

	Scope of Work	GCD Kusile
---	----------------------	-------------------

Title:

Provision of Cleaning and Janitorial Services of Accommodation units at Kendal Contractors Village and Wilge Admin Offices

Document Identifier:

366-506030

Alternative
Number:

Reference

Area of Applicability:

Eskom Holdings SOC Ltd

Functional Area:

Kusile GCD

Revision:

0

Total Pages:

24

Next Review Date:

November 2025

Disclosure Classification: **Controlled Disclosure**

Compiled by



**Nondumiso
Nepfumbada**

Functional Responsibility



Nompucuko Tshicila

Authorized by



Mosiwa Maibi

Supervisor

Kusile GCD

**Manager Complex
projects**

Kusile GCD

**Middle Manager
Contracts**

Kusile GCD

Date: 19 June 2023

Date: 22/06/2023

Date: 23 June 023

Content

Page

1. Introduction.....	3
1.1 Scope.....	3
1.1.1 Purpose.....	3
1.1.2 Focus Areas of Responsibility	3
Accommodation Units and TV Rooms	3
○ Office Facilities and Responsibilities.....	4
1.1.3. Other Areas	4
1.1.4. Applicability	5
1.1.5. Effective date.....	5
1.2. Normative/Informative References	5
1.2.1. Normative.....	5
1.2.2. Informative.....	5
1.3. Definitions	6
1.4. Documentation Control.....	6
1.5. Abbreviations	7
1.6. Roles and Responsibilities	8
1.6.1. Contractor's Office.....	8
1.6.2. Pre-Mobilization Readiness Review Meeting	8
1.8. Contractor's Management, Supervision and Key People	16
1.9. Invoicing and Payment	16
2. Health and Safety Facilities on the Affected Property	17
2.3. Process for Monitoring.....	18
3. Eskom policies and procedures	18
All Eskom policies and procedures applicable to accommodation and cleaning services (ie. QMS, SHEQ) will be applicable	18
3.1. Related/Supporting Documents.....	18
4. Employer's Site Entry and Security Control, Permits, and Site Regulations	18
5. Acceptance.....	23
6. Revisions.....	24
7. Development Team	24
8. Acknowledgements	24

CONTROLLED DISCLOSURE

1. Introduction

Kusile Power Station Project under construction in the Nkangala District of Mpumalanga. Eskom build a South Africa's multi billion rand strategic infrastructure project which falls under the Strategic Infrastructure Projects identified by the Presidential Infrastructure Coordinating Commission.

Kendal Contractors Village is situated approximately 45 kilometres from Witbank on the R545 in the Nkangala District which provides services to Kusile Power Station Semi-skilled contractors. The cleaning shall include Eskom Buildings at Kendal Contractors Village and Wilge Administration Offices.

The contract includes the provision of Accommodation Units Cleaning and Janitorial Services at Kendal Contractors Village and Wilge Administration Offices.

1.1 Scope

1.1.1 Purpose

The successful service provider shall provide all cleaning equipment, cleaning materials, Sanitisers and Masks for employees and chemicals required for the service.

Tender submissions shall include comprehensive lists of all the above requirements. Provisions must be made for replacement and replenishment of equipment to be supplied. Asset registers of such equipment shall be maintained by the service provider and shall be audited by Eskom from time to time.

During sweeping and dusting, the successful service provider shall ensure that a minimum amount of dust is liberated into the atmosphere. Cleaning by vacuum cleaners is preferred and the use of compressed air for cleaning is prohibited.

Housekeeping is a very important part of the Contractors Village management and special attention shall be given to efficient daily cleaning of the following areas but not limited to:

1.1.2 Focus Areas of Responsibility

Accommodation Units and TV Rooms

- All accommodation and walking areas shall be cleaned daily as per the scope of work.
- Supply of two bar of body soap lux/sunlight, (175g) per week per resident.
- Supply of two rolls of (500 ply) standard soft toilet paper per week per resident.
- Waste bins and bin liners both standard and large for Wheeler bins 210L shall also be provided outside the accommodation units and shall be emptied twice a week and the waste removed to a disposal area provided by Eskom.
- Provision of at least 70% alcohol-based Sanitiser /Dis-infective at each entrance of the TV room.

CONTROLLED DISCLOSURE

- To arrange chairs with space in between to be more than 1, 5 meters distance apart (social distancing).
- To deep clean the TV rooms every two months and provide proof of deep cleaning (Certificate).
- To ensure that windows are open to allow ventilations at TV rooms.

○ **Office Facilities and Responsibilities**

This will include the offices at the Kendal Contractors' Village and the Wilge Offices: all Permanent offices used during construction, maintenance building offices and restrooms, security offices, administration offices, kitchen offices and restrooms etc.

- Other Facility areas shall be cleaned and sanitised daily.
- All toilets shall be cleaned and sanitised daily.
- All toilets shall be supplied with hot air and paper hand drying equipment.
- Supply and replenishment of toilet rolls.
- Supply and maintenance of hand washing soap dispensers.
- Supply and maintenance of hygiene sanitary disposal bins.
- Waste bins and bin liners shall be provided in other Facility areas.
- Waste bins in the other Facility areas shall be emptied daily and the waste removed to a disposal area provided by Eskom.
- Waste bins and bin liners shall also be provided outside the other Facility areas and shall be emptied at least once a week and the Waste removed to a disposal area provided by Eskom.
- All high touch in offices, kitchen and ablution facilities zones to be cleaned on an hourly basis.
- Frequent daily monitoring of the ablution facilities (inspection checklist to be used).
- Cleaning / disinfecting office dustbins daily.
- Cleaning/disinfecting kitchen dustbins daily.

1.1.3.Other Areas

○ **Waste bins and designated Waste disposal area**

- The waste disposal area provided by the Employer shall be kept clean and always sanitised.
- The Supplier shall provide an adequate number of marked waste bins and containers for the Permanent storage of waste. These bins and containers shall be to the satisfaction of Eskom. The Supplier shall be required to segregate certain items of waste by type as designated by Eskom.
- Bins and containers shall be emptied and waste removed to the designated area at least twice per week or on a higher frequency as needed by the Employer. All the Permanent storage areas for bins and containers must be kept tidy and adhere to environmental regulations.

CONTROLLED DISCLOSURE

- The Supplier shall take all steps required to avoid the spillage of waste alongside the bins and containers and during removal to the disposal site.
- All waste that cannot be contained in either a bin or container must be placed on a Permanent waste site the position of which shall be to the satisfaction of Eskom. The waste shall be removed as soon as possible. No burning of waste shall be allowed.
- Hazardous waste shall be dealt with in accordance with the safety, health and/or environmental requirements. The Supplier is solely responsible for the proper disposal thereof in accordance with relevant regulation and specifications.
- Transportation for the collection and disposal of waste from all areas as per scope shall be provided by the Supplier.
- Asset registers of such transport (vehicles) shall be maintained by the Supplier and shall be audited and inspected by Eskom on a regular basis.
- Transport (vehicles) shall be cleaned, sanitized, maintained and operated by the Supplier (vehicles to be sanitised daily) vehicles load capacity to be at 100% at all distance less than 200km with windows open and all employees wearing mask at all times.

1.1.4. Applicability

This document applies to service provider to provide cleaning services at Kendal Contractors Village and Wilge Admin Offices.

1.1.5. Effective date

This contract will start from the 1 December 2023 to November 2025.

1.2. Normative/Informative References

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

1.2.1. Normative

[1] ISO 9001 Quality Management Systems

1.2.2. Informative

[2] Public Finance Management Act

[3] POPI Act

[4] OHS Act

CONTROLLED DISCLOSURE

1.3. Definitions

Term	Definition
Kendal Village	Eskom Contractor accommodation facility situated next to Kendal Power Station
Wilge Offices	Old Eskom offices situated at Wilge
Cleaning Services	This means provision of cleaning services to Kendal Contractor Village and Wilge Offices
Contractor	Service provider appointed to provide cleaning services at Kendal Contractor Village and Wilge Offices
Employer	Refers to Eskom Holdings (Kusile Power Station)

1.4. Documentation Control

The Contractor will submit the following documents to the Employer for review, the Employer will review the documents for acceptance and inform the Contractor if the documents have been accepted or if it is not accepted and stating the reasons of not accepting the documentation. The Employer will give the Contractor reasonable time which will be agreed between the Contractor and the Employer to respond or re-submit the documents.

The documents are as follows:

Safety control documents

SHE Plan

SHE Policy

Method Statement

Risk Assessment

Safety Officer Requirements

National diploma in safety management or environmental health

SAMTRAC

Title and purpose	Frequency
Weekly plan	Every Monday of the week
Weekly progress report, reporting on actual work completed.	Every Monday of the week, reporting on the previous week's progress
Three weeks look ahead plan – detailing planned activity during the period	Monthly

CONTROLLED DISCLOSURE

All correspondence of either commercial or technical nature, whether hard copy or email, either to Contractor or from Contractor shall clearly include the following information: file number, contract number and subject matter.

Documents shall be delivered in electronic format. In addition a document list shall be delivered in Microsoft Excel format that contains the following fields: "document name", "document type", "version number", "date created" and "created by".

1.5. Abbreviations

Abbreviation	Explanation
PMRRM	Pre-Mobilization Readiness Review Meeting
SD&L	Supplier Development and Localisation
TSC	Term Services Contract
B-BBEE	Broad Based Black Economic Empowerment
QM	Quality Management
SHEQ	Safety Health Environmental Quality
SAPS	South African Police Services
SLA	Service Level Agreement
RoD	Record of Decision
EMP	Environment Management Plan

CONTROLLED DISCLOSURE

1.6. Roles and Responsibilities

1.6.1. Contractor's Office

During the execution of the Works at the Project Site, the Contractor shall maintain a suitable office at the Project Site in the area allocated for that purpose by the Employer, which shall be the headquarters of the Contractor's Representative and authorised to receive drawings, instructions or other communications or notices under the Contract.

The Contractor shall maintain, at the Contractor's Project Site office, one complete, up-to-date copy of the Contract and all Contract related documents (including Contractor's Documents, drawings and documents issued by and to the Contractor, Compensation Events, Progress Reports, correspondence, non-conformance reports etc.). Without limitation the Contractor shall maintain at the Contractor's Project Site office one up-to-date copy of all approved shop drawings, product data, samples, and other submittals required of the Contractor. These documents shall be always available to the Employer.

1.6.2. Pre-Mobilization Readiness Review Meeting

The Contractor shall conduct a Pre-Mobilization Readiness Review Meeting (PMRRM) at the Project Site no later than forty-two (42) days prior to the Contractor's access to Site date (unless the period from the Contract Date to the Site access date is less than 42 days in which event the plan will be provided not later than 14 days after the Contract Date). The purpose of this meeting is to review the Work Coordination Process deliverables and Work Coordination Plan submitted for Employer's review. At the discretion of the Employer, additional PMRRMs may be required to confirm Contractor's readiness to mobilize prior to the Contractor's access to Site date. The Contractor's Representative, as well the Contractor's assigned site supervisor, health & safety officer, environmental officer and quality manager, shall attend all PMRRMs.

1.6.3. Cleaning Schedule

- **Kendal Contractors' Village**

The contractor is required to clean, Sanitise and disinfects all accommodation units, offices, TV halls and the Ablution facilities daily and observe all Covid 19 safety protocols. Chemicals used to clean

CONTROLLED DISCLOSURE

Offices

Area	Frequency	Cleaning method
Foyer & Entrances		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Dis -infective Chemicals
Polishing	Daily	Non-skid polish
Stripping	4 monthly	Chemicals
Walls	Weekly	Chemicals
Windows & window sills	Daily	Chemicals
Doors, doorframes & handles	Daily every hour for handles	Dis infective Chemicals
Furniture		Furniture polish
Waste bins		Wipe
Carpet Cleaning	Daily	Carpet cleaning Machine
	Daily	
Offices & passages		
Floors		
Sweeping	Daily	Broom
Work station	3 times a day	Sanitising the workstation
Mopping	Daily	Dis-infective Chemicals
Polishing	2x per week	Non-skid polish
Vacuuming (carpets only)	2x per week	Vacuum machine
Walls	Monthly	Chemicals
Windows & window sills	Weekly	Chemicals
Doors, doorframes & handles	Weekly and daily every hour for handles	Dis-infective Chemicals
Furniture	2 x per week	Furniture polish
Waste bins	Change bags Dai	Wipe
Deep carpet Cleaning	1 x every 6 months	Carpet cleaning Machine
Walk Ways		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Chemicals

CONTROLLED DISCLOSURE

Polishing	Weekly	Non-skid polish
Walls	Weekly	Chemicals
Windows & window sills	Daily	Chemicals
Doors, doorframes & handles	Daily every hour for handles	Dis-infective Chemicals
Furniture	Weekly	Furniture polish
Waste bins	Weekly	Wipe
Carpet Cleaning	Daily	Carpet cleaning Machine
Toilets		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Dis-infective Chemicals
Stripping	4 monthly	Chemicals
Walls	Weekly	Chemicals
Windows & window sills	Daily	Chemicals
Doors, doorframes & handles	Daily and every hour for handles	Dis-infective Chemicals
Waste bins	Daily	Wipe
Toilets	Daily	Dis-infective Chemicals
Urinals	Daily	Dis-infective Chemicals
Wash basin	Daily	Dis-infective Chemicals
Surroundings		
Areas around buildings	Daily	Sweeping
Waste bins	Daily	Chemicals & Replace bin liners

CONTROLLED DISCLOSURE

- **Kendal Contractors' Village**

Accommodation (Cluster Units)

Area	Frequency	Cleaning method
Rooms Floors Sweeping Mopping Polishing Walls Windows & window sills Doors, doorframes & handles Furniture Waste bins	Daily Daily 2x per week Weekly Daily Daily Weekly Daily	Broom Chemicals Non- skid polish Chemicals Chemicals Chemicals Furniture polish Wipe
Ablution Floors Sweeping Mopping Polishing Vacuuming (carpets only) Walls Windows & window sills Doors, doorframes & handles Showers Toilets Wash basins Waste bins	Daily Daily 3x per week 2x per week Bi-weekly Daily Daily Daily Daily Daily Daily	Broom Dis-infective Chemicals Non-skid polish Vacuum machine Chemicals Chemicals Dis-infective Chemicals Dis-infective Chemicals Dis-infective Chemicals Dis-infective Chemicals Wipe
Surroundings & Walk Ways Floors Sweeping Mopping	Daily Daily Weekly	Broom Chemicals Non-skid polish Chemicals

CONTROLLED DISCLOSURE

Polishing	4 monthly	Chemicals
Walls	Weekly	Chemicals
Windows & window sills	Daily	Wipe and sanitising with at least 70% alcohol base
Doors, doorframes & handles	Daily	
Waste bins	Daily	Plastic Bags
Surroundings		
Areas around buildings	Daily	Sweeping
Waste bins	Daily	Chemicals & Replace bin liners

CONTROLLED DISCLOSURE

Dining halls & Recreational Centre

Area	Frequency	Cleaning method
Entrances & Halls		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Chemicals
Polishing	Daily	Non skid polish
Walls	Weekly	Chemicals
Windows & window sills	Daily	Chemicals
Doors, doorframes & handles	Daily and 3 times per day for handles	Chemicals Wipe, chemicals & Furniture polish
Furniture & counter tops	Daily	Wipe
Waste bins	Daily	
Passages		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Chemicals
Polishing	2x per week	Non skid polish
Vacuuming (carpets only)	2x per week	Vacuum machine
Walls	Monthly	Chemicals
Windows & window sills	Weekly	Chemicals
Doors, doorframes & handles	Weekly and twice daily for door handles	Dis-infective Chemicals
Furniture	2x per week	Furniture polish
Waste bins	Daily	Wipe
Chicken parade	Daily 1x week	Pick up objects/clean the village yard
Walk Ways		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Chemicals
Polishing	Weekly	Non skid polish
Walls	Weekly	Chemicals

CONTROLLED DISCLOSURE

Windows & window sills	Daily	Chemicals
Doors, doorframes & handles	Daily	Chemicals
Furniture	Weekly	Furniture polish
Waste bins	Daily	Plastic Bags
Furniture (Dinning hall & Recreation centre)		
Wipe/Washing	Daily & per session if needed	Cloths & chemicals
Polishing (if needed)	Weekly	Furniture polish
Stripping	Weekly	Chemicals
Toilets		
Floors		
Sweeping	Daily	Broom
Mopping	Daily	Dis-infective Chemicals
Walls	Weekly	Chemicals
Windows & window sills	Daily	Chemicals
Doors, doorframes & handles	Daily	Dis-infective Chemicals
Waste bins	Daily	Wipe and Disinfect
Toilets	Daily	Dis-infective Chemicals
Urinals	Daily	Dis-infective Chemicals
Wash basin	Daily	Dis-infective Chemicals
Surroundings		
Areas around buildings	Daily	Sweeping
Waste bins	Daily	Chemicals & Replace bin liners

CONTROLLED DISCLOSURE

- **Wilge Offices**

Area	Frequency	Cleaning method
Foyer & Entrances Floors Sweeping Mopping Polishing Stripping Walls Windows & window sills Doors, doorframes & handles Furniture Waste bins	Daily Daily 4 Months Daily Weekly Weekly Weekly Daily	Broom Dis-infective Chemicals Chemicals Chemicals Chemicals Chemicals Furniture Polish Plastic bin Liners & Wipe
Offices & passages Floors Vacuuming (carpets only) Walls Windows & window sills Doors, doorframes & handles Furniture Waste bins Deep carpet Cleaning	Daily Monthly 2x per week Weekly and daily door handles 2x per week Daily 1 x every 6 months	Vacuum machine Chemicals Chemicals Dis-infective chemicals for door handles Furniture polish Plastic Bins & Wipe Carpet cleaning machine
Walk Ways / Floors Sweeping Walls Windows & window sills Doors, doorframes & handles Furniture Waste bins	Daily Weekly 2x per week Daily Weekly Daily	Brooms Chemicals Chemicals Chemicals Furniture polish. Plastic Bins & Wipe

CONTROLLED DISCLOSURE

1.7. Management Meetings

The following requirements for conducting Project Site meetings apply to the Works. The Contractor and all Sub-Contractors shall actively participate in, and adhere to the Employer's requirements and other procedures initiated for the purpose of maintaining the Project Site administrative control. The Contractor and all Sub-Contractors shall attend other Project Site meetings when deemed required by the Employer to coordinate the Works or the Project Works.

Title and Purpose	Approximate Time & Interval	Location	Attendance by:
Progress feedback meeting	Monthly	Kendal village admin offices	Employer and Contractor Site Representative
Safety management Meeting	Monthly	Kendal village admin offices	Employer and Contractor's Risk Officer

1.8. Contractor's Management, Supervision and Key People

The Contractor shall provide the Employer with a detailed organogram of all staff and management on the contract. This must be revised quarterly and must reflect any changes to the staff and management structure.

The Employer reserves the right to audit and verify the structure.

1.9. Invoicing and Payment

Within one week of receiving a payment certificate from the Employer in terms of Core Clause 51.1, the Contractor provides the Employer with a tax invoice, by no later than the first day of the month or as per agreed date, showing the amount due for payment equal to that stated in the Employer's payment certificate.

CONTROLLED DISCLOSURE

The Contractor shall address the Tax Invoice to:

Eskom Holdings SOC Limited

Kusile Power Station

Suite 46

Postnet

Highveld Mall, Emalahleni

1035

Attention: N Tshicila

Email: TshiciN@eskom.co.za

InvoicesgrpcapitalKCT@eskom.co.za

Tel: 014 762 6746

ONLY ORIGINAL INVOICES WILL BE ACCEPTED.

The following must be stated on the Tax Invoice:

- Name and address of the Contractor and the Employer;
- The contract number and title;
- Contractor's VAT registration number;
- The Employer's VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;

2. Health and Safety Facilities on the Affected Property

2.1. Environmental Controls, Fauna and Flora

The Contractor shall comply with the environmental criteria and constraints stated in Kusile Environmental Management Plan (EMP) as updated.

2.2. Records of Contractor's Equipment

The Contractor is responsible for replacement and replenishment of equipment and vehicle. Asset registers of such equipment shall be maintained by the Contractor and shall be audited by the Employer from time to time.

2.2.1.1. Water

The Contractor shall exercise economy in use of the water obtained from the Employer.

Potable water use shall be limited to servicing Project Works related activities requiring potable quality water. The Contractor shall provide, install, maintain, and remove when no longer required all pipes, fixtures, equipment, and metering (if necessary) from the Employer supplied source to the

CONTROLLED DISCLOSURE

point of Contractor's use. Pipes shall be placed at least 900 mm underground or as otherwise approved by the Employer and on routes approved by the Employer. Installation shall meet all applicable codes and standards and be to the satisfaction of the Employer at all times.

2.2.1.2. Electricity

The Employer will supply electrical power for the site.

2.3. Process for Monitoring

- Daily inspections to be conducted
- Daily, weekly and monthly reports to be submitted by the contractor
- Contractor evaluation survey and reports
- Monthly meetings

3. Eskom policies and procedures

All Eskom policies and procedures applicable to accommodation and cleaning services (ie. QMS, SHEQ) will be applicable

3.1. Related/Supporting Documents

N/A

4. Employer's Site Entry and Security Control, Permits, and Site Regulations

4.1.1. Security and Access

The Employer will provide perimeter security and access control for the Project Site. Strict access control shall be implemented 24 hours a day at all entrances to the Project Site. All persons and vehicles entering or exiting the Project Site may be subjected to searches and the Employer reserves the right to refuse entrance to Project Site to any person not meeting security and/or access requirements.

From time to time, and as required, the Employer will issue policies and procedures regarding Project Site security and access control. These policies and procedures shall be strictly adhered to by the Contractor. The Employer shall be entitled, at his discretion, to amend or relax the Project Site security and/or access requirements to deal with emergencies or other circumstances justifying such amendment or relaxation.

Any breach of security must be reported to the Employer immediately.

4.1.2. Access Control for Persons

The Contractor's Personnel and any visitors on the Project Site must be in possession of a valid identification card supplied by the Employer. Applications for identification cards shall be made in the form prescribed by the Employer. The identification cards and finger print identification shall be

CONTROLLED DISCLOSURE

used to gain access to the Project Site and only persons with legitimate business on the Project Site and in possession of such identification cards will be allowed access.

Applications for identification cards and finger print imaging shall be made in good time prior to access being required. Lost, stolen or damaged cards shall be reported to the Employer immediately. A fee shall be charged for replacement cards.

Identification card holders will be required to produce their identification cards for a photo to face and finger print check at the security check points. Where a card holder's right of access to the Project Site is withdrawn, his identification card will be electronically cancelled. It is the responsibility of the Contractor to ensure the card is returned to the Employer.

4.1.3. Removal of Persons from the Project Site and other places, if any, as may be specified under the Contract as forming part of the Site

The Employer may remove from the Project Site (or from any other places, if any, as may be specified under the Contract as forming part of the Site) any person who poses a risk to the Project Works or to the progress thereof, or who poses a risk to security or to the health and safety of persons at the Project Site (or at such other places, if any, as may be specified under the Contract as forming part of the Site).

The Employer furthermore remove from the Project Site (or from any other places, if any, as may be specified under the Contract as forming part of the Site) any person who ceases, for any reason, to have legitimate business thereon.

If any such person was permitted access as Contractor's Personnel or as a visitor of the Contractor, the Contractor shall, at the request of the Employer, take all steps necessary to ensure his removal from the Project Site (or from such other places forming part of the Site, as the case may be).

4.1.4. Removal of Goods from the Project Site

All persons removing inter alia materials, equipment, toolboxes, temporary facilities etc. from the Project Site must be in possession of a valid gate release permit. Applications for general or specific gate release permits shall be made in the form prescribed by the Employer.

4.1.5. Access Control for Vehicles

Only a limited number of Contractor and Subcontractor non-construction vehicles will be allowed at Kendal village. As a general rule, however, Contractors' and visitors' personal vehicles are not allowed within the Kendal Site and must be parked in the designated area and the Contractor is required to collect his visitors from the access point.

Vehicle entry discs will be issued at the discretion of the Employer on receipt of an application signed by the Contractor. Applications for vehicle entry discs shall be made in a form prescribed by the Employer.

4.1.6. Visitors

Before entering the Project Site, visitors (meaning any person other than the Contractor's Personnel) must be in possession of a valid identification card supplied by the Employer.

CONTROLLED DISCLOSURE

Applications shall be made in a form prescribed by the Employer prior to access being required and visitors must be in possession of positive identification. The Contractor's visitors shall be subject to all Project Site rules and regulations including those related to Health & Safety and discipline.

4.1.7. Fire-arms

Fire-arms will not be permitted on the Project Site (nor at other places, if any, as may be specified under the Contract as forming part of the Site). This restriction does not, however, apply to the South African Police Services (SAPS) in the pursuance of official duties.

4.1.8. Project Site Fences

The modification or removal of Project Site fences is strictly prohibited unless otherwise instructed by the Employer.

4.1.9. Cleanliness and Housekeeping

The Contractor shall maintain a high standard of cleanliness during the conduct of his activities on the Project Site (and at other places, if any, as may be specified under the Contract as forming part of the Site). The Contractor shall, at all times maintain, clean and attend to the upkeep of the Site and such other areas as may be allocated for storage of materials, site offices, etc. to the satisfaction of the Employer. The Contractor shall at all times keep these areas, clean and free from accumulation of waste materials and refuse regardless of the source

NB: The contractor is required to implement the Covid 19 safety cleaning requirement for the duration of the contract and observe all Covid 19 protocols at all times

4.1.10. Waste Removal and Disposal

The Contractor is responsible for the prompt removal of all waste to a designated disposal area. The disposal area will be on or in the vicinity of the Project Site and will be designated by the Employer. Waste must only be disposed of at a designated area.

For the purpose hereof, "waste" means any matter, whether liquid or solid or any combination thereof, which is a by-product, emission, residue or remainder of any process or activity carried out in connection with the Works and which is not reused on the Site in the ordinary course of carrying out the Works within 7 (seven) days of maintenance.

The Contractor shall provide an adequate number of marked bins and containers at offices, in yards, at workshops and on the Site for the temporary storage of waste. These bins and containers shall be to the satisfaction of the Employer.

The Contractor shall be required to segregate certain items of waste by type as designated by the Employer. Bins and containers shall be emptied and waste removed to the designated area at least once a week. All the temporary storage areas for bins and containers must be kept tidy and shall not constitute a nuisance to others. The Contractor shall take all steps required to avoid the spillage of waste alongside the bins and containers and during removal and disposal.

All waste that cannot be contained in either a bin or container must be placed on a temporary waste site the position of which shall be to the satisfaction of the Employer. The waste shall be removed

CONTROLLED DISCLOSURE

as soon as possible but in any event at least once a week. No burning of waste shall be allowed on the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) unless otherwise approved by the Employer.

Hazardous waste shall be dealt with in accordance with the safety, health and/or environmental requirements of the Contract, as applicable, and the Contractor is solely responsible for the proper disposal thereof in accordance therewith.

4.1.11. Signage

No signage shall be erected by the Contractor at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) without the prior specific or general approval of the Employer. The positioning and content of signage, whether required by applicable Law and/or otherwise required to be displayed by the Contractor under the Contract, shall be subject to applicable policies and procedures issued by the Employer from time to time.

No Contractor notice boards will be allowed on the main road, other than signs necessary to facilitate deliveries, but the Contractor will be permitted to erect his own notice board on the Project Site, in the vicinity of the Site, or at other places, if any, as may be specified under the Contract as forming part of the Site, the positioning of which, must have the prior approval of the Employer.

4.1.12. Works Area Limits

The Employer will designate the working area boundary limits and assign for the Contractor's use access roads, parking areas, storage areas, existing facilities areas and construction areas. The Contractor shall not trespass in or on areas not so designated. The Contractor shall be responsible for keeping Contractor's Personnel out of areas not designated for Contractor's use, except, in the case of isolated work located within such areas for which the Contractor shall have been authorised under the Work Co-ordination Process.

4.1.13. Project Site Traffic

The Contractor shall comply with the Employer's directions for the movement of traffic, vehicular or pedestrian, at the Project Site. The Contractor shall interfere as little as possible with Project Site traffic, vehicular or pedestrian, during the performance of the Works. When necessary to cross, obstruct or close roadways or walks, the Contractor shall provide advance notice to the Employer, obtain the permission from the Employer and maintain suitable detours or other expedients for the accommodation of other Project Site traffic. In making open cuts across traffic paths, the Contractor, unless otherwise approved by the Employer, shall cut only one-half of the traffic paths at a time.

These Project Site traffic provisions shall likewise apply to places, if any, outside the Project Site as may be specified under the Contract as forming part of the Site.

CONTROLLED DISCLOSURE

People Restrictions, Hours of work, Conduct and Records

4.1.14. Hours of Work

The Contractor shall be required to work 2 (two) shifts, one starting from 07:30 to 16:00 Monday to Friday and the other shift starts from 07:30 to 12:00 Saturday. The Contractor would not be expected to work as full team on Sundays but a casual staff for cleaning ablutions facilities will be required and as when required.

4.1.15. Anti-poaching Undertaking

The Contractor shall not recruit or attempt to recruit staff and labour from amongst the personnel of Other Project Contractors during the execution of the Project Works.

4.1.16. Transportation of Contractor's Personnel

Due to the remoteness of the Project Site, the Contractor is required to provide suitable mass transportation facilities to and from the Project Site (and/or to and from other places, if any, as may be specified under the Contract as forming part of the Site) for Contractor's Personnel, particularly for unskilled and semi-skilled.

Without limiting the Contractor's other obligations under the Contract relating to transport of persons, the Contractor shall ensure that Contractor's Personnel are transported only in licensed and roadworthy vehicles, driven by licensed drivers, which are fit for purpose, properly maintained and which comply with applicable Law as a minimum. Transport of Contractor's Personnel in the back of trucks, tractors or light delivery vehicles is strictly prohibited.

4.1.17. Substance Abuse Testing

There shall be zero tolerance for substance abuse at the Project Site (and at other places, if any, as may be specified under the Contract as forming part of the Site).

Throughout the Works at the Project Site (and/or to other places, if any, as may be specified under the Contract as forming part of the Site), periodic seminars and instruction programs may be given by the Employer on the recognition of the characteristics, behaviours, detection, and reporting of substance abuse and persons fitness for duty. All Contractor's supervisory personnel, (including superintendents and foremen), and other key Contractor's Personnel involved at in the Works at the Project Site (and/or to other places, if any, as may be specified under the Contract as forming part of the Site) shall be required to attend this training and the Contractor shall make Contractor's Personnel available for and encourage their participation in these programs.

Any person who is, or appears to the Employer to be, under the influence and/or has failed or refused to submit to a substance abuse test may be refused access to the Project Site. If such person is Contractor's Personnel, the Contractor shall take necessary steps against such person (including disciplinary action, where appropriate, and the removal of the person from the Project Site or from other places, if any, as may be specified under the Contract as forming part of the Site).

Being "under the influence" includes the presence of drugs or alcohol in a person's system (whether detectable through behaviour and/or testing) to the extent the person's facilities are in any way

CONTROLLED DISCLOSURE

impaired and/or to the extent the person is unable to perform work in a safe and productive manner. Insofar as the consumption of alcohol is concerned, alcohol levels in the blood in excess of 0.02 percent shall be considered as being under the influence. Without limitation, persons shall likewise be considered to be under the influence where the presence of drugs or alcohol corresponds to or exceeds accepted medical standards or those prescribed under applicable Laws.

The Employer shall be entitled to conduct random testing of any person at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) and/or require the Contractor to test any Contractor's Personnel suspected of being under the influence of any substance or suspected of being in possession of alcohol or drugs.

The Contractor shall, at his cost, put in place measures (including all required testing capabilities) necessary to ensure compliance herewith. The measures to be employed by the Contractor will include a drug detection and prevention program which will include, but not be limited to, the following:

4.1.17.1. Pre-Assignment Testing

Contractor's Personnel at the Project Site must pass a pre-assignment drug screening / alcohol test and Covid 19 screening. This pre-assignment test must be undertaken within ten days prior to reporting for work to the Project Site. Contractor's Personnel will only be permitted initial access to the Project Site against evidence of this test having been passed and such person having been certified drug / alcohol free to the Employer's satisfaction. Contractor's Personnel who visit the Project Site on a short-term basis (being not longer than 14 days unless otherwise approved by the Employer) are not subject to this pre-assignment drug testing requirement.

4.1.18. Accommodation Policy

No accommodation will be provided by the Employer. The Contractor will be required to recruit within the Nkangala District Municipality. limited accommodation may be provided to stand by employees should the need arise, catering will be provided for such employees.

4.1.19. Industrial Action Policy

The Contractor shall comply with the Industrial Action Policy as per the New Partnership Agreement.

5. Acceptance

This document has been seen and accepted by:

Name	Designation
Zandi Shange	General Manager Kusile Power Station GCD
Makwena Makgwane	Senior Manager Kusile Power Station GCD
Mosiwa Maibi	Middle Manager Kusile Power Station GCD
Alexander Matlou	Manager Complex Projects Kusile Power Station GCD
Abongile Noganta	Quantity Survey Manager (Acting)

CONTROLLED DISCLOSURE

6. Revisions

Date	Rev.	Compiler	Remarks
May 2023	0	Nondumiso Nepfumbada	New Contract

7. Development Team

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

- Nondumiso Nepfumbada
- Nonkululeko Sisoka
- Nompucuko Tshicila
- Mosiwa Maibi
- Mammy Motaung

8. Acknowledgements

- Daphney Masetlha
- Tshepo Nonyane
- Mandla Mhlauli

CONTROLLED DISCLOSURE