil refills for plant and machinery shall take place in designated areas.

Ensure that the environmental authorizations required in terms of National Environmental Management Act, 1998 (section 24) are sought prior to storage of dangerous goods, including petrol, diesel, liquid petroleum gas or paraffin,

3.26.1 Spillage of Hazardous Chemical Agents

- Any spillages that occur shall be managed using project procedures and legal requirements and as indicated on the SDS.
- Identify appropriate storage areas for stockpiling of materials, storage of hydrocarbons and storage of hazardous substances and ensure that these areas are appropriately prepared for their purpose.
- Disposal of hazardous substances shall be done in terms of the relevant legal requirements.
- Limit spillage of hazardous substances or substances with the potential to cause contamination of the environment.
- Develop emergency protocols for dealing with spillages particularly where these pose a pollution risk or involve hazardous substances.
- Compile and implement the necessary Method Statements; and undertake environmental awareness training of all staff.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.26.2 Herbicide usage

Only registered pest control operators shall apply herbicides on a commercial basis. All staff applying herbicides shall be trained in the application thereof and shall be provided with suitable PPE.

The application of herbicides shall be in accordance with the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act No. 36 of 1947. Only approved and tested herbicides with a low environmental risk shall be used.

A herbicide register for usage shall be compiled and maintained, and a copy handed to the project leader / environmental advisor on completion of the project / contract.

3.26.3 Fire hazard

The Service Provider shall develop emergency protocols for dealing with fires, which may include a Fire Management Plan in accordance with the National Veld and Forest Fire Act (No 101 of 1998) and ensure that all staff is educated in fire prevention and shall be held responsible to avoid the risk of fire. Firebreaks shall be created to prevent fires from spreading. No open fires are allowed on site. The Service Provider shall ensure that operations always comply with statutory requirements. The Service Provider Environmental Officer shall ensure that in areas with a high fire danger rating, staff are made aware thereof. Smoking shall be restricted to designated areas or shall not be allowed, particularly in areas that have a high fire danger rating.

Service Provider shall ensure that adequate Fire Fighting equipment is available on site, particularly near hot work.

3.26.4 Waste

All waste generated shall be disposed of at a licensed facility. A waste inventory of all waste streams generated or handled shall be developed and kept. A waste management plan shall be compiled before commencement of work. Records of waste disposal shall be submitted to TM as required in terms of Medupi Waste Management Work Instruction (SPO 200 – 73768). No waste, be it biodegradable or not, shall be left on site once work has ended.

Industrial general waste and hazardous waste generated shall not be burned, buried, or disposed of on Eskom or Landowner property, but instead be controlled and removed to a licensed waste site on a regular basis. The Service Provider and suppliers working on site shall ensure that oil, fuel, and chemicals are confined to specific and secure areas throughout the construction period. These

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

materials shall be stored in a bund/secondary containment with adequate containment for potential spills and leaks.

Waste shall be collected by the registered supplier or alternatively taken by the Service Provider to a registered landfill site. Of most important legal requirements pertaining to transportation of waste shall be adhered to.

Service Providers shall ensure that sufficient waste bins / containers, with lids are made available for waste control. The Service Provider shall comply with the requirements of NEM: Waste Act 59 of 2008.

Quantities of disposed waste shall be recorded and reported monthly. Set up system for regular waste removal to an approved facility and minimize waste by sorting wastes into recyclable and non-recyclable wastes.

Equipment maintenance and storage:

- Ensure that all plant is in good working order.
- Undertake maintenance within specified area (workshop); and use drip trays for all stationary or parked plant and when servicing equipment away from designated areas.

3.26.5 Material requirement

The use of any material or property belonging to any landowner shall not be permitted prior to arrangements with the relevant landowner. Written proof of such agreement shall be handed to project leader / co-coordinator for record keeping.

3.26.6 Dust and Noise

The Service Provider shall monitor dust and noise caused by mobile equipment, generators, and other equipment during construction. Factors such as wind can often affect the intensity to which these impacts are experienced.

To ensure that noise does not constitute a disturbance during construction activities, all construction works shall occur between specific working hours. This shall be stipulated in the contract.

Mitigation measures to be implemented as required / agreed upon with the project leader / environmental advisor.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Dust suppression measures shall be in place to reduce the dust caused by the movement of heavy vehicles and other contractor/Service Provider activities.

3.26.7 Environmental Incidents

All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, and animals killed, plants destroyed, public complaints etc. shall be reported to TM and/or ECO before the end of the shift.

All environmental incidents occurring on site shall be recorded according to current Eskom Environmental Incident Management Procedure (SPO No. 348 – 693723) detailing how each incident was dealt with. Proof thereof shall be kept in an incident register.

The Service Provider shall be held liable for any infringement of any Environmental statutory requirements.

3.26.8 Water

Always implement the current project Water Use Licence

No construction shall be allowed within the 1:100-year flood lines. Shall any pollution of the watercourse occur, the Department of Water and Sanitation shall be notified immediately.

Water usage on site shall be verified with the substations/power stations responsible person, the project leader / environmental advisor to ensure compliance with legislation. Borehole water shall be verified as suitable for human consumption. All incidents related to water contamination shall be reported as per the requirements stipulated under Eskom Environmental Incident Management Procedure (SPO No. 348 – 693723). Records of water quantities abstracted shall be kept and submitted on the 25th of every month as part of the Contract Environmental Compliance Report.

Chemical toilets shall not be within proximity of the drainage lines / ways and shall be serviced on regular basis. Service records shall be submitted on the 25th of every month as part of the Contract Environmental Compliance Report.

3.26.9 Environmental file

Environmental file including the following but not limited to shall be approved by the client. Ensure the files is updated regularly.

- Comprehensive aspect and Impact register specific to the scope of works.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- OHS/SHE policy recently signed.
- Environmental management plan that addresses all the potential environmental risks as per aspect and impact register.
- Environmental Legal Register.
- Declaration Letter of Compliance to Eskom Environmental Requirements.
- Environmental procedures or plans which include, Waste Management Plan, Hazardous Chemical Substances Management Plan, Water Management Plan, Non-Conformance and Incident Management Plans and Internal Auditing Procedure etc.
- Method statements that include environmental impact and mitigations measures. Include all activities in sequence as per the project scope and aspect and impact register

3.26.10 Environmental legislations and other requirements

Ensure compliance to all relevant environmental legislations and other requirements

Ensure compliance to the project available licences, authorisations and permits.

Ensure that the environmental legal register is updated continuously and maintained.

3.27 Service Provider SHE Manual/System

The Service Provider shall prepare a suitable and sufficient site specific OHS Manual in accordance with the OHS Requirement, submitted with tender documents that shall indicate to the Employer the level of compliance to the OHS Requirements. The Service Provider's OHS Manual shall be assessed for compliance to confirm compliance to the requirements in the Client OHS requirement. The Service Provider shall ensure that the site specific OHS Manual is submitted at least one-month prior site establishment, for the works permit application. Once compliance is confirmed and works permit obtained, only then shall the Service Providers be allowed site access to start with site establishment.

The Service Provider's OHS Manual shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this document and other contract documents requirements. The OHS Manual shall identify each activity to be undertaken by the Service Provider, the foreseeable internal and external hazards, the specific precautions, and controls that shall be necessary to ensure that the works proceeds safely and without risks to health or adjacent operations.

Upon discussions with the Service Provider, a final accepted OHS Manual shall be signed and approved. The Service Provider is thereafter required to do the same when procuring other

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Suppliers. The Service Provider shall not be allowed to commence work on site until the OHS Manual has been approved.

When a Service Provider intends appointing a Supplier, the Service Provider shall ensure that his OHS Manual is based on the Eskom OHS Requirement that was issued for the project and he shall furthermore ensure that the activities of the Supplier are included in the OHS Manual to be submitted for approval.

The OHS Manual shall further demonstrate the Service Provider's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:

- a. Compliance to this requirements/Specification
- b. The Service Provider OHS/SHE Policy. (OH&S Act section 7)
- c. Documented proof of assessment of competencies of appointed persons
- d. Duties and safety responsibilities of all appointed persons.
- e. Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors. (OH&S Act section 8(2)(i))
- f. Occupational Health & Safety communications and meetings, including daily safe task instructions and project SHE meetings.
- g. Assessment and management procedure for their suppliers, including audit requirements for OHS Manuals.
- h. Safety awareness promotions.
- i. Occupational Health and Safety Workplace Environment controls, including provision for monitoring employee exposures to noise, dust, etc. (Hazardous Chemical Agents Regulation 5 – 'Assessment of Exposures')
- j. Personal Protective Equipment procedure and rules. (OH&S Act section 8, General Safety Regulation 2)
- k. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and Communications. (OH&S Act section 8, Construction Regulation 9)
- l. Accident and incident reporting, recording, investigation, and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators. (General Administrative Regulations 8 & 9)
- m. Evacuation and emergency planning arrangements; (Construction Regulation 29) Environmental Regulations for Workplaces 9)

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

- n. Substance abuse policy and procedure and programme. (General Safety Regulation 2A)
- o. Daily site safety inspections and audits processes.
- p. Letter of good standing with a compensation insurer
 - a. Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.

The Service Providers OHS Manual shall be reviewed from time to time (and in any event as and when required by the Engineer) to ensure that it fully addresses all the issues and complies with requirements of this document and contract.

3.28 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 construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.

All Service Providers are required to keep an OHS File on every project site. If there is more than one site per project, a file per site shall be kept at that site. Service Providers may keep additional files at their head office as additional records. The OHS File shall be maintained by all the Service Providers on their construction sites and shall be available on request for audit and inspection purposes.

The OHS File shall consist of the requirements in terms of this document, the Service Provider's OHS manual, as well as legal requirements. The sequence of filing the documentation shall be kept in the same sequence as listed in this OHS requirement and the OHS Manual. Each record shall be separated by partitions to afford easy identification and access. Each partition shall be labelled.

On completion of the construction work/project, the Service Provider shall hand over a consolidated health and safety file to the Contracts/Project manager. The Service Provider shall also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of suppliers, the agreement, and the type of work completed.

In case where the project is extended, shall the documentation in the OHS Files become cumbersome, the older documentation shall be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation shall be handed over at the completion of the project.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The Service Provider shall also record on the file:

- Information about removal or dismantling of installed plant and equipment.
- Information about equipment needing cleaning and maintenance, for future purposes.
- Nature, location, and markings of services, and
- As-built drawings

3.29 Auditing

3.29.1 Approval and compliance of Service Provider SHE Manual.

The Service Provider's OHS Manual shall be audited against compliance checklist to verify compliance to the requirements of this document. Once there is compliance only then shall the Service Providers OHS Manual be approved by the Contracts/Project manager or Client safety representative. The implementation of the OHS Manual shall be assessed / audited by Eskom personnel on a regular basis. This shall include physical conditions evaluation.

3.29.2 Eskom OHS audits

Eskom shall evaluate all Service Providers' OHS performance on an ongoing basis against the legal, Eskom requirements, OHS requirement and the Service Providers OHS Manuals.

There shall be monthly audits conducted by Eskom on the Service Provider/s and/or appointed suppliers. These audits shall be attended by the Service Provider's site manager or his representative and the Service Provider's safety team. Non-compliance raised during these audits shall be closed by the Service Provider within 30 days. Overdue audit finding(s)/non-compliances shall result in the Service Provider's activity/works being stopped until the deviations are corrected, and proof submitted to the Client and accepted thereof. Audit shall be conducted on specific audit criteria and sampling of different site areas. The Safety manager and Safety Officer shall be always available when these audits are conducted.

Ad hoc audits shall be conducted when a need arises and the Service Provider's Safety Manager and Safety Officer to avail themselves for such audits.

If there are any findings / non-compliance identified as serious in these audits, an activity shall be stopped for that specific Service Provider and appointed supplier. Refer to section on "Work Stoppage" in this OHS Requirement.

Note: (a) Eskom reserves the right to conduct unannounced audits on Service Providers

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

(b) Failure to close audit finding, non-compliance raised during an audit or site inspection, shall result in site closure/suspension of all activities, until the deviation/non-compliance is corrected and proof of closure submitted to the Client and accepted thereof.

Eskom reserves the right to monitor and conduct unannounced audits to ensure compliance and provide assurance to the Client Representatives and their key stakeholders.

3.29.3 Service Provider audits

Service Providers are required to conduct internal audits on both their employees and their appointed suppliers on the implementation of their OHS Manual monthly or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom Project Manager within one week after completion of the audit. Where appointed suppliers are audited by the Service Provider a copy of the audit report shall be submitted to the appointed supplier within 7 days of the audit.

3.29.4 Third Party Legal Compliance Verification Audits

If Service Providers have a third-party legal compliance verification audit that is to be conducted on the site activities, then a copy of the summary of the findings and the proposed corrective actions shall be submitted to Eskom responsible Manager. The written report shall be submitted within one week after the completion of the audit.

3.30 Non-Conformance and Compliance

Any non-compliance to any health and safety requirement in this document is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.

Service Providers are required to implement a non-conformance procedure (if not already in place) for issuing to suppliers for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, suppliers shall implement a non-conformance procedure.

The procedure for the issuing and closing off non-conformance reports shall be strictly adhered to.

Service Provider project management shall monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.

Action plan with proposed corrective actions, target dates and a responsible person for the action shall be submitted for all non-conformance raised.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Should the Service Provider 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 shall be viewed as a transgression of the legislative and Eskom requirements.

3.31 Reporting and SHE Governance

Service Provider/s and their suppliers shall develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they shall employ and how they shall measure the effectiveness of their SHE communication. Below is a brief on how communication shall take place. Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be always available on site. Minutes of meeting shall be compiled and filed in the relevant OHS Files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings. The terms of reference shall be established for each governance structure on the project.

3.31.1 OHS Performance Status Reports

The Service Provider shall provide OHS statistical and non-statistical reports, dashboards, presentations as per the Client requirements on weekly and monthly basis.

3.31.2 Environmental Weekly Inspection

Service Provider conducts weekly inspections and submit the report on Friday's before 12H00pm.

Weekly reports, proof of awareness/training shall form part of the monthly reports.

3.31.3 Environmental Monthly Reporting

Service Providers Environmental Management Report to be submitted on the 25th of every month to TM Environmental Department and ECO's. The report shall also be submitted contractually.

Eskom project team shall define and provide a reporting template.

3.31.4 Emergency Coordinators Meeting

The Project Emergency coordinators meet on an agreed basis to discuss emergency activities, changes on the acts and bylaws and any other feedback from activities conducted by the Employer on various Contractors/service providers as well as lessons learnt.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.31.5 SHE Professionals (Eskom and Service Providers) Meeting

The Project Site Management shall host a SHE Managers meeting monthly in which all Service Providers shall attend. The meeting discusses SHE performance, progress, and improvement initiatives etc.

3.31.6 Service Providers Environmental Meetings

Service Providers Environmental Meetings are held at intervals as determined by project Environmental Department, such meetings are chaired by the project Environmental Manager and attended by the ECO, project Environmental Practitioners as well as designated environmental resources of all Service Providers.

Attendance registers shall be kept for all the health and safety meetings.

3.31.7 Statutory Health and Safety Committees

The Service Provider shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, suppliers shall establish their own statutory health and safety committee. All suppliers shall be members of the Service Provider's safety committee.

The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, audit findings action plans and other relevant SHE issues. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee. Statutory health and safety committees may make recommendations for the revision of current standards, procedures, and practices.

HS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act). The number of persons nominated by employer shall 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)

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.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

The chairperson of the health and safety committees shall be selected and appointed by the Service Provider. The appointed chairperson shall be competent to chair meetings and be able to make informed decisions.

Minutes and record 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. The original copy of the minutes and record of the action items shall be signed by the chairperson.

Listed below is a preferred agenda (The following serves as the guideline for the SHE Committee meeting agenda):

- Matters arising from previous minutes
- Matters arising from Service Provider's SHE meetings.
- Audit results and feedback (corrective actions with target dates)
- Review Health and Safety Representative Inspection Reports
- Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)
 - Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
 - SHE training
 - Protective clothing and equipment
 - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.32 OHS Performance Evaluation

Eskom shall evaluate Service Provider's OHS performance on an on-going basis against the Eskom requirements.

A post-contract review evaluation shall be conducted and shall be supported by the objective evidence documented during the term of the contract.

The following criteria (but not limited to) shall be considered for the review:

- Accident and injury data for the contract.
- OHS non-conformances.
- Duration and effectiveness in addressing and closing out OHS deficiencies/corrective actions.
- Legal compliance with OHS requirements.
- Number of behavioural safety observations conducted by contract manager and the Service Provider supervisors.
- Close-out of Incident Investigations.
- No. of staff members (incl. Service Providers and suppliers) who contravened the Eskom Lifesaving rules.
- Prohibition and contravention notices issued by Department of Labour/Dept. of Mineral Resources notices, Department of Environmental affairs etc.
- Contributions and effort made to improve OHS performance.
- Service Provider /Supplier total number of incidents:
 - Fatalities.
 - Lost-time injuries.
 - reportable incidents (Department of Labour/Department of Mineral Resources/Department Environmental affairs).

3.33 Work Stoppage

The aim of the section is to outline the conditions under which work shall be stopped and the process to be followed to ensure that the worksite is rendered safe.

The Client 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

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

contractually non-compliant acts or omissions by, any Service Provider contracted to work at that site.

The temporary stoppage of an activity/activities or task(s) may be because of SHE concerns, including the following circumstances which shall not warrant any financial compensation:

- Ad hoc safety intervention by Eskom Management: All work of a similar nature may be stopped as the result of an occurrence of a serious incident. The relevant supplier shall be required to comply with, and/or verify, the conditions stipulated in the work stoppage instruction pack, and
- Ad hoc safety intervention by any person, especially SHE functionaries, may be due to unsafe work or unsafe behaviour by the Service Provider. The conditions that gave rise to the work stoppage shall determine the corrective measures to be taken urgently to protect the health and safety of employees and protect the environment and plant or equipment, etc...

The process to be followed is:

- The relevant activity shall be stopped.
- The Eskom responsible Manager and/or Service Provider and his suppliers shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area that is competent to make the area safe.
- The Service Provider and his suppliers shall ensure that no other work is being performed during this time. Shall the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area shall be barricaded, and a sign placed with the wording "Unsafe Area – Authorized Access Only".
- The Eskom responsible Manager shall review the affected parts/sections of the OHS requirement with the purpose of providing sufficient OHS information to the Service Provider.
- The Service Provider shall then revise the relevant sections in the OHS Manual to accommodate the changes.
- The Eskom responsible manager shall ensure that the revised provisions in the OHS Manual are adequate and shall approve it before the work activity commences and.
- Before the workforce is allowed back in the area, Service Provider and his suppliers shall ensure:
 - The area is re-inspected by Service Provider Safety Practitioner and supervisor and note corrective actions taken, and
 - Declare the area safe for work by signing off on the "work stoppage" notice issued by the Eskom responsible Manager.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

NOTE: Work stoppages that are initiated because of SHE concerns, non-compliance, or poor performance related to the Service Provider's works or services shall not warrant any financial compensation claim lodged against Eskom where the Service Provider has not met the requirements defined legally or contractually.

Further note that Eskom do have two compulsory work stoppages per annum. Safety discussions shall be held on those days and no financial compensation claim lodged against Eskom. This is in line to support our safety culture of Zero Harm.

3.34 Hours of Work

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

3.34.1 Normal work

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

3.34.2 Night work

When night work is to be performed, Service Providers shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees shall not work in dark (un-illuminated) or dimly lit areas. Care shall be exercised as not to use few lights with high light intensives, as this shall cause night blindness.

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

Should Service Provider decide to conduct work on both dayshift and nightshift, then safety professional(s) shall be present on site for both shifts. Service Provider to provide enough safety professionals to ensure site coverage during both shifts.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

3.34.3 Overtime

When overtime is required to be performed, the suppliers shall inform the Service Provider of such action. The Service Provider shall inform the Eskom Project Manager of such function. Service Providers shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment shall be reviewed to include the management of overtime work.

3.35 Omissions from this OHS Requirements document

By drawing up this OHS requirement Eskom has endeavoured to address the most critical aspects relating to OHS issues to assist the Service Provider in adequately addressing the health and safety management of persons on site.

Should Eskom have not addressed all OHS aspects pertaining to the work that is tendered for, the Service Provider needs to include it in the OHS Manual and inform Eskom of such issues when submitting the tender. The Service Provider shall ensure that all applicable OHS requirements are identified and included in their management system.

3.36 Project Close-out/Contract Sign-Off

On completion of the project, all suppliers shall close out their project documentation, OHS Files and site demobilisation plan and forward such to the Service Provider. The Service Provider shall likewise close out his/her project documentation and OHS Files and forward such to the Eskom Contracts/Project Manager. All required documentation shall be submitted and handed over using relevant medium (hard copy files as well as soft copies in hard drives/USB) as per Project procedure (Project Closeout and H&S documentation (348-9942695) and De-establishment and Rehabilitation Inspection Checklist (348-682304)). A checklist shall accompany the submission to verify that all documents are submitted/or handed in to the client. The ECO shall sign off the Service Provider documents and site handover from the environmental side.

No project shall be signed off before Business Unit or Department has given assurance that no environmental liabilities exist. The responsible person, project leader or environmental advisor shall carry out a physical inspection before acceptance of work done.

No invoice shall be processed before work done is accepted.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

4. Process for Monitoring

4.1 Key Performance Areas and Indicators

Not applicable

4.2 Document Review and Self-Assessment

4.2.1 Document Self-Assessment

The “Process Owner” identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a “self-check” review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- a) the process / procedure operational integrity
- b) process efficiency
- c) the level of stakeholder knowledge and implementation.

Participants and results of the “self-check” review shall be documented by the Process Owner in the “Self-Assessment Checklist” (**Template No. 348-655890**) included as an Appendix to this OHS requirement document which shall be submitted via SharePoint to Medupi Documentation Department Help Desk by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures, 348-653867 “Development and Change of Medupi QMS Documents” and 348-883808 “Document and Record Management”.

4.2.2 Revision Period

All QMS documents shall undergo a 3-yearly compulsory revision.

4.3 Training Requirements

No project specific training required to implement the process documented in this document beyond normal job function.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
Lungisani Xaba	Senior Advisor Quality Assurance (Contracts Manager)
Brenda Mgidlana	Project Quality Manager
Zandi Shange	General Manager

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

6. Revisions

Date	Rev.	Compiler	Remarks
August 2023	1	N Molapo	Final document (new document).
July 2023	0	P Sumbana	First draft SHE requirement for new scope of work.

7. Development Team

The following people were involved in the development of this document:








- Ntali Molapo
- Pauline Malindi
- Dovhani Mudzielwana
- Thabang Kgobe
- Phathutshedzo Sumbana

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Appendix A: Eskom Document Hierarchy




Annexure A: SHEQ Policy  32-727 SHEQ Policy poster rev 6.pdf	Annexure B: Acknowledgement form for Eskom SHE Rules  Annexure B - Acknowledgement of	Annexure C: Contractor Health and Safety Requirement  Contractor Health and Safety Req 32-13
Annexure D: Life Saving Rules Standard  Life Saving Rules Standard 240-621962	Annexure E: OHS Incident Management Procedure  32-95 OHS Incident Management Pocedur	Annexure F: Eskom PPE Spec  240-44175132 Eskom PPE Spec Rev `
Annexure G: Smoking Policy  32-1126 Smoking Policy Rev 2.pdf	Annexure H: Substance Abuse Procedure  32-37 Substance Abuse Procedure Rev	Annexure I: Employee's Right of refusal to work  Employees' Rights of Refusal to Work in an
Annexure J: OHS Risk Assessment Procedure  32-520 OHS Risk assessment procedur		

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

APPENDIX B: Medupi Document Hierarchy

Annexure K: Project Closeout and HS Documentation  348-9942695 Project Closeout and H&S Dc	Annexure L: Contractor Weekly Report template  348-9990544 Contractors Weekly R	Annexure M: Handling of H&S Non-conformities and Corrective and Preventative Action Work Instruction  348-880771 Handling of H&S Non
--	---	--

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No 2002/015527/30.

Appendix C: Process Self-Assessment Checklist

Discipline: Health and Safety		Applicable Document No.: 348-10041675				Self-Assessment Date: DD / MM /YYYY	
Item No	Ref Section	Self-Assessment Question	Compliant			Comment	
			Yes	Part	No		
1	2.5.1.2 & 2.5.1.4	Was the SHE Requirement issued with the enquiry for the project?					
2	3.2.1	Is the 37(2)-agreement entered & signed between Eskom and the Service Provider?					
3	3.2.4	Does the Service Provider have a valid letter of Good Standing?					
4	3.16	Did the Service Provider prepare and provide a Baseline Risk Assessment?					
5	3.27	Did the Service Provider prepare and submit a SHE Manual, and is the Manual approved?					
Comments:							
Self-Assessment by:		Name:	Position:	Revision Required? (Yes / No)		Planned Revision Date:	
Attendees:							

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorized version on the system.

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd,
Reg. No 2002/015527/30.