

 Eskom	<b>Guideline</b>	
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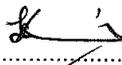
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## **1 Introduction**

Eskom's responsibility and commitment to ensure a safe working environment are in line with our Safety, Health, and Environmental Policy, along with legislative obligations. The objective of this guideline is to outline the requirements appropriate to the Construction Regulations and to ensure that a common approach is adopted when engaging in construction work.

## **2 Document content**

### **1. INTRODUCTION**

#### **1.1 Project works information, scope of work, and other details**

**1.1.1 Location:** the works information should sufficiently define or refer to where the works will be conducted, for example, cadastral maps for power lines, for substations as pointed out on site during the clarification or negotiation meeting, etc. Any risks associated with the location known to the project engineer or other representatives of the employer/client (for example, land surveyor) are to be conveyed in the works information or as defined in the minutes of the clarification or negotiation meeting. Record the address and identification of specific structures; reference to the contracts/other contractual documentation (works information) where the exact detail is contained.

**1.1.2 Project description/detailed scope of work:** the works information should contain a scope of work, which in summary provides the extent of the works and deliverables on the project. Attached or referred to in this, further detail is required to define the works, for example, the bill of quantities, specifications, standards, drawings, procedures, processes, information requirements, etc. Any risks associated with the design, technology used, or its constructability that an experienced contractor could not reasonably anticipate, known to the project engineer or other representatives of the employer/client, are to be conveyed in the works information or as defined in the minutes of the clarification or negotiation meeting. The nature of construction activities involved: reference to the contracts/other contractual documentation (works information) where the exact detail is contained.

#### **1.1.3 Programme details**

- (For engineering and construction contracts only): for evaluation and assessment of the cycle: SHE plan one month prior to commencement of work. SHE plan assessed by the employer's SHE agent and approved by the project manager is required prior to work commencing and preferably prior to site establishment.
- Time acceptable for preparation of SHE plan: dependent on the contractor – taking into account the realisation of the construction programme.
- Anticipated date for the commencement and completion of work on site. This is as per contract – it is important that the execution phase of the project is not "hurried", that is, the construction period is reasonable, any fast-tracking properly defines the additional resources/teams, and the contractor conveys how associated risks are mitigated.

#### **1.1.4 Site details**

Schematic layout of project site, including site plans/services and surrounding land uses or any sensitive features. Refer to 1.1.1.

### **1.2 Client/agent and principal contractor: details, accountabilities, and responsibilities**

If there is any specific appointment/responsibility below that is not applicable, that appointment/responsibility should be removed (as long as it is not a legally required appointment/responsibility).

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There might be instances where one person may be fulfilling the responsibility of more than one role.

Provide the Eskom project organogram, (insert project structure) *for example, refer to the capital investment process, acquire customer value chain, and network asset creation value chain documentation here.*

**1.2.1 Client's/agent's representative: Eskom overall project/programme manager: name**

The overall programme manager is the overall accountable person for the overall management of the project both on and off site.

If applicable: if an agent is to be appointed, appointment as per the OHS Act, CR 4(5) as an agent representative by the client representative. The programme manager may delegate duties to a project manager, project coordinator, and clerk of works, internal or external to Eskom.

**1.2.2 Eskom project manager: name**

The project manager as defined in the contract is responsible for managing the contract with the principal contractor and ensures that the SHE specifications are developed and issued with tender enquiries and that the principal contractor's SHE plan is approved prior to commencement of work. He/she must ensure that all the statutory requirements, Eskom and SHE specifications, and SHE plan requirements are adhered to by the principal contractor and (if applicable) its subcontractors at all times.

**1.2.3 Project/site manager: name**

The project/site manager is a delegated responsible person appointed in terms of the OHS Act by the section 16(2)-delegated responsible person. He/she is responsible for the overall SHE control of the project, especially on site.

**1.2.4 Designer, project engineer, and technology and quality officer**

The designer is the person responsible for ensuring that technologies, designs, and their application provide for SHE-compliant assets during and after their construction.

The project engineer is responsible for the development of the SHE specifications for the project and the overall management of the project design application as well as for ensuring the management of the compliance of the completed works with the design during and after construction on site in conjunction with the project supervisor and under the auspices of the project manager.

The project engineer is the person responsible for ensuring that the employer's professional and legal obligations with respect to the implementation of the design are fulfilled.

The technology and quality officer is the person responsible for ensuring that the material delivered and used on the project is to the employer's specifications.

**1.2.5 Eskom: project health and safety manager/practitioner: name**

The responsibility of the health and safety manager/practitioner is to provide assurance, as well as to advise, assist, and support the project manager, supervisor, and project engineer in the management of the health and safety issues on the project, which includes ensuring proper coordination among the various contractors. The SHE manager/practitioner will also be responsible for assisting in the development of site- and project-specific SHE specifications and for ensuring that SHE specifications are issued with enquiry documents and that the contractor's SHE plans are submitted, evaluated, and approved. He/she will be responsible for auditing and ensuring compliance with legal requirements.

**1.2.6 Eskom: environmental control officer: name**

**Note:** this position may be a permanent position on the project organogram, or it may be a service rendered by a line division (which may be managed by a service-level agreement).

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The responsibility of the environmental control officer is to provide assurance and advice and to assist and support the Eskom project manager, supervisor, and project engineer in the management of the environmental issues on the project, which includes ensuring that environmental documentation is issued with enquiry documents and ensuring compliance with the record of decision (ROD) and the environmental management plan (EMP).

### 1.2.7 Principal contractors

The principal contractor primarily carries accountability and responsibility for the health and safety of his/her employees and his/her subcontractors within his/her working area, as contemplated by section 37(2) of the OHS Act. None of the additional safety requirements specified by the client/agent reduce the principal contractor's accountability and responsibility for the health and safety of his/her employees and subcontractor employees within his/her working area.

### 1.2.8 Principal contractor and sub-contractor supervisors

- ☞ The principal contractor shall ensure that the performance of all specified work is supervised, throughout the contract period, by a sufficient number of competent appointed representatives of the principal contractor and/or subcontractor, who have experience in the type of work specified.

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**Note:** no work may commence and/or continue without the presence of appointed supervisor appointees during performance of the contracted work.

In determining the number of appointed competent supervisors, the nature and scope of work being performed shall be taken into consideration.

- ☞ It must also be noted that the required appointed construction supervisor (OHS Act CR 6.1) may not leave the site unless there is a sufficient number of appointed competent subordinate supervisors (OHS Act CR 6.2) on site to assist with supervision.

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- ☞ The principal contractor's site manager/supervisor shall provide a list of names and contact telephone numbers of all his/her strategic employees as well as the subcontractor's employees on site. This list shall be updated as and when new subcontractors commence on site.

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- ☞ The principal contractor's site manager/supervisor shall keep a record of all employees, including the subcontractor's employees, including date of induction, relevant skills, and licences, and be able to produce this list at the request of the Eskom project manager. These records shall be filed in the SHE file.

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- ☞ The principal contractor shall ensure that his/her managers and supervisors give clear and unambiguous instructions for the work in hand to the personnel for whom they are responsible. The instructions shall include, but not necessarily be limited to:

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- ☞ a) description of the objective/scope of work;
- ☞ b) sequence of work/method statements;
- ☞ c) hazard identification and risk assessment (prior to commencement of work);
- ☞ d) precautionary/preventative measures that are to be taken; and
- ☞ e) identification of sensitive features that may be impacted on by the project.

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### 1.2.9 Principal contractor and subcontractor SHE practitioner

The appointment of a full-time SHE practitioner is required for the duration of the contracted work. The contractor's SHE practitioner shall assist and support the contractor's construction manager to ensure that the contractor's SHE responsibilities are fulfilled and that there is compliance with the SHE specifications and SHE plan.

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In determining the number of appointed competent SHE practitioners, the nature and scope of work being performed shall be taken into consideration.

### 1.2.10 Contractor employees on the project

a)c) The principal contractor is responsible for adequately informing his/her employees and subcontractors of all relevant information of the Eskom-issued work information, SHE specifications, and the principal contractor's SHE plan. **Formatted: Bullets and Numbering**

b)d) Employees are responsible for their own health and safety and that of their co-workers in their area. They must be made aware of their responsibilities during induction and awareness sessions, some of which are: **Formatted: Bullets and Numbering**

- e)2) familiarising themselves with their workplaces and health and safety procedures; **Formatted: Bullets and Numbering**
- working in a manner that does not endanger them or cause harm to others;
  - ensure that work area is kept tidy;
  - reporting all incidents/accidents and near misses;
  - protecting fellow workers from injury;
  - reporting unsafe acts and unsafe conditions;
  - reporting any situation that may become dangerous; and
  - carrying out lawful orders and obeying health and safety rules.

f) Every person responsible under 16.1 and 16.2 must have undergone general Eskom SHE induction training before work commences under their auspices, and every employee of the principal contractor, subcontractor, and employer's staff involved in the project must undergo site induction before entry onto site, commencement of the contracted work, and for specific tasks. Principal contractor and subcontractor employees shall have documented verification of completed induction training. **Formatted: Bullets and Numbering**

g) It must be highlighted to all employees that anyone who becomes aware of any person disregarding a 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 Eskom project manager or supervisor and the principal contractor supervisor immediately. **Formatted: Bullets and Numbering**

h) No person shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons. **Formatted: Bullets and Numbering**

i) No person under the influence of alcohol, drugs, or medication (in a state of intoxication) or any other condition that may render him/her incapable of controlling himself/herself or other persons under his/her charge shall be allowed to enter the site. **Formatted: Bullets and Numbering**

j) All safety and warning signs must be obeyed at all times. **Formatted: Bullets and Numbering**

k) Entering or leaving the site may only be done via the official designated walkways; do not take short cuts. Follow designated walkways to and from your workplace. Walk, do not run, and be alert to motor vehicle traffic and mobile equipment. **Formatted: Bullets and Numbering**

l) All employees must adhere to the SHE and other site-specific rules. **Formatted: Bullets and Numbering**

m) If any of the principal contractor's employees or his/her subcontractor employees have transgressed any of the requirements of the SHE specification, SHE plan, or site rules, then the employee will be removed from site and his/her site access revoked. The principal contractor must follow a process of disciplinary action, which shall include retraining/inducting the employee (at the cost of the principal contractor), and provide proof thereof to the Eskom site/project manager. On the satisfaction of the Eskom site/project manager, the employee will be allowed back on site. **Formatted: Bullets and Numbering**

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Client/agent and contractor accountabilities and responsibilities shall be clearly defined.

**Contractors shall adhere to the requirements as laid out in sections 8 and 9 of the Occupational Health and Safety Act.**

The contractor, when appointed, carries prime accountability and responsibility for the health, safety, and welfare of his/her employees and their subcontractors within their working area. None of the additional health, safety, and welfare requirements specified by the client reduce the contractor's accountability and responsibility for the health, safety, and welfare of his/her employees and subcontractor employees within their working area.

The contractor is responsible for informing personnel, including employees and subcontractors, of all relevant information of the project SHE schedule and the contractor's SHE plan.

The contractor shall take prime responsibility for all aspects of environmental management associated with the project activity for which he/she is responsible.

## **2. LEGAL AGREEMENT**

In terms of section 37(2) of the OHS Act, it shall be required of every contractor to sign an agreement with Eskom.

## **3. CLIENT AND CONTRACTOR ORGANISATIONAL STRUCTURES**

Provide the contractor's organisational SHE structure (organogram).

## **4. APPOINTMENTS**

The contractor, as defined in the contract, shall ensure that all site-related appointments are in place and that they are specific and indicate for which areas within the OHS Act individuals are responsible.

The contractor shall provide a project/site organogram listing the legal appointees and shall ensure that the organogram is updated as and when appointments change.

The contractor shall ensure that all his/her appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that he/she advises and assists these appointees in the execution of their duties.

Copies of any appointments made by the contractor shall be included in the health and safety plan and be provided to the client/agent.

Typical examples of statutory appointments as and when required:

- OHS Act: section 16(1) Employer
- OHS Act: section 16(2) Employer
- OHS Act: GMR 2(1) Supervisor of Machinery
- OHS Act: GMR 2(7) Supervisor of Machinery Assistant
- OHS Act: section 17 Health and Safety Representative
- OHS Act: section 19 Health and Safety Committee Member (if there are two or more H&S representatives, then there will be an H&S committee)
- Chairperson of Health and Safety Committee
- OHS Act: GSR 3 First-aiders
- OHS Act: GSR 5(1) Person that Pronounces and Certifies a Confined Space Safe for the Duration of Work being Conducted (Applicable for Confined Spaces)
- OHS Act: DMR 17(2) Goods Hoist Inspector
- OHS Act: GAR 9(2) Incident/Accident Investigator
- OHS Act: DMR 18(11) Lifting Machinery Operator (Appointment or Permit)

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- OHS Act: DMR 18(5) Lifting Machinery Inspector
- OHS Act: DMR 18(10)(e) Lifting Tackle Inspector
- OHS Act: EMR 9 Portable Electrical Equipment Inspector
- OHS Act: VUP 10 Portable Gas Container Inspector
- OHS Act: VUP 13(1)(b) Pressure Vessels Inspector
- OHS Act: Lifts, Escalators and Passenger Conveyor Regulations (6)(1) – Competent person to examine and maintain lift, escalator, or passenger conveyor
- OHS Act: HCS 3(3) Hazardous Chemical Substances Co-coordinator
- OHS Act: Asbestos Regulation 21 Person Registered as an Asbestos Contractor (Asbestos AIA) by the Department of Labour
- OHS Act: CR 4(1)(c) Appointment of the Contractor by the Eskom Client (to be done when contract is awarded)
- OHS Act: CR 5(3)(b) Subcontractor Appointment by the Contractor (if appointing subcontractors)
- OHS Act: CR 6(1) Construction Supervisor (appointed by the contractor's OHS Act section 16.2 assignee)
- OHS Act: CR 6(2) Assistant Construction Supervisor (appointed by the contractor 16.2 appointee)
- OHS Act: CR 6(6) Construction Health and Safety Practitioner
- OHS Act: CR 7(1) Person to Compile Risk Assessments
- OHS Act: CR 8(1)(a) Competent Person to Compile Fall Protection Plan
- OHS Act: CR 10(a) Person to Supervise Formwork and Support Work
- OHS Act: CR 11(1) Person to Supervise Excavation Work
- OHS Act: CR 12(1) Demolition Work Supervisor
- OHS Act: CR 12(11) Responsible Person in the Use of Explosives and Development of the Method Statements
- OHS Act: CR 15(1) Suspended Platform Supervisor
- OHS Act: CR 15(8)(c) Competent Person to Conduct Performance Test of Suspended Platforms
- OHS Act: CR 14(2) Scaffolding Supervisor
- OHS Act: CR 17(1) Material Hoist Inspector
- OHS Act: CR 18(1) Batch Plant Supervisor
- OHS Act: CR 19(2)(b) Explosive-powered Tool Inspector
- OHS Act: CR 19(2)(g)(i) Person Responsible for Issuing and Collection of Explosive-powered Tools Cartridges and Nails or Studs
- OHS Act: CR 21(1)(j) Construction Vehicle and Mobile Plant Inspector
- OHS Act: CR 22(e) Temporary Electrical Installation Controller
- OHS Act: CR 26(a) Stacking and Storage Supervisor
- OHS Act: CR 27(h) Firefighting Equipment Inspector
- Eskom requirement – Emergency Planning Co-coordinator
- Eskom requirement – Fire official
- Environmental officer – each contractor shall appoint and provide a full-time suitably qualified and competent environmental officer (EO) for the duration of the work, with a minimum average ratio of one EO per 500 employees.

**NOTE:** the actual appointments shall be communicated to the health and safety manager on site and shall include a copy of the appointment letter, a curriculum vitae, and relevant certificates of competence for the proposed role.

Where construction work is conducted on sites governed by mining legislation, the appropriate equivalent appointments and assignments shall be made.

Depending on the nature of the contract, the assignments will be expanded.

## **5. COMPETENCE AND TRAINING**

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The aim of this section is to outline Eskom's expectations in respect of the scope of the training that the contractor and subcontractor employees receive. The scope of the training includes, but is not limited to, the type of work being performed and the relevant procedures. Additional to the requirements will be that the contractors and subcontractors will have the appropriate qualifications, certificates, and tickets and will be under competent supervision. Records of all training and qualifications of all contractor employees must be kept. The contractor shall for the duration of the contract, maintain comprehensive records of all employees under his/her control (including all employees of the subcontractor) attending induction training. Acknowledgement of receiving and understanding the induction must be signed by all persons receiving the induction.

When there is an amendment to the Acts and/or to the regulations, SHE specification, and SHE plan, all affected staff shall undergo the relevant retraining as soon as reasonably practicable.

### **General**

The contractor shall ensure that all his/her employees and his/her contractor's employees working on the site are adequately trained in the type of work/tasks to be performed. The training shall extend to include relevant procedures, hazard identification, and risk assessment. They shall have the appropriate qualifications, certificates, and tickets and shall be under competent supervision. Copies of records of appropriate training and qualifications for all employees must be kept and maintained.

### **Site induction**

The contractor shall ensure that all his/her employees, agents, and contractors have undergone the project safety induction programme prior to commencing work on site.

Appropriate time must be set aside for training (induction and other) of all employees.

Prior to induction, all employees must undergo a pre-employment medical examination and must be found fit for duty. A copy of the certificate of fitness must be presented for permanent record at the induction centre and kept at site offices for permanent record.

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

### **General construction site induction carried out by the contractor**

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

### **Job-specific induction carried out by the contractor/subcontractor supervisor on the site**

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

Proof of job-specific induction signed by inductor and trainee must be submitted to the Safety Department before an access permit will be issued.

### **Visitors to the site**

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Visitors to the site shall be required to undergo and comply with site-specific safety induction requirements prior to being allowed access to the site.

All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work of any nature.

### **Toolbox talk**

Contractors are expected to have a daily toolbox meeting. The meeting is expected to be brief and concise. Subjects/topics are applicable to the job/task at hand. Near misses, accidents, and up-and-coming work are to be discussed along with suggestions and comments. These meetings can be used as a training meeting with a central idea of educating employees.

## **6. SUBCONTRACTOR MANAGEMENT**

### **6.1 Contractor accountabilities for their subcontractors**

When subcontractors are appointed, the contractor shall inform the client/agent and obtain his/her approval.

When contractors appoint subcontractors, the contractors would then have the same role and responsibility in relation to the subcontractors as the client/agent has in relation to the principal contractor.

Contractors are directly accountable for the actions of their subcontractors. The contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.

The principal contractor shall provide any subcontractor who is making a bid or is appointed to perform construction work with the relevant sections of the documented SHE specification, who would, in turn, provide the client/agent with a SHE plan for approval.

The contractor shall carry out audits on the subcontractor at least monthly to ensure that his/her SHE plan is being implemented and maintained.

Eskom may conduct audits on subcontractors. Any non-conformances/findings/observations found in these audits shall be raised and discussed with the relevant contractor (with whom the subcontractor is contracted).

The client/agent shall stop any contractor and/or the contractor shall stop any subcontractor from executing construction work that poses a threat to the safety and health of persons or the environment or non-compliance with the approved SHE plan.

Contractors shall have a work coordination process in place that will prevent any conflict occurring between individual site activities and subcontractor activities.

The work coordination process provides the management arrangements for reviewing, controlling, and monitoring each subcontractor and his/her individual work packages while he/she is present and working on the project site.

The work coordination process should identify the overall SHE working requirements that a contractor and subcontractor will need to provide to the project to enable assessment of their procedure and controls. The work coordination process will allow the work to proceed without risk to the health and safety of the contractor's personnel, other contractors operating in the vicinity, visitors, delivery personnel, and the client's personnel present on the site.

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## **6.2 Subcontractor SHE plan**

The subcontractor shall prepare a SHE plan based on the SHE specifications that shall be provided by the principal contractor.

The SHE plan must detail specific plans and programmes for implementing the health, safety, and environmental requirements of the contract. The SHE plan may be a collection of actual documents and manuals and should include, where applicable, the following as a minimum:

- The principal contractor(s)' and their subcontractor(s)' SHE policies
- Indication of competent supervision on site (CVs to be included)
- Duties and safety responsibilities of all appointed persons on the project
- Selection, placement, and training procedures, including induction and ongoing training, in "basic safe work" and occupational health and safety training for newly hired or promoted supervisors
- Occupational health and safety communications and meetings, including daily safe task instructions and project safety meetings
- Assessment of subcontractors, including requirements for safety plans
- Safety awareness promotions
- Nomination of personnel to carry out safety inspections. The task may be shared with other duties and provided within the resources of individual gangs and may be rotated.
- Contractor senior management involvement with the company's staff in consultative processes and daily management safety walkabouts
- Rules and regulations, including safety procedures that the contractor has in place for recurring work activities
- Control of dangerous and hazardous substances
- System of hazard identification and risk control, such as risk assessments, daily safe task instructions, and communication
- Design control (if applicable)
- Audits to ensure compliance with safety plans
- Daily site safety inspections and audits. The auditing role may be shared with other duties or provided within the resources of individual groups. The role may be rotated.
- Inspection of plant, tools, and equipment prior to introduction to site and regularly thereafter
- Accident incident reporting, recording, investigation, and analysis, which ensure that corrective action is taken and that this action is communicated to report initiators
- Medical and first-aid arrangements
- Evacuation and emergency planning
- Rehabilitation procedures that encourage an early return to work
- Substance abuse programme
- Record keeping, including details of what is kept and for how long
- Detailed financial allocation for health and safety
- Monitoring mechanisms
- Site meeting arrangements
- Audit arrangements
- Maintenance arrangements of machinery and equipment
- Designer interaction arrangements
- Workers' welfare facilities
- Arrangements for induction and toolbox talks
- Training arrangements
- Letter of good standing with a compensation insurer
- Performance review and improvements on the project
- Past health and safety performance statistics of the company (at least two years)
- Applicable standards, legislation, and guidelines to be adopted
- Details of the interface between the client/agent and the contractor
- Specific procedures, methods, and work instructions to be applied
- Personal protective equipment provision and rules
- Transport safety

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- Occupational health and hygiene arrangements, including, but not limited to respiratory and hearing protection, alcohol and drug policies, health assessments, smoking, and first aid
- Management of subcontractors – the client/agent requires the same from subcontractors as it does from contractors
- Training and competence regarding SHE
- Legal appointments
- Medical examinations for all employees
- Working hours – compliance with Labour Relations/Basic Conditions of Employment Act

The SHE plan shall be submitted to the client/agent for review and approval and, once accepted, shall not be amended without prior consultation and acceptance by the client/agent.

## **7. FORUMS FOR SHE COMMUNICATION**

### **Occupational Health and Safety Act, sections 17, 18, 19, and 20**

The contractor shall provide a communication strategy outlining how he/she intends to communicate SHE issues to his/her staff and, where appropriate, his/her subcontractors and their staff, the mediums he/she will employ, and how he/she will measure the effectiveness of his/her SHE communication.

The contractor shall ensure that safety representatives and a committee shall be formed and shall perform all statutory functions.

Every meeting conducted on site shall include SHE as a standing agenda point, and minutes of these meetings shall be available on site at all times.

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

Matters that are discussed include, but are not limited to the following:

- Accident/safety incidents
  - Accident investigations (including near misses) and close-out of recommendations
  - Audit findings and close-out
  - Hazardous materials/substances
  - Work procedures
  - Protective clothing/equipment
  - Housekeeping
  - Work permits
  - Non-conformances
  - Emergency preparedness
  - Traffic control
  - Medicals
  - Training
  - Forthcoming high-hazard activities
  - General SHE issues
  - Matters arising from contractors' SHE meetings

## **8. LEGAL COMPLIANCE**

Contractors on the project site shall comply, as a minimum, with all relevant legislation, South African National Standards, or international standards and with the client's policies and procedures, which include, but are not limited to the following:

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- 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
- National Environmental Management Act 1998 (Act 107 of 1998)
- Environment Conservation Act 1989 (Act 73 of 1989)
- National Water Act 1998 (Act 36 of 1998)
- Conservation of Agricultural Resources Act 1983 (Act 43 of 1983)
- Civil and Building Work Act
- Mine Health and Safety Act
- COID Act
- Any other applicable South African legislation
- Applicable South African National Standards (SANS)
- Applicable international standards
- Operating Regulations for High-voltage Systems
- Plant Safety Regulations (Low-voltage Regulations)
- Construction SHE Management Procedures
- Work-at-height Procedures
- Incident Management Procedures
- Eskom SHE Policy
- Eskom Cardinal Rules

It is the duty of the contractor(s) and their subcontractor(s) to ensure that they are familiar with all the necessary SHE legislation required for implementation on this project.

Eskom has implemented five rules that apply to all Eskom employees and contractors. These are as follows:

- Rule 1 – Open, isolate, test, earth, bond, and/or insulate before touch
- Rule 2 – Hook up at height
- Rule 3 – Buckle up
- Rule 4 – Be sober
- Rule 5 – Ensure that you have a permit to work

These Cardinal Rules are non-negotiable health and safety rules that must not be broken under any circumstances. Eskom takes a ZERO TOLERANCE stance to violation of these rules.

The contractor shall compile a legal register listing all applicable legislation and standards that may have an impact on the scope of work that he/she is performing on this project. The register shall be updated on a regular basis.

The client/agent is entitled to stop work and issue non-conformance reports whenever health, safety, or environmental violations are observed for both contractors and/or their subcontractors. Any costs incurred as a result of such work stoppage and standing time shall be for the contractor's account. Any non-conformances/findings/observations found during audits/inspections on subcontractors shall be raised, discussed, and resolved with the relevant contractor (with whom the subcontractor is contracted).

## **9. CONTRACTOR'S SITE FACILITIES**

### **9.1 The aim of this section is to outline how the contractor's site facilities should be managed**

- **Temporary facility layout plan**  
Include information here.
- **Dining room facilities**  
Include information here.

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- **Change rooms**  
Include information here.
- **Ablution facilities**  
Include information here.
- **Site sheds, offices, and amenities**  
Include information here.
- **Lay-down and storage**  
Include information here.
- **Site access**  
Include information here.
- **Temporary site services**  
Include information here.
- **Installation and maintenance of temporary construction electrical supply, lighting, and equipment**  
Include information here.
- **Adjacent land uses/surrounding property exposures**  
Include information here.
- **Boundary and access control/public liability exposures (remember: the employer is also responsible for the OH&S of non-employees affected by his/her work activities)**  
Include information here.
- **Health risks arising from neighbouring as well as own activities and from the environment, for example, threats by dogs, bees, snakes, lightning, allergies, etc.**  
Include information here.

## **9.2 Project and site rules**

The following basic safety rules should be taken into consideration:

- Approved hard hats and safety glasses.
- Steel-toe/safety-toe work boots.
- Additional eye protection shall be worn when job-specific hazards dictate.
- Hearing protection shall be worn when entering all operations areas and areas posted as hearing protection areas or when using equipment that produces noise levels in excess of 85 decibels.
- Respiratory protection shall be worn when performing tasks that dictate the need for such equipment.
- Good housekeeping practices shall be continually maintained and work areas left in a clean and safe condition at the end of each shift.
- Smoking policy: smoking is permitted in designated areas only.

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- Risk assessment will determine the need for fall protection when working from height.
- Only trained, certified personnel shall operate aerial lifts, forklifts, or motorised equipment.
- Ladders must be properly constructed and kept in good repair. Ladders shall be the proper length and type for the task. All ladders shall be identified and registered.
- All scaffolding will be constructed per SANS standards and OHS Act regulations. Each person responsible for working on an elevated platform shall visually identify that scaffolding has been inspected and tagged by a competent person prior to each shift.
- Compressed gas cylinders must be stored and used in the upright position and properly secured at all times; protective caps shall be in place when cylinders are not in use, and gauges shall be removed prior to transportation of cylinders.
- All guards for personnel or equipment protection shall be kept in place and shall not be modified or tampered with.
- All floor and wall openings must be protected by adequate and firmly fixed means (that is, coverings, guardrails, and toe plates).
- Employees shall not walk or work under suspended loads.
- Equipment must be shut off and parking brakes engaged when the equipment is being lubricated, refuelled, or adjusted.
- All excavations must meet Construction Regulations requirements and must comply with the project minimum standards for barricading, and adequate access and egress must be provided for excavations.
- Lockout/tag-out procedures must be followed when performing work on piping, mechanical equipment, electrical services, etc. that has the potential for the release of stored hazardous energy.
- Take into consideration areas that require a permit to work.
- Access to safety equipment must be kept clear at all times. A clear area must be maintained around fire hydrants at all times.
- All safety and warning tags and/or signs shall be observed.
- Posted speed limits must be observed.
- All incidents/injuries, no matter how minor, must be reported to the client/agent and recorded in writing.

Note: ensure compliance in terms of the requirements of the OHSA, Eskom requirements, and the COID Act.

- Consider a crane's rated capacity when engaging in lifting work.
- Obtain the necessary permits.
- Bins provided on site must be utilised for all waste.

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- Illegal drugs, alcohol, firearms, or other dangerous substances shall not be allowed on the project. Reporting for work under the influence of an illegal drug, alcohol, or other dangerous substance is not permitted.
  - All contractors' employees must undergo full medical examination prior to any work on site.
  - Do not use cellular phones in areas where cellphone usage is prohibited.
  - When walking through the site or to personal work areas, use recognised thoroughfares. Do not take short cuts or walk on uneven ground surfaces.
  - Vehicles and traffic rules – refer to the section on "CONSTRUCTION VEHICLES AND MOBILE PLANT" for requirements.
  - All fire extinguishers shall be:
    - clearly labelled;
    - conspicuously numbered;
    - entered in a register;
    - inspected monthly by a competent person; and
    - tested and serviced at recommended intervals by an accredited supplier.
- ☛ Results must be entered in the register and signed by a competent person.
- ☛ No open or unattended fires are allowed within the construction site.

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## 10. ACCESS CONTROL TO THE CONSTRUCTION SITE

The contractor in collaboration with the client's/agent's representative will ensure that proper access control is in place and functional at all times on and off the construction site.

The contractor and his/her subcontractors shall adhere to the site traffic plan to ensure the safe movement of all construction-related mobile plant – *attach/refer to the traffic plan*.

This plan is to be reviewed at the monthly safety meeting to ensure its applicability.

Contractors shall adhere to the pedestrian and vehicle routings as provided by the client's/agent's representative to ensure the correct route along which employees may proceed when coming on or going off shift, and they shall inform their employees accordingly.

All security requirements shall be highlighted at the induction given by the client/agent.

All contractors are to strictly adhere to all security requirements on the premises as laid down by the client/agent.

The project/site security arrangements are: (this can be included here or referenced to another document)

## 11. CONSTRUCTION VEHICLES AND MOBILE PLANT

a) i. All motor vehicles operated by contractors within the area shall, in all respects, comply with the Road Traffic Ordinance and Road Traffic Act. Designated drivers shall be in possession of a driver's licence, valid for the class of vehicle. The driver's licence shall be kept by the person so authorised, and he/she shall produce such card on request.

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b) ii. All drivers of construction vehicles and mobile plant are to have medical certificates of fitness to determine physical and psychological fitness. Each project site will have a system/process to manage vehicle access to the site. This process/system must be defined here.

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- e) lii. The speed limit within the bounds of the construction site is \_\_\_\_ km/h. (To be completed by the project team.) Formatted: Bullets and Numbering
- e) lv. No drivers or operators may talk on a cellphone or two-way radio while driving, unless a hands-free kit is used. Formatted: Bullets and Numbering
- e) lv. It is the responsibility of the driver to ensure that: Formatted: Bullets and Numbering
- he/she and his/her passengers wear seat belts while the vehicle is in motion;
  - he/she complies with all safety, direction, and speed signs;
  - vehicle loads are properly secured and loaded onto vehicles; and
  - vehicles are not overloaded.
- f) li. All requirements with regard to the transportation of tools/equipment/material and persons on the back of construction vehicles must be adhered to: Formatted: Bullets and Numbering
- If contractors are to be transported on the back of construction vehicles, those vehicles are to be fitted with canopies that meet the required SANS standards.
  - Tools, equipment, and material are to be secured in order to prevent movement.
  - Fixed and firmly secured seats with seat belts – adequate for the number of passengers being transported.
  - Construction vehicles are to be fitted with rollover bars as per SANS standards.
  - The driver and all passengers are to be seated with seat belts fastened while the vehicle is in motion.
- g) lii. The contractor shall ensure that his/her employees and those of his/her subcontractors do not: Formatted: Bullets and Numbering
- ride on the back of elevators, cranes, or other mobile plant equipment;
  - leave vehicles unattended with the engine running; and
  - park vehicles in unauthorised zones/areas.
- h) vii. Eskom reserves the right to search any vehicle on the premises or when entering or leaving the premises. Formatted: Bullets and Numbering
- i) x. The contractor shall be solely responsible for the safety and security of any of his/her vehicles (including private vehicles) on the premises.
- j) x. The contractor shall attach identification markers on all of his/her vehicles that are permitted to enter the site.
- k) ki. A current maintenance logbook is required for all cranes and large plant equipment and shall be available for inspection at any time. The logbook shall be located in the cabin of the crane or plant equipment.
- l) ii. The contractor is to ensure that visibility (for example, switching on of lights, reflectors, barricades equipped with lights, etc.) is enhanced on all construction vehicles and mobile plant in order to identify the location of the vehicles or plant.
- m) xii. The contractor must maintain his/her vehicles in a roadworthy condition and have a valid licence. These vehicles shall be subject to inspection by the client's/agent's representative. Vehicles that are not roadworthy will not be allowed onto the site.
- n) xlv. In the event where the contractor and his/her subcontractor do not own the equipment, the contractor is still responsible for ensuring that all conditions are complied with by all of his/her subcontractors or hire companies.
- o) lv. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to lash all loads properly. Loads projecting from vehicles shall be

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securely loaded, and in daytime, a red flag and, during darkness, a red light or red reflective material shall be attached to the extreme end of such projecting material.

- ~~p)~~xvi. All servicing and repairs must be carried out by the contractor in a designated area.
- ~~q)~~xvii. All waste from servicing must be disposed of in accordance with environmental legislation.
- ~~r)~~xviii. Every mobile machine whose vision is impaired when reversing must have a siren/hooter that sounds when the machine is reversing. This includes trucks, cranes, loaders, etc.
- ~~s)~~xix. Operators have great difficulty in seeing light vehicles behind their machines. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.

## **12. OCCUPATIONAL HEALTH, REHABILITATION, AND HYGIENE**

The aim of this section is to stipulate Eskom's requirements with regard to occupational health and hygiene practices expected from the contractors and their subcontractors.

### **Workers' compensation**

The contractor must submit proof of registration and a letter of good standing with the compensation fund or with a licensed compensation insurer for his/her company and each of his/her subcontractors. This must remain valid for the duration of the contract. The letter of good standing must reflect the name of the contractor and/or subcontractor company.

### **HIV/Aids awareness programme**

An HIV/Aids awareness programme will be implemented by the employer. This will include voluntary counselling and testing (VCT) of individuals prior to initial commencement of work at the site and HIV/AIDS awareness training and access to ongoing support for affected individuals. The contractor shall ensure that his/her employees and his/her subcontractor employees are aware of this requirement.

### **Protection against dehydration and heat exhaustion**

Contractors shall take into consideration and mitigate dehydration and exhaustion of employees.

### **Protection from wet and cold conditions**

Contractors shall take into consideration and mitigate inclement and extreme weather conditions.

### **Employee health and wellness programme**

Contractors shall submit details of their employee health and wellness programme as part of their health and safety plan, which should include a medical surveillance programme and an employee assistance programme as detailed below.

### **Medical surveillance programme**

- The contractor must ensure that his/her employees and subcontractor employees shall be registered on a medical surveillance programme and shall be in possession of a valid medical health certificate. A certificate of fitness is also required that is relevant to the type of work (risk-based) that the employee will be carrying out.
- The contractor must ensure that his/her employees and subcontractor employees have undergone pre-entry medical examination before starting work on site should it be for longer than three (3) days. An exit medical examination must be done by all employees before leaving the site.

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- The certificate shall be issued before commencement of work and shall be presented at induction. If the contractor does not provide proof of valid certificates of fitness for his/her employees and subcontractor employees, then Eskom will not give those employees site access.
- The certificate shall be renewed at permitted legal intervals but as a minimum; annually (for employees who are not office-bound, including drivers) and once every three years (for employees who are office-bound) (until completion of the project), at which stage an exit medical examination shall be conducted, unless otherwise advised by the occupational health practitioner.
- All employees shall be issued with the required medical records to prove medical status at the time of exiting the construction project.
- The contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
- In instances where sick leave is taken for a period of one week or more, the contractor shall institute an arrangement that employees need to sign a declaration indicating that they did not suffer any illness or injuries that occurred in the period of absence that may affect their ability to work on site.

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

### **Emergency care**

- A list of emergency numbers must be posted at phones and in every office. The contractor must ensure that his/her employees and subcontractor employees are familiar with the emergency numbers and also are provided with stickers with the emergency numbers printed on them to place inside their hard hats.
- Eskom has established a contract with Euro Assistance for all employees and its contractor employees for emergency medical assistance needed while on duty anywhere in South Africa. The telephone number is 0861 2ESKOM or 0861 237566.
- Contractors shall have one first-aid box for the first five persons and, thereafter, one for every 50 or team of workers on site or part thereof.
- More first-aid boxes shall be provided if the risks, distance between work teams, or workplace requirements require it (it should be available and accessible for the treatment of injured persons at that workplace).
- Minimum contents of a first-aid box:

In the case of shops and offices, the quantities stated under items 1, 8, 9, 10, 14, 15, 17, and 18 may be reduced by half.

- Item 1: wound cleaner/antiseptic (100 ml)
- Item 2: swabs for cleaning wounds
- Item 3: cotton wool for padding (100 g)
- Item 4: sterile gauze (minimum quantity 10)
- Item 5: one pair of forceps (for splinters)
- Item 6: one pair of scissors (minimum size 100 mm)
- Item 7: one set of safety pins
- Item 8: four triangular bandages
- Item 9: four roller bandages (75 mm x 5 m)
- Item 10: four roller bandages (100 mm x 5 m)
- Item 11: one roll of elastic adhesive (25 mm x 3 m)
- Item 12: one non-allergenic adhesive strip (25 mm x 3 m)

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- Item 13: one packet of adhesive dressing strips (minimum quantity 10 assorted sizes)
- Item 14: four first-aid dressings (75 mm x 100 mm)
- Item 15: four first-aid dressings (150 mm x 200 mm)
- Item 16: two straight splints
- Item 17: two pairs large and two pairs medium disposable latex gloves
- Item 18: two CPR mouth pieces or similar devices

- A prominent notice or sign in a conspicuous place at a workplace (SANS 1186-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.
- The contractor and subcontractor shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.
- Where services are not available from the medical centre or where there is no medical centre, the contractor shall make alternative arrangements for any medical assistance. Proof of this must be made available in the contractor's SHE plan.

### **Employee assistance programmes (EAP)**

Where contractors and subcontractors do not have EAP service providers, Eskom's EAP service provider is available to provide assistance. All costs are to be borne by the contractor. Details are: ICAS – tel. no.: 0800 611 059.

### **Welfare**

The following welfare facilities must be provided for in a clean and suitable condition, unless agreement with the client's/agent's representative has been confirmed regarding the use of existing facilities:

- ☐a) Shower facilities
- ☐b) Sanitary facilities
- ☐c) Changing facilities
- ☐d) Eating areas
- ☐e) Drinking water at strategic locations on site
- ☐f) Safe pedestrians walkways

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Water for drinking/consumption purposes shall be drawn only from taps in mess areas and ablution blocks and at points on site marked "drinking water".

No equipment or system shall be connected to the drinking water system without prior approval of the client's/agent's representative.

The contractor will be required to provide his/her own accommodation for the workers.

### **Food hygiene**

#### **Storage, distribution, and transportation of food**

The storage, distribution, and transportation of foodstuffs shall be such as to prevent damage, contamination, or deterioration of the foodstuffs or of materials that come into contact with them. Methods of preservation and necessary controls shall, within the limits of good commercial practice, be such as to protect the product from deterioration and contamination and from becoming a public health hazard.

Stores shall be proofed against rodents, insects, and birds and shall be kept in a hygienic condition.

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Food that requires special storage conditions, such as controlled atmosphere, temperature, or relative humidity, shall be stored under appropriate conditions, and records shall be kept of the storage conditions.

Vehicles used for the transportation or distribution of food shall be clean, free from any odours, weatherproof, and easy to clean, and in the case of vehicles with refrigeration, the refrigeration unit shall be adequate to maintain the food at the required temperature. Food shall not be transported in the same container or unit as non-food items, unless it can be demonstrated that the non-food items present no risk of contamination to the food.

### **Training**

Management shall arrange for all food handlers to receive adequate and continued training in the hygienic handling of food and in personal hygiene so that they know what precautions to take to preclude contamination of food.

### **Protective clothing**

All persons who handle unpacked food shall be provided with clean protective clothing in sound condition. Management shall be responsible for the cleaning and issuing of protective clothing and shall ensure that protective clothing is not removed from the premises for cleaning, repair, or other purposes without authorisation and that such clothing, when not in use, is kept in a change room, central store, or locker.

The use of gloves in the handling of foodstuffs shall be limited to cases where foodstuffs are to be protected from possible contamination by the worker.

## **13. HOUSEKEEPING**

- | **e)** The contractor and his/her subcontractor shall maintain a high standard of housekeeping within the site. Prompt disposal of waste materials, scrap, and rubbish is essential. Stipulate as to whether waste separation and removal are for the account of the contractor or for Eskom. Refer to what the requirements are in the EMP.
- | **f)** Adequate care must be taken by the contractor to ensure that storage and stacking are correctly and safely carried out.
- | **g)** Before stacking any material, the contractor, subcontractor, or their employees must consult the Eskom project/site manager for allocation of a stacking area.
- | **h)** Materials/objects shall not be left unsecured in elevated areas; falling objects may cause serious injuries/fatalities.
- | **i)** Nails protruding through timber shall be bent over or removed so as not to cause injury.
- | **j)** All packaging material, including boxes, pallets, crates, etc., to be removed from the work area immediately.
- | **k)** Meal rooms shall be kept in a clean and tidy manner.
- | **l)** On completion of his/her work, the contractor is responsible for clearing his/her work area of all materials, scrap, temporary buildings, and building bases to the satisfaction of the client/agent.
- | **m)** In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, everyone has the responsibility to bring it to the attention of the Eskom project/site

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manager. The Eskom project/site manager has the right to instruct the contractor and his/her subcontractor 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 as a result of such a stoppage. Failure to comply will result in site cleaning by another cleaning contractor company at the cost of the contractor.

- ☞ The contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The contractor shall document the results of each inspection and shall maintain records for viewing.

## 14. SIGNAGE

The contractor(s) shall use all symbolic safety signage that conforms to the requirements of SANS and/or applicable legislative requirements.

The display of the following signs is mandatory:

- ☞ a) For contractors with site establishment: the contractor company sign must be posted at their site offices to reflect the name and contact details of the construction supervisor, health and safety manager/practitioner, first-aider, health and safety representative, and evacuation.
- ☞ b) "Radioactive material" symbolic signs at radioactive storage areas.
- ☞ c) The location of every first-aid box, fire extinguisher, and emergency exit is to be clearly indicated by means of a sign.
- ☞ d) At the entrance to premises where machinery is used: restricted access on "Authorised person only" signs on entry.
- ☞ e) When in use, an explosive-powered tool shall have a sign warning people of its use.

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The contractors shall provide the signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

## 15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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.

The contractor's employees at the construction site, including visitors, shall use the following SANS- or the relevant internationally recognised authority-approved risk-based PPE at all times, as a minimum:

- Head protection (hard hat)
- Steel-toe capped safety boots
- Eye protection. Wearing of impact safety spectacles with side shields. Prescription glasses must comply with the same standard, or cover impact safety spectacles must be worn over them.
- Long-sleeved and long pants protective clothing
- High-visibility vests
- Refer to General Safety Regulation 2 of the OHS Act.

However, if there are particular activities/areas/risk assessments that require a specific type of PPE, that specific PPE requirement must be adhered to (for example, for dusty environments – eye goggles; for welding – welding helmet; etc.).

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The contractor shall ensure that his/her employees understand why the personal protective equipment is necessary and that they use it correctly.

Strict non-compliance measures must be administered for any employee not complying with the use of PPE, and he/she shall be removed from the site.

The use of safety belts (work positioning belt with a work positioning lanyard) is strictly prohibited. Only Eskom-approved fall arrest/fall prevention equipment must be used when conducting work in elevated positions.

Welders, brazers, cutters, and aiders shall wear suitable eye protection, gloves, and apron spats, and screens shall be provided to protect onlookers and passers-by.

Suitable impact-resistant eye protection shall always be worn for grinding, chipping, and chasing, and screens shall be provided to protect onlookers and passers-by.

When working with hazardous chemical substances (for example, acids or caustic substances), suitable eye protection, gloves, and special overalls shall be worn.

Suitable eye protection shall be worn by all persons, including visitors, to any designated eye protection area.

Ear protection shall be worn in any designated noise zone.

Suitable respirators shall be provided where gas and/or dust could pose a hazard.

### **Notices and signs**

All equipment brought onto the construction site (including motorised equipment, for example, a bobcat) that requires PPE to be worn during operation must have the relevant PPE mandatory sign(s) attached.

Symbolic signs (to comply with SANS 1186) indicating the type and use of PPE will be placed at all entry points to the construction site.

### **Issue, replacement, and control of PPE**

The principal contractor must provide a detailed programme on the issuing, maintenance, and replacement of PPE for all his/her employees and subcontractors on site.

The principal contractor is required to keep an updated register of all PPE issued, including that of his/her employees and subcontractors.

### **Training**

All users of PPE shall be trained, assessed, and declared competent for the specific personal protective equipment.

Documented training records for all training shall be maintained.

## **16. HAZARDOUS MATERIALS/CHEMICALS MANAGEMENT**

The contractor(s) shall describe how hazardous substances, as defined in the Hazardous Chemical Substances Regulations (OHS Act), will be managed.

Prior to any hazardous chemical substances (HCS) being brought onto the site or produced on the site, the contractor shall supply the Eskom project manager with the following:

the requirements of the OHS Act – Regulations for Hazardous Chemical Substances

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The information is to be provided at least **two (2) working days** prior to the expected delivery on site.

The Eskom project manager shall approve the use of any hazardous substance after receiving the above information.

No HCS is to be brought onto the site until the Eskom project manager's approval has been received.

All HCS containers to be clearly labelled. Containers that are not marked will not be allowed. No HCS to be stored in food or drink containers.

Users of an HCS to wear/use the correct PPE as per the HCS material safety data sheet.

Users of an HCS to be adequately trained in the HCS that they are handling.

The contractors to have and maintain a register with all the HCS that they have on site.

### **Flammable and combustible liquids**

Proposals to store fuel on site must have written approval from the Eskom project manager. The volumes of fuel allowed to be stored will depend on site conditions and statutory regulations.

A maximum of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres is to be stored in a flammable/combustible liquid store.

Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed, and maintained.

Before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas, and appropriate warning signs shall be installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

All fuel storage areas must comply with the following requirements:

- 1) Storage should be well clear of buildings.
- 2) Storage areas must be kept free from all combustible materials.
- 3) All danger signs must be prominently displayed, that is:
  - 1) Flammable Liquid;
    - No Smoking;
    - No Naked Flames; and
    - Hazchem identification.
- 4) Adequate firefighting equipment must be available.

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- 5) Diesel tanks will be installed in a bunded area; the bunded area must be able to contain 110% of tank capacity.
- 6) The bunded area shall be of a concrete or steel construction.
- 7) The bunded area shall have a drain valve.
- 8) No other material/equipment shall be stored in the bunded area.
- 9) See Construction Regulation 23 of the OHS Act.

### **Explosives**

Explosives shall not be brought onto the site or be used without the express permission of the relevant Eskom project/site manager.

Explosives or detonators shall not be stored on the site.

Detonators and other explosives shall never be carried in the same box.

The provisions of all relevant Acts and Regulations shall be strictly observed.

### **Compressed gas cylinders**

(General Safety Regulation 9 and SANS 1548)

The following requirements apply to all gas cylinder storage:

- 1) Contractors shall establish storage areas as approved by the Eskom project manager. ← Formatted: Bullets and Numbering
- 2) Storage areas should be well clear of buildings.
- 3) The storage areas shall be fenced, shaded, stable, and solid surfaces.
- 4) For security and ventilation purposes, a wire mesh fence should surround the storage area. Keep the enclosure locked.
- 5) All danger signs must be prominently displayed at storage areas, for example:
  - No Smoking; and
  - No Naked Flames.
- 6) A protective covering must be provided. ← Formatted: Bullets and Numbering
- 7) Adequate ventilation must be provided.
- 8) Storage areas must be kept free from all combustible materials; no other materials must be stored in the cylinder enclosure.
- 9) Full cylinders must be kept apart from empty cylinders so that it will not be necessary to open valves to check whether cylinders are empty or full.
- 10) Cylinders must always be chained separately in an upright position, and special stands must be used for cylinders.
- 11) Cylinders must be stored in rows with an aisle in-between for easy removal in the event of fire.

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- 12) Mark empty cylinders clearly, and move to approved storage areas.
- 13) Adequate firefighting equipment must be available.
- 14) Cylinders for different gases must be stored separately.
- 15) Flammable and oxidising gases must not be stored together; greases and oils must never be allowed to come into contact with oxygen.
- 16) Only flame-proof electrical lighting should be used, if required.
- 17) Cylinders will only be allowed on site in an approved trolley, properly secured, and with a chain.
- 18) All gas cylinder torches to have flashback arrestors fitted on both sides.

## **17. MACHINERY, TOOLS, AND EQUIPMENT**

The aim of this section is to outline the process used by Eskom project management team to ensure that all equipment brought onto site by the principal contractor and his/her subcontractors is appropriate to the task being performed and in good condition.

- a) The contractor shall ensure that all machinery, tools, and equipment are identified and safe to be used and are maintained in a good condition.
- b) All machines driven by means of belts, gear wheels, chains, and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- c) The principal contractor shall ensure that all machinery, tools, and equipment are listed on an inventory list, which is handed to Security with a copy kept on site.
- d) All machinery, tools, and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments; registers of tools shall be kept in the safety file. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- e) All machinery, tools, and equipment must have the necessary approved test or calibration documentation, where applicable, prior to being brought onto the premises, and the records shall form part of the SHE plan.
- f) All fuel-driven equipment must be inspected by the Eskom SHE practitioners prior to mobilising it on site.
- g) All fuel-driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- h) The contractor shall supply, at his/her cost, all items of plant and equipment necessary to perform the work, unless otherwise indicated.
- i) The client/agent reserves the right to inspect items of plant or equipment brought to site by the contractor for use on this contract. Should the client/agent find that any item is inadequate, faulty, unsafe, or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the client/agent shall advise the principal contractor in writing, and the principal contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the principal contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the client's/agent's instructions.

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- j) The principal contractor/subcontractor will ensure that he/she has all the necessary registers to record all tools and equipment.
- k) All employees shall be competent when operating or using machines and tools.
  - Have a valid certificate.
  - Have proof of any form of task-related training.

## 18. MACHINE GUARDING

- 19 An assessment should be conducted in writing to ensure that all machines and tools are fitted with a guard, and the assessment should be kept in the safety file.
- 20 The machine or tool should be guarded to prevent limbs or loose clothing from getting under, into, above, or around the dangerous moving parts.
- 21 Every shaft, pulley, wheel gear, sprocket, coupling, clutch, friction drum, spindle end screw, key, bolt on a revolving shaft, driving belt, chain rope, or similar object shall be securely fenced or guarded.
- 22 Guards should form a permanent part of the machine or tool and be easy to remove, non-corrosive, rigged, and as far as reasonable heat-resistant.
- 23 Machine guards must be painted on the outside in the same colour as the machine or tool.
- 24 The inside of guards and moving or rotating parts must be painted orange.
- 25 All guards must be inspected by a competent person on a monthly basis as well as by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

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### Record keeping

A register should be used that indicates the name, the number of the machine or tool, and the number of guards.

The register should be kept in the safety file.

## 19. HAND TOOLS AND PNEUMATIC TOOLS

- a) All hand tools (hammers, chisels, spanners, etc.) must be recorded in a register and inspected by the supervisor on a monthly basis as well as by users prior to use.
- b) All pneumatic tools should be numbered, recorded, and inspected at least monthly as well as by users prior to use. The revolutions per minute must be measured in accordance with the manufacturer's specifications.
- c) Tools with sharp points in toolboxes must be protected with a cover.
- d) All files and similar tools must be fitted with handles.
- e) The principal contractor must have a policy on makeshift tools on site.
- f) It is illegal for a pneumatic tool to be operated by using a compressed gas cylinder. Pneumatic equipment shall only draw supply from mobile air compressors or from compressed air lines installed within the premises after gaining permission the client's/agent's representative.

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- g) When using the interlocking type of connection of an air line, connectors shall be secured with wire clips through holes provided to prevent accidental disconnection.
- h) Compressed air shall NOT be used for any purpose other than that for which it is provided. Compressed air should not be used to remove dust from clothing.
- i) Hoses to be orderly routed and elevated, if required, in order to prevent tripping hazards.

### **Record keeping**

- Checklist for hand tools
- Checklist for air tools, including records of the measurement of revolutions on grinders
- Gas cylinder trolley checklist
- Register

## **20. BOILERS, PRESSURISED SYSTEMS, AND VESSELS UNDER PRESSURE**

- a) o The principal contractor shall ensure that all vessels under pressure are inspected by an approved inspection authority, and he/she shall be in possession of the manufacturer's certificate. Formatted: Bullets and Numbering
- b) o All pressure vessels shall be provided with at least one safety valve, and such safety valve should be kept locked.
- c) o The vessel under pressure should be provided with a manufacturer's plate.
- d) o The vessel under pressure should be fitted with a pressure gauge in pascal and the maximum permissible operation pressure marked with a red line on the dial.

### **Record keeping**

- e) o Inspection registers for vessels under pressure Formatted: Bullets and Numbering
- f) o The certificate from the manufacturers
- g) o Registration certificate of an approved inspection authority

## **21. EXPLOSIVE-POWERED TOOLS**

Written permission to use these tools on site must be obtained by the Eskom project/site manager.

- a) i Only certified, competent, appointed personnel (CR Regulation 19 (1)) are allowed to operate explosive-powered tools on site. Formatted: Bullets and Numbering
- b) ii A valid permit must be obtained before commencement of work.
- c) ii Safety signs and barriers must be erected before explosive-powered tools are used.
- d) v Users should be issued with suitable protective equipment.
- e) v Cartridges and explosive-powered tools to be stored separately.
- f) vi Refer to the requirements of the Construction Regulation 19 of the OHS Act.

### **Record keeping**

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Register for the issue and return of cartridges.

## 22. LIFTING MACHINES AND LIFTING TACKLE

- | a)e) A risk assessment shall be conducted prior to commencing with the task to identify the risk involved, and appropriate mitigation measures must be put in place. Formatted: Bullets and Numbering
- | b)f) If it is the principal contractor's intention to use lifting machines on site, it should be indicated in the principal contractor's SHE plan as well as the inspection so that the Eskom project/site manager can conduct an inspection when equipment is brought onto site. If his/her intention is to use a subcontractor, he/she must enter the name of the subcontractor in the notification letter to the Department of Labour.
- | e)g) All lifting machine operators shall be competent to operate a lifting machine. They must be in possession of a valid permit.
- | e)h) Whenever use is made of an external contractor to do lifting work, the principal contractor must ensure that the operator is competent, and if the principal contractor is satisfied with the operator's competence after looking at his/her portfolio, he/she should issue a temporary permit to the operator.
- | e)i) The principal contractor should verify whether the lifting machines have been examined and a performance test done.
- | f)j) The training should have been done according to the code of practice by a provider registered with the Department of Labour.
- | g)k) Before using any lifting machines or tackle, the operator should inspect it/them.
- | h)l) All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months.
- | i)m) All lifting tackle should be examined by an accredited person/company at intervals not exceeding three months.
- | j)n) Refer to the requirements of the Driven Machinery Regulation 18 and Construction Regulation 17 and 20 of the OHS Act.
- | k)o) All lifting tackle should be recorded in a register.
- | l)p) All hooks shall be fitted with a safety latch/catch.
- | m)q) A management control system should be implemented to ensure that only an operator who is competent can draw lifting machines and forklifts.
- | n)r) All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load for which it is designed.
- | o)s) No person shall be moved or supported by means of a lifting machine, unless such a machine is fitted with a cradle approved by an inspector.
- | p)t) A risk assessment should be conducted prior to starting with the task.
- | q)u) Account should be taken of wind forces.
- | r)v) Lifting machines are erected taking into account a safe distance from excavations.

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s)w) When working in close proximity to power lines, the contractor must apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High-voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.

t)x) Account should be taken of the bearing capacity of the ground.

u)y) Principal contractors and their employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or excavator.

v)z) Contractors and their employees shall ensure that crane loads are not carried over the heads of any workmen.

w)aa) Guide ropes to be used to prevent loads from swinging.

### **Record keeping**

- Record books and test certificates of lifting machines and tackle should be kept in the safety file.
- A copy of the risk assessment should be kept in the safety file.
- A certificate of approval shall be obtained from the Department of Labour inspector.
- Register of all lifting machines and tackle on site (for inspection purposes).
- Training certificates and certificates of fitness for operators of the equipment.

## **23. WORKING AT HEIGHT**

Working at height is a high-risk activity, and as such, all precautions including, but not limited to Eskom and legislative requirements must be taken to prevent incidents while working at height. All users of height safety equipment for working at height shall be trained, assessed, and declared competent for the specific height safety equipment and associated structures.

a) A task-/job-specific fall protection plan shall be developed and approved by a competent person for any activity where there is a risk of a fall.

b) The fall protection plan shall include a task-/job-specific risk assessment and requirements relating to the following:

- Training programme for employees working from a fall risk position
- Appointments and authorisations
- The procedure addressing the inspection, testing, and maintenance of all fall protection equipment
- The processes for evaluation of the employees' medical fitness necessary to work in a fall risk position and the records thereof (medical surveillance programme)
- Equipment use and specification
- Fall prevention, fall arrest, and fall rescue
- Method statements or safe work procedures/task analysis/work instruction

c) The fall protection plan and its requirements shall be integrated into the health and safety plan.

d) Adherence to the fall protection plan is mandatory.

e)a) The fall protection plan shall be suitably amended in accordance with the risk assessment, equipment technology, standards, and legislation.

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- | f)b) When working at height, appropriate PPE as determined by the risk assessment and written safe work procedure/task analysis/work instruction shall be used at all times. Formatted: Bullets and Numbering
- | g)c) The type of personal protective equipment to be used must be appropriate to the activity and provide adequate hand, eye, face, foot, and head protection. Formatted: Bullets and Numbering
- | h)d) Work restraint methods must be used before placing workers in fall arrest situations. Formatted: Bullets and Numbering
- | i)e) "Working at height" shall be indicated on all job specifications of employees who are expected to work at height and shall be taken into account in all medical and psychological assessments/surveillances. Formatted: Bullets and Numbering
- | j)f) All fall arrest protection equipment shall comply with SANS Standards and other recognised international standards. Formatted: Bullets and Numbering
- | k)g) All height safety equipment purchased shall conform to relevant national standards, international standards, statutory requirements, and approved Eskom divisional-specific requirements. Formatted: Bullets and Numbering
- | l)h) All portable ladders used on the site shall be in compliance with the OHS Act and Regulations. Formatted: Bullets and Numbering
- | m)i) All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085.

## **24. EXCAVATIONS, TRENCHES, AND FLOOR OPENINGS**

- a) Digging, excavation, or driving a peg, pile, or spike into the ground by the contractor may not commence without written authorisation from the client's/agent's representative.
- b) Prior to commencing work on any excavation or trench, utility owners shall be contacted and advised of the proposed work and to determine the location of all underground installations, that is, sewer, telephone, water, fuel, electric, etc. Overhead hazards shall be assessed and dealt with prior to commencement of work.
- c) Adequate precautions shall be taken by the contractor to prevent slumping of excavations, as well as to prevent rocks and loose material falling onto workers.
- d) All excavations done by the contractor are to be clearly demarcated and barricaded to prevent accidental access.
- e) Only solid barricading will be used in areas where a fall hazard is present. Solid barricading and/or hole covers shall be provided around all holes or openings to prevent any person being injured as a result of a fall. Danger tape may only be used as a pre-warning to make the solid barricading more visible and to prevent persons from coming close to the danger area.
- f) Barricading must be placed as close as reasonably possible to the excavation.
- g) If an excavation or trench endangers the stability of buildings or walls, shoring, bracing, or underpinning will be provided. Excavations and trenches that are adjacent to backfilled excavations or trenches, or that are subject to vibrations from railroad traffic, road traffic, blasting in open-cast mining, or the operation of machinery (for example, shovels, cranes, trucks), must be secured by a support system, shield system, or other protective system (that is, sheetpile shoring, bracing).
- h) Where it is impracticable to provide fixed guard railing, effective removable barriers shall be provided at all unguarded openings in guard railings or floors, and these shall be maintained in position at all times until the hazard no longer applies.
- i) Warning signs and flashing warning lights at night shall be displayed in suitable positions to warn any persons approaching the area of the location and extent of any excavation.

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- j) No material to be within 3 m of the excavation edges.
- k) All excavations must be on register and inspected daily before work commences and after inclement weather by the contractor's appointed competent person, declared safe, and his/her findings noted in the said register. Client/agent to review the said register on a predetermined frequency not exceeding seven (7) days.
- l) While work is being performed in an excavation, there shall be a supervisor at all times.
- m) Every twelve meters, there shall be an escape ladder in all excavations.
- n) Requirements in Construction Regulation 11 of the OHS Act shall apply as well.
- o) No work shall commence in an excavation, unless the excavation has been declared safe by the competent person.

## 25. EXPLOSIVES

- ⌘) Requirements of the Explosives Regulations of the OHS Act shall be adhered to. Formatted: Bullets and Numbering
- ⌘) A copy of the written permission from the Chief Inspector of the Department of Labour shall be obtained before use of any explosive material – refer to the requirements in Explosives Regulation 13 of the OHS Act. Formatted: Bullets and Numbering
- ⌘) Requirements for the transporting and storage of explosives to be in accordance with Explosives Regulation 13.4 of the OSH Act and SANS 100228 "**Code of Practice for the Identification and Classification of Dangerous Substances and Goods**" (published by the South African Bureau of Standards). Formatted: Bullets and Numbering
- ⌘) Should blasting be necessary during the construction phase, the necessary authorisation must be secured from the relevant local municipality. Adjacent landowners must be notified prior to the blasting activities on site. Formatted: Bullets and Numbering
- ⌘) The construction operations may necessitate that ground and rock be blasted. Prior to a blast, a siren will have to be sounded. Warning flags will have to be displayed at the entrance to the area of the blast, and guards will be placed at strategic points. Formatted: Bullets and Numbering
- ⌘) Should the contractor be required to carry out blasting operations, he/she is to fully acquaint himself/herself with, and adhere to, the blasting procedures and legislation. Every blast must be cleared with the appropriate client's/agent's representative before charges are placed. Formatted: Bullets and Numbering
- ⌘) Only a licensed operator is allowed to blast. Formatted: Bullets and Numbering

## 26. BARRICADING (GUARDING OF EXCAVATIONS, TRENCHES, AND FLOOR OPENINGS)

In areas where the restriction or prevention of unauthorised persons/members of the public/passers-by is required, the barricading requirements shall be adhered to.

Requirements for barricading (if risk assessments require more stringent mitigation measures, then those stringent measures shall apply):

- The name and contact detail of the person and contractor company responsible for the barricading shall be posted on the actual barricading.
- All barricading shall be of the rigid type.

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- All openings and edges must be barricaded with solid barricading to withstand an impact of at least 100 kg.
- Only solid (scaffolding or standalone) barricading with orange "snow netting" will be allowed.
- Ballards (containers filled with liquid) can be used as solid barricading (exempted for use inside power plant units).
- Physical barriers to prevent persons falling into openings in floors, stairwells, staircases, open-sided buildings, and any structure in the course of erection where dangerous openings exist.
- Contractors must pre-plan the delivery of floor grating, stair treads, landings, and handrails to ensure safe access and protection for persons working on structures.

No danger tapes are allowed for barricading purposes.

The contractor's barricading standard must accompany the SHE plan.

## **27. PERMIT TO WORK**

Contractors must adhere to the approved Eskom permit-to-work system to control identified high-risk activities. There will be only **one permit-to-work system (Eskom)** on the construction site.

If the type of work requires that contractors must be trained, competence-assessed, and authorised in writing to perform the duties of an authorised or responsible person as contemplated in the applicable Eskom regulations, for example:

- Operating Regulations for High-voltage Systems;
- Plant Safety Regulations;
- hot work;
- radiation; and
- confined space work.

The client's/agent's representative is to provide more details on the permit-to-work system for the specific work to be conducted by the principal contractor.

## **28. RADIOGRAPHY, ULTRASONIC, OR NON-DESTRUCTIVE TESTING (NDT)**

The contractor carrying out radiography, ultrasonic, or other non-destructive testing (NDT) on the site must comply with the requirements of the relevant legislation, codes of practice, and any specific client/agent procedures. In particular, the contractor shall ensure the following:

- No radioactive sources may be brought onto site without prior written consent of the client/agent.
- Where a statutory appointment exists, he/she has appointed, in writing, a suitably qualified and experienced radiation protection officer to provide advice on the observance of the law and other relevant health and safety matters.
- Radiography areas are clearly identified by the erection of suitable barriers, sirens, warning notices, and/or flashing lights. Vehicles transporting radioactive material shall be clearly identified.
- Radiation operators must submit proof of certification.
- Sources must be stored according to legal requirements.

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- All contractors must be informed of X-ray activities.
- X-ray work may only commence with a valid permit to work.

Refer to requirements in:

- Eskom Standard: Radioactive Sources for Non-nuclear Stations
- SANS code of practice: 100228: "Code of Practice for the Identification and Classification of Dangerous Substances and Goods"

## **29. WORKING NEAR PUBLIC ROADS**

Necessary precautionary and preventive safety measures shall be taken where persons are required to work on or near roadways. Consideration shall be given to the wearing of high-visibility vests, and protection by red cones or flags during daylight and use of red or amber flashing lamps at night.

Work areas must be adequately barricaded so as to prevent unauthorised access.

Road traffic warning signs shall be placed well ahead of the work area.

## **30. WORK STOPPAGE**

Outline the conditions under which work will be stopped and the process to be followed to ensure that the worksite is rendered safe. The conditions that lead to work stoppages are based on:

- management of change – this is when there are changes to the work environment (for example, climatic changes) and construction work (for example, modifications to the design), in any phase of the construction project, and/or amendments with regard to Eskom rules and regulations and/or legislative amendments;
- unsafe acts/behaviours; and
- unsafe conditions.

The process to be followed is:

- the relevant activity must be stopped.

The Eskom site/project manager and/or principal contractor and his/her subcontractors shall immediately remove the workforce from the work area and correct the health and safety deficiencies by allowing only the people in the area who are competent to make the area safe.

The principal contractor and his/her subcontractors shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life-threatening/imminent danger situations exist, then the area shall be suitably barricaded and signposted with the wording "Unsafe Area – Authorised Access Only".

- The Eskom site/project manager shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the principal contractor.
- The principal contractor shall then revise the relevant sections in the SHE plan to accommodate the changes.
- The Eskom site/project manager must ensure that the revised provisions in the SHE plan are adequate and must approve them before the work activity is commenced.

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Before the workforce is allowed back in the area, the principal contractor and his/her subcontractors shall ensure that:

- the area is reinspected by the contractor 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 site/project manager.

Refer to the requirements of Construction Regulation 4(e) of the OHS Act.

### **31. HAZARD AND RISK MANAGEMENT**

The aim of this section is to do the following:

- a) Highlight the construction site SHE risks and hazards (reference must be made to the EIA, EMP, ROD, and the client’s/agent’s baseline hazard identification).
- b) Request the contractor and his/her subcontractors to identify hazardous and potentially hazardous work operations. The contractor needs to demonstrate that the site hazards and the contractor’s activity risks and the mitigating measure have been considered in his/her risk assessments.
- c) There must be method statements or written safe work procedures for all the contractor activities.
- d) Emerging risks and hazards must be managed during construction work.

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Activity-based risk assessments must be conducted by an appointed and competent person of the contractor.

Preliminary hazard identification shall be conducted by the contractor prior to work beginning on site.

#### **Site-specific health and safety hazards**

In complying with the requirements of Regulation 4(1)(b) of the Construction Regulations of the OHS Act, the Eskom site/project manager will outline the site-specific health and safety hazards pertaining to the environment and physical conditions that the contractor will be exposed to in performing his/her work on site.

This section shall be reviewed by the project manager, the client and/or agent, and the design team to make it project-/site-specific.

The Eskom project manager will make all reasonable efforts to ensure that the information provided is complete and correct. However, the contractor shall make his/her own assessment of the hazards and risks associated with the work under the contract.

The site- and project-specific hazards are listed below in this SHE specification in order to make potential contractors aware of the hazards.

It is, however, pointed out to the contractor that the list may not be totally comprehensive, and it is the duty of each contractor to ensure that all the hazards are identified, before and during the project, and the necessary activity-based risk assessments are carried out. These risk assessments shall form part of the SHE plan that will be passed on for scrutiny and approval by the client’s/agent’s representative.

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### **Hazardous and potentially hazardous work operations and emerging risks**

The contractor shall identify hazards and potentially hazardous work operations. For each work operation identified, the contractor shall supply a risk assessment, which shall:

- describe the operation to be performed in the sequence of the basic job steps;
- identify and rank the hazard or potential hazard;
- describe how the hazard will be managed; and
- identify the responsible person for each mitigation action.

There must be method statements and written safe work procedures for all activities.

During construction work, the contractor, his/her subcontractors, or the Eskom representative may identify emerging hazards and risks. For each such newly identified hazard or risk, the Eskom project manager shall review the baseline site hazard identification and the relevant section(s) of the SHE specification. The revised SHE specification and hazard identification shall be submitted to the contractor, who will review his/her own risk assessments and relevant sections of the SHE plan, as well as those of the subcontractors. The contractor will prepare and submit both documents to the Eskom project manager for approval.

The contractor and his/her subcontractors shall not proceed with the work/operation in hazardous areas until the client's/agent's representative has reviewed the risk assessment and has approved and signed the revised SHE plan and issued a valid permit to work and work as per Eskom's Plant Safety Regulations (GGS0992) and/or ORHVS Regulations (ESKPVAEY6).

The contractor shall, on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all employees involved in the task(s). The pre-task risk assessment will form the basis of the daily pre-job brief/toolbox talks prior to the start of work. Proof of communication as well as confirmation that it was received and understood by all will be noted on a standard form, which will be kept at the job site during the job execution. The completed signed pre-task risk assessment form will be filed in the contractor's safety file.

### **Risk assessment (additional guidelines)**

Activity-based risk assessments must be conducted and approved by the contractor's competent person before any activity begins on site and must be updated regularly to ensure their relevance to changing scope and/or circumstances.

The intent is zero tolerance of unsafe acts and conditions on the construction site through the assessment of risk of each operation executed by the contractor and the provision of the necessary means to eliminate or minimise the risk to ensure a healthy and safe working environment.

The process involves input from the site manager, supervisor(s), safety practitioner, and the specialist artisans for the job as well as the health and safety representative for the workplace concerned. Additional operation-specific risk assessments are required for certain tasks throughout the project.

Guidelines for actual steps involved in an operation-specific risk assessment are as follows:

- Each activity is listed.
- Specific hazards are identified and listed against each activity.
- The magnitude of each risk is rated as low, medium, or high.
- All known documentary and supervisory controls are listed, for instance, what safe work procedures exist for scaffolds and ladders.

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- The relevance, effectiveness, and sufficiency of these controls are assessed.
- In the event of deficient controls for the particular activity, actions to be taken will be recorded and safe working procedures drawn up.
- Persons responsible for implementing and supervising the task are to be identified, nominated, and duly assigned.
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
- The completed risk assessment must be handed to the Eskom site/project manager's representative for comment and scrutiny.

Names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment are to be recorded to obtain their confirmation of comprehension of their roles (signature or other markings). This instruction must be done through an interpreter if required and recorded on the pre-job brief (daily safe task instructions), with reference to applicable risk assessments.

### **32. SAFE WORK PROCEDURES AND PRACTICES**

The aim of this section is to provide an indication of the activities that require safe work procedures and practices.

There must be written safe work procedures for all activities. Risk assessments should refer to the safe work procedures. A safe working procedure should be written when:

- designing a new job or task;
- changing a job or task;
- introducing new equipment or substances; and
- reviewing a procedure when problems have been identified, for example, from near miss incidents or an accident/incident investigation.

The safe working procedure should identify:

- The level of supervision required for the task
- The training and qualifications required by the workers to perform the task
- the supervisor for the task or job and the employees who will undertake the task;
- the tasks that are to be undertaken that pose risks;
- the equipment and substances that are used in these tasks;
- the control measures that have been built into these tasks;
- the personal protective equipment to be worn; and
- actions to be undertaken to address safety issues that may arise while undertaking the task.

### **33. HIGH-RISK ACTIVITIES**

When the contractor and/or his/her subcontractors are working in an area where a high health and safety hazard exists, the contractor shall:

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- e) ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted;
- β) 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; and
- γ) 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.

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The contractor shall maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry.

The contractor shall provide any temporary protective shielding required for protecting nearby operations from the construction activities at his/her own cost.

High-risk activities shall include, but shall not be limited to the following:

- a) Dealing with existing structures
- b) Location of existing services
- c) Loading and offloading of trucks
- d) Aggregate/sand and other materials delivery
- e) Manual and mechanical handling
- f) Lifting and lowering operations
- g) Protection from overhead power lines
- h) Layering and bedding of trench floor
- i) Installation of pipes in trenches
- j) Backfilling of trenches
- k) Protection against flooding
- l) Working at Heights
- m) Working in close proximity to Power Lines

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### 34. SHE PLAN

The SHE plan must detail specific plans and programmes for implementing the health, safety, and environmental requirements of the contract. The SHE plan may be a collection of documents and manuals and should include, where applicable, the following as a minimum:

- SHE policies
- Applicable standards, legislation, and guidelines to be adopted
- Commitments to government approvals and project licences
- SHE objectives
- Allocation of responsibilities and authorities
- Details of the interface between the client/agent and the contractor
- Specific procedures, methods, and work instructions to be applied
- Risk assessments
- Safety awareness promotions
- Personal protective equipment provision and rules
- Rehabilitation procedures to encourage an early return to work
- Transport safety
- Occupational health and hygiene arrangements, including, but not limited to respiratory and hearing protection, alcohol and drug policies, health assessments, smoking, and first aid
- Monitoring of employee exposure to occupational stressors as identified in the risk assessments
- Safety meeting schedules
- Management of subcontractors – client/agent requires the same from subcontractors as it does from contractors
- Training and competence regarding SHE
- Incident reporting, investigation, and recording
- Audit, review, and management feedback
- Letter of good standing – Workmen's Commissioner

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- Legal appointments
- Medical examinations for all employees
- SHE personnel presence on site
- Crisis and emergency response arrangements
- Maintenance, inspection, and testing of construction vehicles, machinery, equipment, and substances
- Working hours – compliance with Labour Relations/Basic Conditions of Employment Act
  - The SHE plan shall be submitted to the client/agent for review and approval and, once accepted, shall not be amended without prior consultation and acceptance by the client/agent.

### **35. EMERGENCY PREPAREDNESS**

The contractor and his/her subcontractors shall develop a site-specific emergency response plan.

Using the Eskom site-specific emergency plan, the contractor, together with his/her subcontractors, will develop their own emergency response plan (as a guideline) for both site and offices and submit this plan to the Eskom project manager for approval. It may be decided that one site-specific emergency response plan be used for all contractors. He/she will ensure that his/her employees and his/her subcontractor employees are trained on this plan.

Periodic emergency drills will be undertaken by Eskom; however, the contractor must initiate his/her own emergency drills with permission from the Eskom project manager. This must be recorded and provided on request.

### **36. FIRE RISK MANAGEMENT**

Contractors must develop a fire safety procedure for the specific construction site prior to commencing work. The procedure must take into consideration the size of the site, the type of work being done (for example, cutting, welding, grinding, etc.), and the amount of combustible materials. It must 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 on the construction site need to be trained in fire safety and any duties they are required to perform. Pre-existing fire systems in buildings shall be maintained during construction whenever possible. Any changes must be approved by the client/agent.

#### **Fire safety plan**

The fire safety plan shall include the following:

- a) The designation and organisation of site personnel to carry out fire safety duties, including fire watch service, if applicable Formatted: Bullets and Numbering
- b) The emergency procedures to be used in the case of fire, including:
  - sounding the fire alarm;
  - notifying the Fire Department;
  - instructing site personnel;
  - firefighting procedures; and
  - integrating with existing emergency proceduresFormatted: Bullets and Numbering
- c) The control of fire hazards in and around the building
- d) Maintenance of firefighting facilities

#### **Fire alarm shutdowns**

Contractors must inform the client/agent in writing seven days prior to any part of a fire system being shut down.

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### **Alternate procedures**

When required by the client/agent, contractors will develop alternate procedures to follow during a fire alarm shutdown.

#### **Occupied buildings and/or portion**

In the event that fire systems are removed from service, a trained and qualified person will stand at the fire alarm panel and be in communication with the person(s) doing the work and be capable of reinitiating the system in the event that a fire alarm device is activated.

#### **Or**

Alternate warning device(s) will be used with procedures posted on all floors by elevators and entrances, stating that the fire alarm is out of service, the building/area affected, duration of shutdown, how to activate the alternate warning device(s), to call the Fire Department, and to call Security. Fire panels must be tagged as to what has been removed from service and the Fire Department and monitoring station notified. Fire watch personnel must be stationed in the building to patrol the affected area(s) and be in communication with each other.

In the event that smoke detectors and/or heat detectors or sprinkler systems are removed from service, the fire panel must be tagged as to what has been removed from service. Fire watch personnel must be stationed in the affected area(s) and check the fire panel once per hour when the affected area is not occupied.

#### **Unoccupied buildings**

In the event that fire systems are removed from service, alternate warning devices will be used with procedures posted at each entrance, stating "Authorised Personnel Only", how to activate the warning device(s), to call the Fire Department, and to call Security. Fire panels must be tagged as to what has been removed from service. Fire watch personnel will patrol the affected area(s) and check fire panel(s) once per hour.

In the event that smoke detectors and/or heat detectors or sprinkler systems are removed from service, the fire panel must be tagged as to what has been removed from service. Fire watch personnel will patrol the affected area(s) and check the fire panel(s) once per hour.

### **Cutting, welding, and hot work**

Prior to cutting or coring of concrete suspended slabs, cast in place or pre-cast walls, and slab on grade, the contractor must either X-ray the slab or, if X-ray is not feasible, provide other approved alternate methods for determining live electrical wiring concealed in the slab or walls. Signage shall be posted to ensure that no one enters the affected area during X-raying.

When welding or cutting work is performed, an adequate number of approved fire extinguishers shall be provided by the contractor. The contractor shall provide a thirty minute fire watch after the operations have ended to ensure that no fire starts.

### **Eskom fire safety guidelines**

#### **a) Fire alarms**

Fire systems must never be removed from service in an occupied building, unless a trained and qualified person is standing at the fire alarm panel who is capable of reinitiating the system and who is in communication with persons performing the work or alternate procedures are taken to ensure that all persons in the building can be informed promptly should a fire occur, and the Fire Department, including Eskom Security, is notified.

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#### **b) Fire watch**

Except where the building is provided with a fire alarm system or similar equipment acceptable to the Manager: Occupational Health and Safety, fire watch patrols with tours at intervals of not more than one hour apart shall be provided while the fire alarm system is not in operation.

#### **c) Construction sites**

a) Fire safety plan: prior to the commencement of construction or building alterations, a fire safety plan shall be prepared for the construction site.

b) Fire warning: a suitable means of alerting site personnel to a fire shall be provided and must be capable of being heard in all areas of the building.

c) Portable extinguishers: suitable extinguishers must be available at the construction site and, in cases of hot work, be readily available at the location.

d) Combustible liquid and flammable liquid storage: storage of combustible and flammable liquid at the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.

e) Fire watch: fire watch (with tours at intervals of not more than one hour apart) shall be provided when a portion of a building is occupied while construction operations are taking place, with provision for the fire watch to sound the alarm and notify the Fire Department and Eskom Security (except where the building and construction sites are provided with a fire alarm system or similar equipment acceptable to the Manager: Occupational Health and Safety).

f) Smoking restrictions: smoking is not permitted indoors, at entrances to buildings, or near air intake systems as per Eskom policy and legislation requirements.

#### **Fire protection system shutdown procedures**

In the event of any shutdown of fire protection equipment or parts thereof, the manager of maintenance and operations and the electrical foreman should be given seven days' notice via email with confirmation of schedule within two days of the original notice. Managers of security and occupational health and safety should be given three days' notice via email for fire watch requests. The building occupants should be given three days' notice via email (all notes) of any shutdown of fire protection equipment or parts thereof.

An attempt to minimise the impact of inoperative equipment must be made (that is, where portions of a fire alarm system, sprinklers, and standpipe system are taken out of service, the remaining portions will be maintained). Assistance and direction for specific situations should be sought from the manager of maintenance and operations and the electrical foreman and should be in accordance with the accepted Eskom fire safety guidelines and the fire safety plan for the building.

In the event of bells and pull stations being removed from service in an occupied building, facilities management staff (person in charge of the work) will be responsible to post procedures at affected pull stations, elevators, and entrances. Assistance and direction for specific situations should be sought from the manager of occupational health and safety and should be in accordance with the accepted Eskom fire safety guidelines and the fire safety plan for the building.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

- α) On request, electrical staff will verify in person the work to be done, contact the monitoring station if necessary, isolate the required fire protection system, place an information tag on the fire alarm panel, and inform the electrical foreman that the system has been isolated.
- β) The electrical foreman will notify the security supervisor to begin the fire watch.
- γ) Security staff or another reliable person will patrol the affected area(s) at least once per hour.

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On request, electrical staff will verify in person that work has been completed, contact the monitoring station if necessary, restore the fire protection system, remove the information tag, and inform the electrical foreman that the system has been restored.

The electrical foreman will notify the security supervisor to end the fire watch.

### **37. ENVIRONMENTAL MANAGEMENT**

The following environmental criteria need to be complied with by any contractor before performing work.

Reference to the project environmental management plan (EMP).

#### **Spillage of hazardous chemical substances**

A register of hazardous chemical substances and material safety data sheets should be kept on site.

#### **Herbicide usage**

A herbicide register for usage is to be compiled and maintained and a copy handed to the project leader/environmental advisor on completion of the project/contract. The application of herbicides has to be in accordance with the Fertilisers, 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. Only registered pest control operators may apply herbicides on a commercial basis. All staff applying herbicides must be trained in the application of herbicides.

#### **Fire hazard**

The contractor shall ensure that staff are educated in fire prevention and will be held responsible for avoiding the risk of fire. No area is to be denuded of vegetation to create firebreaks or to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

#### **Waste management**

General wastes generated shall be delivered to a centralised collection facility for disposal by the project. Hazardous wastes remain the responsibility of the contractor from the point of generation to the point of disposal (that is, the cradle-to-grave approach). All waste shall be segregated into the various waste stream fractions. These can be divided into two main waste-producing activities: general waste and construction waste. Waste segregation will cover both these main waste-producing activities. Waste shall be segregated into the following waste streams as a minimum:

- ☐ Compactable
- ☐ Un-compactable
- ☐ Building rubble
- ☐ Process waste
- ☐ Scrap metal
- ☐ Hazardous waste (Lamps etc.)

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The contractor shall source recycled products wherever practicable and shall inform the engineer of any recycled products being utilised on site.

The contractor shall develop a site waste management plan for the site under his/her control. This shall include identifying all waste streams, the sources of those waste streams, the quantities of waste generated (by volume and/or by mass), the potential for recycling within those waste streams, and the quantity of waste recycled or reused elsewhere. This proportion of waste recycled to waste generated will form part of the performance audit of contractors.

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The contractor shall develop and utilise waste manifest documentation for delivery to the centralised waste collection point. This documentation shall detail the type of waste being moved, the quantity of waste, the source of the waste, the date, the responsible person from the waste generator, and the signature of acceptance from the responsible person at the centralised waste collection point.

No waste shall be burned or buried on site.

### **Material requirement**

The use of any material or property belonging to a specific landowner will not be undertaken prior to arrangements with the applicable landowner. Written proof of such agreement has to be handed to the project leader/co-coordinator for record keeping.

### **Dust and noise**

The contractor 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 must be stipulated in the contract.

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

Dust suppression measures must be in place to reduce the dust caused by the movement of heavy vehicles.

### **Environmental incidents**

All environmental incidents such as pollution (air, water, land, noise, etc.), bird kills, animals killed, plants destroyed, public complaints, etc. must be reported to the project leader and/or environmental advisor within 24 hours of their occurrence.

All environmental incidents occurring on site must be recorded, detailing how each incident was dealt with. Proof thereof must be kept in an incident register.

The contractor will be held liable for any infringement of statutory requirements of the Environmental Conservation Act, No. 73 of 1989, or any other relevant legislation.

### **Water**

No construction is allowed within the 1:100 year floodlines. Should any pollution of the watercourse occur, the Department of Water Affairs and Forestry must be notified immediately.

Water usage on site has to be verified with the substations'/power stations' responsible person and the project leader/environmental advisor to ensure compliance with legislation. Borehole water must be verified for human consumption fitness. All incidents related to water contamination are to be reported within 24 hours.

Chemical toilets may not be in close proximity of the drainage lines/ways.

### **Signing off of the contract**

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No project should be signed off before the 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 is to be processed before work is accepted.

The contractor shall be conversant with, and in the course of carrying out the works, the contractor shall comply with, the provisions of all Acts, regulations, ordinances, by-laws, standards, codes, rules, and requirements of public, municipal, and other authorities.

The project team may at any time without notice to the contractor examine and investigate the contractor's compliance with all applicable legislation and the environmental management conditions.

At all times during the execution of the works, the contractor shall preserve and protect the natural environment in the general area of the site and the external areas that may be affected by his/her operations.

Environmental protection shall include, but not be limited to, the following issues:

- Noise pollution
- Gaseous emissions
- Noxious and/or offensive odours
- Liquid waste collection
- Solid waste separation and collection

In the event of any perceived conflict between the "environmental laws" and the contract documents, the contractor shall, prior to commencing the work, refer such conflict to the project management team for clarification.

Without limiting the contractor's responsibilities under the applicable legislation, the work shall be conducted in such a manner as to ensure the following:

- No substance that can harm or is likely to harm the environment is to be allowed to leak, spill, or escape from any container or storage area.
- No oil or other effluent is permitted to escape into the drainage system and/or local storm water system.
- No oil or other effluent is permitted to escape into the ground and cause soil contamination.
- All powdered pollutants generated during execution of the work are contained to prevent air pollution.
- No sediment generated is permitted to escape into the drainage system and/or local storm water system.
- No harmful solids or liquids are permitted to spill from containers while in transit on the premises.
- All oil-based waste material shall be kept segregated and placed in sealed 200 litre drums. This material shall be disposed of through a recognised oil recycling company.
- All water-based waste material shall be kept apart. Small amounts shall be collected and stored in 200 litre containers. Large amounts shall be pumped into a bulk tanker for disposal. Prior to disposal, all water-based material shall be sampled to allow analyses to be carried out.

## **38. AUDITING**

**Eskom reserves the right to conduct unannounced audits on contractors.**

### **Compliance and approval of contractor's SHE plan**

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The contractor's SHE plan will be audited against a compliance checklist so as to confirm compliance with the requirements in the Eskom SHE specifications. Once there is compliance, only then will the contractor's SHE plan be approved by the client/agent. The implementation of the SHE plan shall be assessed by conducting a systems and physical conditions evaluation.

### **Contractor SHE performance evaluation**

Eskom shall evaluate contractor SHE performance on an ongoing basis against the Eskom requirements.

### **Internal audits**

Contractors are required to conduct internal audits on both their employees and their subcontractors on the implementation of their SHE plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to the Eskom project/site manager on the last day of the audit. The report shall be submitted within one week after completion of the audit.

### **Third-party legal compliance verification audits**

If contractors 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 the Eskom project/site manager. The written report shall be submitted within one week after the completion of the audit.

### **SHE plan audits**

There will be monthly audits conducted by Eskom on the principal contractor(s) and/or subcontractors. These audits shall be attended by the contractor's site manager or his/her representative.

If there are any findings/non-compliances identified in these audits, work will be stopped for that specific principal contractor and subcontractor company. Refer to the section on "Work stoppage" in this SHE specification.

## **39. INCIDENT MANAGEMENT**

The contractor shall have an incident reporting system that is compatible with Eskom's requirements and all applicable legislation. Any incident or near miss involving the clients, contractors, or third-party's personnel, property, plant, or equipment shall be reported as soon as reasonably practicable, but not later than 24 hours, to the client's/agent's representative, irrespective of whether injury to personnel or damage to property or equipment resulted.

The contractor shall ensure compliance with Eskom incident management processes for reporting and investigation of incidents.

The contractor shall investigate the causes of all incidents and shall within two working days, provide the client/agent with the results of the investigation and recommendations on how to prevent a recurrence.

The client/agent shall have a right to designate a representative to participate in the investigation at the client's/agent's sole discretion.

The principal contractor shall keep on site/at the workplace a record of all accidents and incidents reported in the form of the OHS Act Annexure 1 investigation form as referenced in the OHS Act (Incident Investigation Report).

The principal contractor shall provide SHE-related statistics to the client at the end of each month.

Eskom reserves the right to conduct an independent investigation in any incident.

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## **40. MONTHLY/WEEKLY STATISTICAL REPORTS**

Contractors shall report all incidents to Eskom as per the Eskom Incident Management Procedure and shall include the following as a minimum:

- Incidents: lost time, medical, first aid, near misses reported
- Manpower numbers per principal contractor and subcontractor company
- Actual man-hours worked
- Status on incidents investigated and recommendations closed out
- Status on audits conducted and findings closed out

## **41. OMISSIONS FROM THIS SHE SPECIFICATION**

By drawing up this SHE specification, Eskom has endeavoured to address the most critical aspects relating to SHE issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Further risks identified by Eskom or its agents will be included in the contract works information and/or relayed at the clarification or negotiation meeting.

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

## **42. SHE FILE**

The contractor must have a SHE file in which records of this specification and the SHE plan are kept.

All information required in the specification and plan, for the duration of the principal contractor and subcontractor's contract, is to be recorded in the file.

The SHE file shall be maintained by the contractor(s) on the construction site.

The contractor shall also record in the SHE file:

- information about removal or dismantling of installed plant and equipment;
- hands-on information about equipment needing cleaning and maintenance, for future purposes;
- nature, location, and markings of services; and
- as-built drawings.

The file must be kept on site and must be available on request for audit and inspection purposes.

At the end of the contractor's contract, the SHE file shall be handed over to the client/agent.

## **43. HOURS OF WORK**

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

Contractors will notify their Eskom supervisor(s) of any work that needs to be performed after hours according to the agreed arrangements. (The notification needs to be submitted timeously.) Where applicable, the notification should include proof of application for extended overtime to the Department of Labour and/or the letter of approval from the Department of Labour.

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## **3 Supporting clauses**

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### **3.1 Scope**

This document provides the minimum requirements in the form of a guideline for the development of a SHE specification for construction work that is specific to the scope of work, site, and type of project.

#### **3.1.1 Purpose**

The purpose of this guideline:

- is to assist the client/agent in drawing up site-specific SHE specifications that will indicate to all potential contractors the SHE requirements on the project on which their planning for the management of SHE will be based and thus to produce their SHE plan; and
- ensure that all project personnel and site-based contracting companies are aware of, and comply with, the SHE rules and regulations for construction contracts.

#### **3.1.2 Applicability**

This document shall apply throughout Eskom Holdings Limited, its divisions, subsidiaries, and entities in which Eskom has a controlling interest. This guideline is applicable to Eskom employees and contractors affected by activities of, or on behalf of, Eskom.

### **3.2 Normative/informative references**

Parties using this document shall apply the most recent edition of the documents listed below.

#### **3.2.1 Normative**

32-94	Eskom SHE Policy
32-136	Eskom Construction Safety, Health, and Environmental Procedure
Act No. 28 of 1956	Labour Relations Act, 1956
Act No. 15 of 1973	Hazardous Substances Act, 1973
Act No. 6 of 1981	Marine Pollution (Control and Civil Liability) Act, 1981
Act No. 85 of 1993	Occupational Health and Safety Act, 1993
Act No. 130 of 1993	Compensation for Occupational Injuries and Diseases Act, 1993
Act No. 29 of 1996	Mine Health and Safety Act, 1996
Act No. 93 of 1996	National Road Traffic Act, 1996
Act No. 41 of 1987	Electricity Act, 1987
Act No. 75 of 1997	Basic Conditions of Employment Act, 1997
Act No. 36 of 1998	National Water Act, 1998

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Act No. 101 of 1998	National Veld and Forest Fire Act, 1998
Act No. 107 of 1998	National Environmental Management Act, 1998
Act No. 46 of 1999	Nuclear Energy Act, 1999
Act No. 2 of 2000	Promotion of Access to Information Act, 2000
Act No. 15 of 2003	Explosives Act, 2003

### 3.2.2 Informative

Eskom's Plant Safety Regulations      GGS0992

ORHVS Regulations                      ESKPVAEY6

### 3.3 Definitions

**Agent:** means any person or department that acts as a representative for the client and has formally been appointed as such by the client. The agent is a company/organisation/person that is external to Eskom. Eskom cannot be appointed as an agent.

**Client:** means the Eskom 16.2-appointed person directly involved and for whom construction work is performed on the basis of a contractual agreement formally entered into with either an agent or a principal contractor (external to Eskom).

Note: internal arrangements between Eskom departments, business units, and divisions must be managed by service-level agreements where the SHE requirements of all contracting parties are clearly defined.

**Contractor:** means an employer, as defined in section 1 of the OHS Act, who performs construction work for the client either directly or through an agent and includes principal contractors and the subcontractor.

**Employer:** means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her.

**Eskom requirements:** Eskom requirements flowing out of directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals.

**Fall arrest system:** a system used to *arrest* an employee in a fall from an elevated working level. It consists of an anchor point, connectors, and a body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these, BUT excludes body belts. The entire system must be capable of withstanding the tremendous impact forces involved in *stopping* or arresting the fall.

**Fall prevention equipment:** means equipment used to prevent persons from falling from an elevated position, including personal equipment, body harnesses, body belts, lanyards, lifelines or physical equipment, guardrails, screens, barricades, anchorages, or similar equipment.

**Fall protection plan:** means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken and setting out the procedures and methods to be applied in order to eliminate the risk.

**On site/site:** any workplace where the contractor or his/her employees perform contract-related work.

**Pre-job brief meetings:** a meeting that is held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The job, relevant procedures, associated hazards, and safety measures, that is, the task risk assessments, shall be discussed. Each employee who attends the briefing shall sign an attendance register. The toolbox topics will be based on SHE issues pertaining to the construction site. The topic contents shall be in writing.

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**Principal contractor (PC):** means an employer, as defined in section 1 of the Act, who performs construction work and is appointed by the client or the client's agent to be in overall control and management of a part of, or the whole of, a construction site.

*Note:* where construction work is performed within Eskom by an Eskom internal service provider or a subsidiary, that individual or department will be regarded as principal contractor for the purpose of this guideline.

**Project manager:** means the person who has the responsibility for the successful planning and execution of a project. The project manager must satisfy the certification requirements set by the South African Council for the Project and Construction Management Professions.

**Risk assessment:** means a programme to determine any hazard at a construction site and to identify the steps needed to remove, reduce, or control such hazard.

**Safety, health, and environmental (SHE) specification:** means a documented specification of significant residual SHE requirements for a construction site, which a competent and resourced principal contractor or subcontractor would not have been aware of. This is to ensure the health and safety of persons, both workers and the public, and duty of care for the environment. The client/agent compiles the SHE specification, which shall be specific to each construction project.

**Safety, health, and environmental file:** means a permanent record, containing the information on the SHE management system during construction and all information relating to the post-construction phase after the handover to client, so that the client can maintain the works in a healthy and safe way.

**Safety, health, and environmental plan:** means a written plan that addresses hazards identified during a risk assessment as well as the identified impacts in the SHE specification. This would include safe work procedures to mitigate, reduce, or control the hazards identified. It is specific to each construction project undertaken, is compiled by a principal contractor or subcontractor, and must be approved by the client or agent. Both the principal contractor and the client (or agent where applicable) shall be signatories to the SHE plan once acceptable.

**Subcontractor:** means a contractor who is employed by a principal contractor and has no direct formal agreement of employment with the client/agent.

### **3.4 Abbreviations**

**AIA:** approved inspection authority

**CE:** Chief Executive

**COID Act:** Compensation for Occupational Injuries and Diseases Act

**CR:** Construction Regulations

**DMR:** Driven Machinery Regulations

**EAP:** employee assistance programme

**EDC:** Eskom Documentation Centre

**EMR:** Electrical Machinery Regulations

**EMP:** environmental management plan

**EIA:** environmental impact assessment

**GAR:** General Administrative Regulations

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**GMR: General Machinery Regulations**

**GSR: General Safety Regulations**

**HCS: hazardous chemical substances**

**ICAS: International Counselling and Advisory Services**

**MD: Managing Director**

**MSDS: material safety data sheet**

**PPE: personal protective equipment**

**ROD: record of decision**

**SHE: safety, health, and environment**

**OHS Act: Occupational Health and Safety Act**

**ORHVS: Operating Regulations for High-voltage Systems**

**SANS: South African National Standards**

**VUP: vessels under pressure**

### **3.5 Roles and responsibilities**

The employer must ensure that the relevant information in this guideline is communicated to all Eskom supervisors and employees and any other person involved in Eskom's activities to which this guideline applies. Where applicable, each division will be responsible for the development of its own supporting documents in order to comply with this guideline.

### **3.6 Process for monitoring**

The client (Eskom 16.2-appointed person) or his/her delegated person will monitor compliance with this guideline.

## **4 Authorisation**

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
PJ Maroga	Chief Executive
I du Plessis	Acting Finance Director
BA Dames	Chief Officer (Generation and Generation Primary Energy Divisions)
MM Ntsokolo	Managing Director (Transmission Division)
A Noah	Managing Director (Distribution Division)
JA Dladla	Managing Director (Office of the Chief Executive )
E Johnson	Chief Officer (Network and Customer Services)
Dr SJ Lennon	Managing Director (Corporate Services Division)
E Pule	Acting Managing Director (Human Resources Division)
B Conradie	(Acting) Managing Director (Enterprises Division)
M Koko	(Acting) Managing Director (Engineering)
K Lakmeeharan	(Acting) Managing Director for System Operator
P Dukashe	(Acting) Managing Director (Nuclear)
T Govender	Managing Director (Generation Division)
V Nemukula	Acting Managing Director (Primary Energy Division)

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## 5 Revisions

Date	Rev.	Remarks
April 2009	0	A guideline with reference number 32-418 was developed in alignment with the Eskom documentation requirements.

## 6 Development team

This guideline was developed with input from the following members:

- K Pillay (Corporate Services Division)
- S Govender (Distribution Division)
- K Mansingh (Enterprises Division)
- B de Klerk (Transmission Division)
- A Botha (Enterprises Division))
- N Makhoali (Generation Division)
- SN Middel (Corporate Services Division)
- M Bhagwanth (Transmission Division)
- D de Bruin (Properties)
- R Nkuna (Corporate Services Division)
- M Maynard (Distribution Division)
- G Wilson (Generation Division)

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## **Annexure 1: Framework/Template for Developing a Construction Safety, Health, and Environmental Specification**

### **1 Introduction**

When carrying out construction work, this framework can be used as the minimum requirements to ensure the safety and health of all persons as well as the duty of care to the environment.

The safety, health, and environmental (SHE) specification shall be prepared by the client/agent for inclusion in all tender and contract documentation for construction work. This will guide the client/agent in evaluating the contractor's competence and resources based on the tender submission in order to do the work safely as well as to ensure that the costs related to the compliance with SHE, as well as the specifications, are taken into consideration at tender stage.

The SHE specifications must include all relevant SHE information about the specific construction work to be performed and all the applicable and relevant information contained in the Eskom documents pertaining to the project and scope of work. (Extracts or the entire Eskom document must be included in the SHE specification.)

This specification is governed by the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) as well as all other legislation applicable to construction work.

Environmental management shall be taken into consideration when drafting the SHE specifications.

### **2 Document content**

#### **1. INTRODUCTION**

##### **1.1 Project and scope of work details**

Description of project and specific scope of work details.

##### **1.2 Project accountabilities and responsibilities**

Client/agent and contractor accountabilities and responsibilities shall be clearly defined.

#### **2. LEGAL AGREEMENT**

In terms of section 37(2) of the OHS Act, it shall be required of every contractor to sign an agreement with Eskom.

#### **3. CLIENT AND CONTRACTOR ORGANISATIONAL STRUCTURES**

Provide the contractor's organisational SHE structure (organogram).

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## **4. APPOINTMENTS**

Ensure that the all site-related appointments are in place and that they are specific and indicate for which areas within the OHS Act individuals are responsible.

## **5. COMPETENCE AND TRAINING**

5.1 The contractor shall ensure that all his/her employees and his/her subcontractor employees undergo induction training.

5.2 The contractor shall ensure that all his/her staff are adequately trained to perform the tasks allocated to them and that there is the requisite amount of supervision at all times to maintain safe work practices and standards, particularly where semi-skilled personnel are involved.

5.3 The contractor shall identify all training needs and incorporate the Eskom and plant-specific training into the SHE plan.

5.4 Visitors to the site shall undergo and comply with site-specific safety induction prior to being allowed access to the site.

## **6. SUBCONTRACTOR MANAGEMENT**

### **6.1 Contractor accountabilities for their subcontractors**

When subcontractors are appointed, the contractor shall inform the client/agent and obtain his/her approval.

When contractors appoint subcontractors, the contractors would then have the same role and responsibility in relation to the subcontractors as the client/agent has in relation to the principal contractor.

The principal contractor must indicate who his/her subcontractors are and provide evidence that the subcontractor(s) has/have the necessary competence and resources to carry out the work safely and to ensure that the duty of care to the environment will be discharged.

### **6.2 Subcontractor SHE plan**

The subcontractor shall prepare a SHE plan based on the SHE specifications that shall be provided by the principal contractor.

## **7. FORUMS FOR SHE COMMUNICATION**

The principal contractor(s) and their subcontractor(s) will have to provide a communication strategy outlining how they intend to communicate SHE issues to their staff, the media they will employ, and how they will measure the effectiveness of their SHE communication.

## **8. LEGAL COMPLIANCE**

8.1 It is the duty of the contractor to ensure that it is familiar with the requisite SHE legislation.

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#### 8.2 Eskom Cardinal Rules

Cardinal Rules are non-negotiable health and safety rules that must not be broken under any circumstances.

#### 8.3 Legal register

The contractor shall compile a legal register listing all applicable legislation that may have an impact on the scope of work.

#### 8.4 Non-conformances

The client/agent is entitled to stop work and issue non-conformance reports whenever health, safety, or environmental violations are observed for both contractors and/or their subcontractors.

## **9. CONTRACTOR'S SITE FACILITIES**

**9.1 The contractor must outline how the site facilities should be managed. This should include, but not be limited to the following:**

- Temporary facility layout plan
- Dining room facilities
- Change rooms
- Ablution facilities
- Site sheds, offices, and amenities
- Laydown and storage
- Site access
- Temporary site services
- First-aid facilities
- Adjacent land uses/surrounding property exposures
- Boundary and access control/public liability exposures (remember: the employer is also responsible for the OH&S of non-employees affected by their work activities)
- Health risks arising from neighbouring as well as own activities and from the environment, for example, threats by dogs, bees, snakes, lightning, allergies, etc.

### **9.2 Project and site rules**

Define the rules that are over and above the internal regulations and procedures of Eskom and relevant legislation that will ensure zero harm to persons and the environment. These rules shall be specific to the project and site.

## **10. ACCESS CONTROL TO THE CONSTRUCTION SITE**

The contractor, in collaboration with the client/agent, shall ensure that proper site access control is in place and functional at all times.

## **11. CONSTRUCTION VEHICLES AND MOBILE PLANT**

All motor vehicles operated by contractors shall comply with the Road Traffic Ordinance as well as Eskom requirements.

## **12. OCCUPATIONAL HEALTH, REHABILITATION, AND HYGIENE**

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Stipulate the project requirements with regard to occupational health and hygiene practices expected from the contractors and their subcontractors.

### **13. HOUSEKEEPING**

Contractors shall maintain a high standard of housekeeping within the site.

### **14. SIGNAGE**

The contractor(s) shall use all symbolic safety signage that conforms to the requirements of SANS and/or applicable legislative requirements.

### **15. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The contractor must provide a detailed programme on the issuing, training, maintenance, and replacement of PPE.

### **16. HAZARDOUS MATERIALS/CHEMICALS MANAGEMENT**

The contractor(s) shall describe how hazardous substances, as defined in the Hazardous Chemical Substances Regulations (OHS Act), will be managed.

### **17. MACHINERY, TOOLS, AND EQUIPMENT**

Contractors must ensure that all equipment brought on site is in good condition and appropriate to the task being performed.

### **18. MACHINE GUARDING**

Contractors shall ensure that all machinery used is suitable for the purpose for which it is used and that it is installed, operated, and maintained in such a manner as to prevent the exposure of persons to hazardous or potentially hazardous conditions or circumstances.

### **19. HAND TOOLS AND PNEUMATIC TOOLS**

Contractors shall ensure that all hand and pneumatic tools are suitable for the purpose for which they are used and be recorded on a register and inspected by the supervisor on a monthly basis as well as by users prior to use.

### **20. BOILERS, PRESSURISED SYSTEMS, AND VESSELS UNDER PRESSURE**

Contractors shall ensure that all vessels under pressure are inspected by an approved inspection authority and shall be in possession of the manufacturer's certificate.

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## **21. EXPLOSIVE-POWERED TOOLS**

Contractors shall ensure that explosives shall not be brought onto the project site or be used without the written permission of the employer. Use of explosives shall only be permitted with an approved licence.

## **22. LIFTING MACHINES AND LIFTING TACKLE**

Contractors shall conduct a risk assessment prior to commencing with the task to identify the risk involved and appropriate mitigation measures.

## **23. WORKING AT HEIGHT**

All precautions including, but not limited to, Eskom and legislative requirements must be taken to prevent incidents while working at height.

Persons may only work from a fall risk position if:

- ☐ **a.** a working-at-heights risk assessment has been completed for the work to be conducted;
- ☐ **b.** a safe work procedure/task analysis and work instruction, approved by a competent person, are in place;
- ☐ **c.** a fall rescue plan, along with necessary equipment and trained rescuers, is in place;
- ☐ **d.** appropriate training, as determined by the risk assessment, has been provided; and
- ☐ **e.** appropriate height safety equipment and personal protective equipment have been issued to the individual.

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Where work in an elevated position is necessary, preference shall be given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms.

## **24. EXCAVATIONS, TRENCHES, AND FLOOR OPENINGS**

Requirements in Construction Regulation 11 of the OHS Act shall apply.

All excavations must be on register and inspected daily before work commences and after inclement weather by the contractor's appointed competent person, declared safe, and his/her findings noted in the said register. The client/agent shall review the said register on a predetermined frequency not exceeding seven (7) days.

Any ground operations, which may include digging, excavation, or driving a peg, pile, or spike into the ground by the contractor and his/her subcontractors, may not commence without written authorisation from the engineer.

## **25. EXPLOSIVES**

Requirements of the Explosives Regulation of the OHS Act shall be adhered to. A specific method statement shall be provided for each blasting operation and as required by the contract.

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## **26. BARRICADING (GUARDING OF EXCAVATIONS, TRENCHES, AND FLOOR OPENINGS)**

In areas where the restriction or prevention of unauthorised persons/members of the public is required, stringent barricading requirements shall be adhered to, and mitigation measures shall apply.

## **27. PERMIT TO WORK**

Contractors must adhere to the approved Eskom permit-to-work system to control identified high-risk activities, for example, hot work and confined space.

## **28. RADIOGRAPHY, ULTRASONIC, OR NON-DESTRUCTIVE TESTING (NDT)**

Contractors carrying out radiography, ultrasonic, or other non-destructive testing (NDT) on the site shall comply with the requirements of the relevant legislation, codes of practice, and any specific client/agent procedures.

## **29. WORKING NEAR PUBLIC ROADS**

Necessary precautionary and preventive safety measures shall be taken where persons are required to work on or near roadways.

## **30. WORK STOPPAGE**

Where work will be stopped, appropriate processes shall be followed to ensure that the work site is rendered safe.

## **31. HAZARD AND RISK MANAGEMENT**

The employer/project manager of the project shall ensure that the project team conducts a baseline site and project-specific risk assessment in relation to all relevant site hazards and should address existing and potentially significant residual hazards that a competent and resourced contractor would not have been expected to know. This risk assessment should be included in the project-specific SHE specification, which is specific to the project and scope of work. The 16.2-appointed person closest to the construction work who acts as the representative of the client has to ensure that the above is in place prior to contract award.

The contractor shall demonstrate that the site hazards and the subcontractor's activity risks and the mitigating measures have been considered in his/her risk assessments.

## **32. SAFE WORK PROCEDURES AND PRACTICES**

There must be written safe work procedures for all activities. Risk assessments should refer to the safe work procedures.

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### 33. HIGH-RISK ACTIVITIES

When the principal contractor and/or his/her subcontractors are working in an area where a high health and safety hazard exists, the principal contractor shall take additional precautions.

### 34. SHE PLAN

All contractors shall develop a suitable and sufficient SHE plan for their contract delivery.

Contractors have the responsibility through their safety, health, and environment plan (SHE) to provide specific information that should comprise the following:

- f. A safe system of work for the overall work package
- g. Method statements covering how individual work elements will be completed
- h. Risk assessments for each work element

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### 35. EMERGENCY PREPAREDNESS

The contractor(s) shall develop a site-specific emergency preparedness plan to take into consideration an adequate level of preparedness, response, and recovery to prevent or minimise the impact of an emergency situation pertaining to human life and property.

The emergency preparedness plan must address all the geographic locations where project work scope is undertaken and where project personnel are sent.

### 36. FIRE RISK MANAGEMENT

Contractors shall develop fire safety and evacuation procedures for areas of the project construction site for which they are responsible prior to commencing work. The procedure must take into consideration the size of the site and types of work being done

### 37. ENVIRONMENTAL MANAGEMENT

Contractors shall ensure duty of care towards the environment by:

- 1. ensuring compliance with all environmental legislation (zero legal contraventions);
- 2. ensuring compliance with all Eskom environmental policies, procedures, guidelines, etc.;
- 3. ensuring landowner satisfaction through timeous consultation with landowners; and
- 4. demonstrating environmental competence of staff through appropriate training where their activities could impact on the environment.

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A waste management plan shall be established in order to provide guidelines for the proper storage, handling, and disposal of waste generated by the project during the course of construction.

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## **38. AUDITING**

The contractor's SHE plan shall be audited in order to ensure compliance with the requirements in the Eskom SHE specifications.

Define the basis under which SHE auditing is to be conducted on the project.

Specify the timing, participation in, and scope of the audits.

Detail the means by which improvement actions are tracked, followed up, closed out, and communicated to appropriate staff.

**Eskom reserves the right to conduct unannounced audits on contractors.**

## **39. INCIDENT MANAGEMENT**

The contractor shall have an incident reporting system that is compatible with Eskom's requirements and all applicable legislation. Any incident, near miss involving the clients, contractors, or a third party's personnel, property, plant, or equipment shall be reported as soon as reasonably practicable, but not later than 24 hours, to the client's/agent's representative, irrespective of whether injury to personnel or damage to property or equipment resulted. The contractor shall investigate the causes of all incidents and shall within two working days, provide the client/agent with the results of the investigation and recommendations on how to prevent a recurrence. The client/agent shall have a right to designate a representative to participate in the investigation at the client's/agent's sole discretion.

## **40. MONTHLY/WEEKLY STATISTICAL REPORTS**

Contractors shall report all incidents to Eskom as per the Eskom Incident Management Procedure (32-95).

## **41. OMISSIONS FROM THIS SHE SPECIFICATION**

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

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

## **42. SHE FILE**

The contractor must have a SHE file in which records of this specification and the SHE plan are kept.

All information required in the specification and plan, for the duration of the contract of the principal contractor and subcontractors, is to be recorded in the file.

The SHE file shall be maintained by the contractor(s) at the construction site.

## **43. HOURS OF WORK**

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All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. The client/agent is to be notified of any exemptions granted in terms of section 50 of the Basic Conditions of Employment Act.

## **Annexure 2 – 37(2) AGREEMENT**

WRITTEN AGREEMENT ON

OCCUPATIONAL HEALTH AND SAFETY

In accordance with the provisions of section 37(2)  
of the Occupational Health and Safety Act 85 of 1993

AS ENTERED INTO AND BETWEEN

..... (Eskom Division/ Business Unit)  
(hereinafter referred to as “the Client”)

AND

.....  
(hereinafter referred to as “the Contractor”)

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### 1. Contractor details

Company name:

Compensation Fund number:

Address:

Tel/fax numbers:

Contact details:

- |                                   |        |
|-----------------------------------|--------|
| 1. CEO: tel. no.:                 | Email: |
| 2. SHE Manager/Officer: tel. no.: | Email: |
| 3. Site Manager: tel. no.:        | Email: |

### 2. Reporting

2.1 The Contractor and/or his designated person appointed in terms of section 16(2) of the Occupational Health and Safety Act, 85 of 1993 ("the OHS Act"), shall ensure that all access requirements of the Client of the Contractor are being complied with prior to access.

2.2 The Contractor shall ensure that the following are in place before commencing with any work or activities on the Client's/ Principal Contractor's premises:

- a. This agreement is signed by both parties.
- b. The Contractor's health and safety plan is handed to, and approved by, the Principal Contractor.
- c. All personnel have attended all relevant SHE induction/orientation.
- d. A risk assessment was done on the work to be done and a copy handed to the Principal Contractor SHE Representative/Project Manager.
- e. A permit to work is obtained for all work that requires a permit.
- f. Access requirements with regard to vehicles, personnel, machinery, articles, substances, etc. are complied with.
- g. All the required legal appointments are made, and copies are included in the Contractor's health and safety plan.

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### 3. Warranty of compliance

3.1 In terms of this agreement, the Contractor warrants that he agrees to the arrangements and procedures as prescribed by the Principal Contractor and as provided for in terms of section 37(2) of the Occupational Health and Safety Act 85 of 1993, as amended, and regulations ("the OHS Act") for the purposes of compliance with the OHS Act.

3.2 The Contractor acknowledges that this agreement constitutes an agreement in terms of section 37(2) of the OHS Act, whereby all responsibility for health and safety matters relating to the work the Contractor, his employees, and/or subcontractors are to perform on the premises shall be the obligation of the Contractor.

3.3 The Contractor further warrants that he and/or his employees undertake to maintain such compliance with the OHS Act. Without derogating from the generality of the above or from the provisions of the said agreement, the Contractor shall ensure that the clauses as described hereunder are at all times adhered to by himself and his employees.

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3.4 The Contractor hereby undertakes to ensure that the health and safety of any other person on the premises are not endangered by the conduct and/or activities of all his employees while they are on the premises of the Client of the Principal Contractor.

#### **4. Contractor an employer**

The Contractor shall be deemed to be an employer in his own right while on the Client premises of the Principal Contractor. In terms of section 16(1) of the OHS Act, the Contractor shall accordingly ensure that the requirements of the OHS Act are complied with by himself and/or his nominated Chief Executive Officer.

#### **5. Appointments and training**

5.1 The Contractor shall appoint competent persons as per section 16(2) of the OHS Act. Any such appointed persons shall be trained on any occupational and safety matter and the OHS Act provisions pertinent to the work that is to be performed under their responsibility. Copies of any appointments made by the Contractor shall be included in the health and safety plan and be provided to the Principal Contractor.

5.2 The Contractor shall further ensure that all his employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out on the Client's premises. Without derogating from the foregoing, the Contractor shall, in particular, ensure that all his users or operators of any materials, machinery, or equipment are properly trained and declared competent in the use of such materials, machinery, or equipment.

5.3 Notwithstanding the provisions of the above, the Contractor shall ensure that he, his appointed responsible persons, and employees are, at all times, familiar with the provisions of the OHS Act, as amended, and the regulations made under it, and that they comply with the provisions.

#### **6. Supervision, discipline, and reporting**

6.1 The Contractor shall ensure that all work is performed under strict supervision and that no unsafe or unhealthy work practices are permitted. Discipline regarding health and safety matters shall be strictly enforced against any of his employees regarding non-compliance by such employees with any health and safety matters.

6.2 The Contractor shall further ensure that his employees report to him all unsafe or unhealthy work situations immediately after they become aware of the same and that he, in turn, immediately reports these to the Principal Contractor and/or his representative.

6.3 Contractors shall exercise strict supervision over industrial relations, ensure a sound industrial relations climate, and ensure compliance with all relevant labour legislation. The control and management of misconduct and unacceptable behaviour shall include:

- ~~a-~~ the use of abusive, derogatory, and offensive language;
- ~~b-~~ racially-abusive language;
- ~~c-~~ assault or threat of assault; and
- ~~d-~~ sexual harassment.

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## **7. Access to applicable legislation**

The Contractor shall ensure that he has an updated copy of all applicable legislation and that this is accessible to his appointed responsible persons and employees.

## **8. Cooperation**

8.1 The Contractor and/or his responsible persons and employees shall provide full cooperation and information if and when the Principal Contractor or his representative inquires into occupational health and safety issues concerning the Contractor. It is hereby recorded that the Principal Contractor and his representative shall, at all times, be entitled to make such inquiry.

8.2 Without derogating from the generality of the above, the Contractor and his responsible persons shall make available to the Principal Contractor and his representative, on request, all and any checklists and inspection registers required to be kept by him in respect of any of his materials, machinery, and equipment.

## **9. Work procedures**

9.1 The Contractor shall be entitled to utilise the procedures, guidelines, and other documentation as used by the Principal Contractor for the purposes of ensuring a healthy and safe working environment. The Contractor shall then ensure that his responsible persons and employees are familiar with and utilise the documents.

9.2 The Contractor shall implement and enforce safe work practices as required from him as an employer, and he shall ensure that his employees and subcontractors are made conversant with the contents of these practices and that they adhere to such procedures.

9.3 The Contractor shall ensure that work for which a permit is required is not performed by his employees or subcontractors prior to the obtaining of such a permit and that any changes to work methods described in the permit are approved by the permit issuer before changes are made.

## **10. Health and safety meetings**

10.1 If required in terms of the OHS Act, the Contractor shall establish his own health and safety committee(s) and ensure that his employees, being the committee members, hold health and safety meetings as often as may be required by the Act.

10.2 The Contractor is also required to attend monthly SHE meetings held by the Principal Contractor and to be represented by his SHE Official and Site Manager.

## **11. Compensation registration**

The Contractor shall ensure that he has a valid registration with the Compensation Commissioner as required in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993 and that all payments owing to the Commissioner are discharged. The Contractor shall further ensure that the cover shall remain in force while any such employee is present on the premises.

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## **12. Medical examinations**

The Contractor shall ensure that all his employees undergo routine medical examinations and that they are medically fit for the purpose of the work they are to perform.

## **13. Incident reporting and investigation**

13.1 All incidents referred to in section 24 of the OHS Act shall be reported by the Contractor to the Department of Labour. All incidents shall also immediately be reported to the Principal Contractor's SHE Manager. The Principal Contractor shall further be provided with copies of any written documentation relating to any incident.

13.2 The Principal Contractor retains an interest in the notification of any incident as described above, as well as in any formal investigation and/or inquiry conducted in terms of section 32 of the OHS Act into such incident.

## **14. Subcontractors**

14.1 The Contractor shall notify the Principal Contractor of any Subcontractor he may wish to perform work on the Client's premises. It is hereby recorded that all the terms and provisions contained in this clause shall be equally binding on the Subcontractor prior to the Subcontractor commencing with the work. Without derogating from the generality of this paragraph:

- a. the Contractor shall ensure that training as discussed in point 5 above is provided prior to the Subcontractor commencing work on the Client's premises;
- b. the Contractor shall ensure that work performed by the Subcontractor is done under strict supervision and discipline as described in point 6 above;
- c. the Contractor shall inform the Principal Contractor of any health and safety hazard and/or issue that the Subcontractor may have brought to his attention; and
- d. the Contractor shall inform the Principal Contractor of any difficulty encountered with regard to compliance by the Subcontractor with any health and safety instruction, procedure, and/or legal provision applicable to the work the Subcontractor performs on the Client's premises.

## **15. Security and access**

15.1 The Contractor and his employees shall only access and exit the premises through the checkpoint(s) designated by the Client. The Contractor shall ensure that his employees observe the security rules of the Client at all times and shall not permit any person who is not directly associated with the work to enter the premises.

15.2 The Contractor and his employees shall not enter any area of the premises that is not directly associated with the work.

15.3 The Contractor shall ensure that all materials, machinery, or equipment brought by him onto the premises are registered at the checkpoint(s). Failure to do this may result in a refusal by the Client to allow the materials, machinery, or equipment to be removed from the premises.

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## **16. Fire precautions and facilities**

16.1 The Contractor shall ensure that an adequate supply of fire protection and first-aid facilities is provided for the work to be performed on the Client's premises, save that the parties may mutually make arrangements for the provision of such facilities.

16.2 The Contractor shall further ensure that all his employees are familiar with fire precautions at the premises, which include fire alarm signals and emergency exits, and that those precautions are adhered to.

## **17. Hygiene and cleanliness**

The Contractor shall ensure that the area where the work is performed is, at all times, maintained to reasonably practicable levels of hygiene and that he maintains the surrounding area of the work site to a reasonably practicable level of cleanliness. In this regard, no loose materials shall be left lying around unnecessarily, and the work site shall be cleared of waste material regularly and on completion of the work.

## **18. No nuisance**

18.1 The Contractor shall ensure that neither he nor his employees undertake any activity that may cause environmental impairment or constitute any form of nuisance to the Client and/or his surroundings.

18.2 The Contractor shall ensure that no hindrance, hazard, annoyance, or inconvenience is inflicted on other Contractors, the Principal Contractor, or tenants. Where such situations are unavoidable, the Contractor shall give prior notice to the Principal Contractor.

## **19. Intoxication not allowed**

No intoxicating substance of any form shall be allowed on site. Any person suspected of being intoxicated shall not be allowed on the site, save that any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

## **20. Personal protective equipment**

The Contractor shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of general safety regulation 2(1) of the OHS Act. The Contractor shall further ensure that his responsible persons and employees wear the PPE issued to them at all material times.

## **21. Plant, machinery, and equipment**

21.1 The Contractor shall ensure that all the plant, machinery, equipment, and/or vehicles he may wish to utilise on the employer's premises are, at all times, of sound order and fit for the purpose for which they are intended and that they comply with the requirements of section 10 of the OHS Act.

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21.2 In accordance with the provisions of section 10(4) of the OHS Act, the Contractor hereby assumes the liability for taking the necessary steps to ensure that any article or substance that he erects or installs at the premises or manufactures, sells, or supplies is safe and without risks to health when properly used.

**22. No usage of the Client's equipment**

The Contractor hereby acknowledges that his employees shall not be permitted to use any materials, machinery, or equipment of the Client unless the prior written consent of the Client has been obtained, in which case the Contractor shall ensure that only those persons authorised to make use of the same have access thereto.

**23. Transport**

23.1 The Contractor shall ensure that all road vehicles used on the premises are in a roadworthy condition, are licensed, and are insured. All drivers shall have relevant valid driver's licences, and no vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on the premises.

23.2 In the event that any hazardous substances are to be transported on the premises, the Contractor shall ensure that the requirements of the Hazardous Chemical Substances Act, 15 of 1973 are complied with at all times.

**24. Clarification**

In the event that the Contractor requires clarification of any of the terms or provisions of this agreement, he should contact the SHE Manager of the Principal Contractor.

**25. Duration of agreement**

This agreement shall remain in force for the duration of the work to be performed by the Contractor and/or while any of the Contractor's workmen are present on the Client's premises.

**26. Headings**

The headings as contained in this agreement are for reference purposes only and shall not be construed as having any interpretative value in them, nor any indication as to the meaning of the contents of the paragraphs contained in this agreement.

Thus done and signed

on.....

.....  
for and on behalf of Eskom

on .....

.....  
for and on behalf of the Contractor.

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**ANNEXURE 3 – CHECKLIST FOR ADMINISTRATIVE AND LEGAL REQUIREMENTS**

OHS Act section/ regulation	Subject	Requirements
Construction regulation 3	<b>Notice of carrying out construction work</b>	Department of Labour notified Copy of notice available on site
General admin. regulation 4	<b>*Copy of OH&amp;S Act (Act 85 of 1993)</b>	Updated copy of Act and regulations on site Readily available for perusal by employees
COID Act, section 80	<b>*Registration with compensat. insurer</b>	Written proof of registration/letter of good standing available on site
Construction regulations 4 and 5(1)	<b>SHE specification and programme</b>	SHE spec. received from Client and/or his Agent on his behalf OH&S programme developed and updated regularly
Section 8(2)(d), construction regulation 7	<b>*Hazard identification and risk assessment</b>	Hazard identification carried out/recorded Risk assessment and plan drawn up/updated RA plan available on site Employees/Subcontractors informed/trained
Section 16(2)	<b>*Assigned duties (managers)</b>	Responsibility of complying with the OH&S Act assigned to other person(s) by CEO
Construction regulation 6(1)	<b>Designation of person responsible on site</b>	Competent person appointed in writing as Construction Supervisor with job description
Construction regulation 6(2)	<b>Designation of assistant for above</b>	Competent person appointed in writing as Assistant Construction Supervisor with job description
Sections 17 and 18 General administrative regulations 6 and 7	<b>*Designation of Health and Safety Representatives</b>	More than 20 employees – one H&S Representative, one additional H&S Representative for every 50 employees or part thereof Designation in writing, period and area of responsibility specified in terms of GAR 6 and 7 Meaningful H&S Representative reports Reports actioned by management
Sections 19 and 20 General administrative regulation 5	<b>*Health and Safety Committee(s)</b>	H&S Committee(s) established All H&S Representatives shall be members of H&S Committees Additional members are appointed in writing Meetings held monthly, minutes kept Actioned by management
Section 37(1) and (2)	<b>*Agreement with mandatories/ (Sub)contractors</b>	Written agreement with (Sub)contractors List of (Sub)contractors displayed Proof of registration with compensation insurer/letter of good standing Construction Supervisor designated Written arrangements regarding H&S Representatives and H&S Committee Written arrangements regarding first aid
Section 24 and general admin. regulation 8 COID Act, sections 38, 39,	<b>*Reporting of incidents (Dept. of Labour)</b>	Incident Reporting Procedure displayed All incidents in terms of section 24 reported to the Provincial Director, Department of Labour, within three days (Annexure 1)(WCL 1 or 2) and to the Client and/or his Agent on his behalf

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and 41		Cases of occupational disease reported Copies of reports available on site Record of first-aid injuries kept
General Admin. regulation 9	<b>*Investigation and recording of incidents</b>	All injuries that resulted in the person receiving medical treatment other than first aid are recorded and investigated by investigator designated in writing Copies of reports (Annexure 1) available on site Tabled at H&S Committee meeting Action taken by site management
Construction regulation 8	<b>Fall prevention and protection</b>	Competent person appointed to draw up and supervise the fall protection plan Proof of appointee's competence available on site Risk assessment carried out for work at heights Fall protection plan drawn up/updated Available on site
Construction regulation 8(5)	<b>Roof work</b>	Competent person appointed to plan and supervise roof work Proof of appointee's competence available on site Risk assessment carried out Roof work plan drawn up/updated Roof work inspection before each shift; inspection register kept Employees medically examined for physical and psychological fitness; written proof on site
Construction regulation 9	<b>Structures</b>	Information regarding the structure being erected received from the designer, including: - geoscience technical report where relevant; - the design loading of the structure; - the methods and sequence of construction; and - anticipated dangers/hazards/special measures to construct safely Risk assessment carried out Method statement drawn up All above available on site Structures inspected before each shift; inspections register kept
Construction regulation 10	<b>Formwork and support work</b>	Competent person appointed in writing to supervise erection, maintenance, use, and dismantling of support and formwork Design drawings available on site Risk assessment carried out Support and formwork inspected: - before use/inspection; - before pouring of concrete; - weekly while in place; and - before stripping/dismantling Inspection register kept
Construction regulation 14	<b>Scaffolding</b>	Competent persons appointed in writing to: - erect scaffolding (Scaffold Erector(s)); - act as Scaffold Team Leaders; and - inspect scaffolding weekly and after inclement weather (Scaffold Inspector(s)) Written proof of competence of above appointees available on site

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		<p>Copy of SABS 085 available on site</p> <p>Risk assessment carried out</p> <p>Inspected weekly/after bad weather; inspection register(s) kept</p>
Construction regulation 15	<b>Suspended platforms</b>	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> <li>- control the erection of suspended platforms;</li> <li>- act as Suspended Platforms Team Leaders; and</li> <li>- inspect suspended scaffolding weekly and after inclement weather</li> </ul> <p>Risk assessment conducted</p> <p>Certificate of authorisation issued by a registered professional engineer available on site/copy forwarded to the Department of Labour</p> <p>The following inspections of the whole installation carried out by a competent person:</p> <ul style="list-style-type: none"> <li>- After erection and before use</li> <li>- Daily prior to use</li> </ul> <p>Inspection register kept</p> <p>The following tests to be conducted by a competent person:</p> <ul style="list-style-type: none"> <li>- Load test of whole installation and working parts every three months</li> <li>- Hoisting ropes/hooks/load-attaching devices quarterly</li> </ul> <p>Tests logbook kept</p> <p>Employees working on suspended platform medically examined for physical and psychological fitness; written proof available</p>
Construction regulation 11	<b>Excavations</b>	<p>Competent person(s) appointed in writing to supervise and inspect excavation work</p> <p>Written proof of competence of above appointee(s) available on site</p> <p>Risk assessment carried out</p> <p>Inspected:</p> <ul style="list-style-type: none"> <li>- before every shift;</li> <li>- after any blasting;</li> <li>- after an unexpected fall of ground;</li> <li>- after any substantial damage to the shoring; and</li> <li>- after rain</li> </ul> <p>Inspections register kept</p> <p>Method statement developed where explosives will be/are used</p>
Construction regulation 12	<b>Demolition work</b>	<p>Competent person(s) appointed in writing to supervise and control demolition work</p> <p>Written proof of competence of above appointee(s) available on site</p> <p>Risk assessment carried out</p> <p>Engineering survey and method statement available on site</p> <p>Inspections to prevent premature collapse carried out by competent person before each shift</p> <p>Inspection register kept</p>
Construction regulation 17	<b>Materials hoist</b>	<p>Competent person appointed in writing to inspect the material hoist</p> <p>Written proof of competence of above appointee</p>

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		available on site Materials hoist to be inspected weekly by a competent person Inspections register kept
Construction regulation 19	<b>Explosive-powered tools</b>	Competent person appointed to control the issue of the explosive-powered tools and cartridges and the service, maintenance, and cleaning Register kept of above Empty cartridge cases/nails/fixing bolts returns recorded Cleaned daily after use <b>Work areas are demarcated!</b>
Construction regulation 18	<b>Batch plants</b>	Competent person appointed to control the operation of the batch plant and the service, maintenance, and cleaning Register kept of above Risk assessment carried out Batch plant to be inspected weekly by a competent person Inspections register kept
Construction. regulation 20/ driven machinery regulations 18 and 19	<b>Cranes and lifting machines equipment</b>	Competent person appointed in writing to inspect cranes, lifting machines, and equipment Written proof of competence of above appointee available on site Cranes and lifting tackle identified/numbered Register kept for lifting tackle Logbook kept for each individual crane Inspection: - All cranes – <b>daily by operator</b> - Tower crane(s) – <b>after erection/six-monthly</b> - Other cranes – <b>annually by competent person</b> - Lifting tackle (slings/ropes/chain slings, etc.) – <b>daily or before every new application</b>
	<b>*Inspection and maintenance of electrical installation and equipment (including portable electrical tools)</b>	Competent person appointed in writing to inspect/test the installation and equipment Written proof of competence of above appointee available on site Inspections: - Electrical installation and equipment inspected after installation, after alterations, and quarterly Inspection registers kept Portable electric tools, electric lights, and extension leads must be uniquely identified/numbered Weekly visual inspection by user/issuer/storeman Register kept
Construction regulation 26/ general safety regulation 8(1)(a)	<b>*Designation of Stacking and Storage Supervisor</b>	Competent person(s) with specific knowledge and experience designated to supervise all stacking and storage Written proof of competence of above appointee available on site
Construction regulation 27/ environmental regulation 9	<b>*Designation of a person to coordinate emergency planning and fire protection</b>	Person(s) with specific knowledge and experience designated to coordinate emergency contingency planning and execution and fire prevention measures Emergency evacuation plan developed: - Drilled/practised

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		<p>- Plan and records of drills/practices available on site</p> <p>Fire risk assessment carried out</p> <p>All fire-extinguishing equipment identified and in <b>register</b></p> <p>Inspected weekly</p> <p>Inspection register kept</p> <p>Serviced annually</p>
General safety regulation 3	<b>*First aid</b>	<p>Every workplace provided with sufficient number of first-aid boxes (required where five persons or more are employed)</p> <p>First aid freely available</p> <p>Equipment as per the list in the OH&amp;S Act</p> <p>One qualified first-aider appointed for every 50 employees (required where more than 10 persons are employed)</p> <p>List of First-aid Officials and certificates</p> <p>Name of person(s) in charge of first-aid box(es) displayed</p> <p>Location of first-aid box(es) clearly indicated</p> <p>Signs instructing employees to report all injuries/illness, including first-aid injuries</p>
General safety regulation 2	<b>Personal safety equipment (PSE)</b>	<p>PSE risk assessment carried out</p> <p>Items of PSE prescribed/use enforced</p> <p>Records of issue kept</p> <p>Undertaking by employee to use/wear PSE</p> <p>PSE remains property of employer; not to be removed from premises – GSR 2(4)</p>
General safety regulation 9	<b>*Inspection and use of welding/flame cutting equipment</b>	<p>Competent person(s) with specific knowledge and experience designated to inspect electric arc, gas welding, and flame cutting equipment</p> <p>Written proof of competence of above appointee available on site</p> <p>All new vessels checked for leaks; leaking vessels NOT taken into stock, but returned to supplier immediately</p> <p>Equipment identified/numbered and entered into a register</p> <p>Equipment inspected weekly</p> <p>Inspection register kept</p> <p>Separate, purpose-made storage available for full and empty vessels</p>
Hazardous chemical substances (HCS) regulations/ construction regulation 23	<b>*Control of storage and usage of HCS and flammables</b>	<p>Competent person(s) with specific knowledge and experience designated to control the storage and usage of <b>HCS</b> (including flammables)</p> <p>Written proof of competence of above appointee available on site</p> <p>Risk assessment carried out</p> <p>Register of HCS kept/used on site</p> <p>Separate, purpose-made storage available for full and empty containers</p>
Vessels under pressure regulations	<b>Vessels under pressure (VUP)</b>	<p>Competent person(s) with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections, and testing of VUPs</p> <p>Written proof of competence of above appointee available on site</p>

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		<p>Risk assessment carried out</p> <p>Certificates of manufacture available on site</p> <p>Register of VUPs on site</p> <p>Inspections and testing by approved inspection authority (AIA):</p> <ul style="list-style-type: none"> <li>- after installation/re-erection or repairs; and</li> <li>- every 36 months</li> </ul> <p>Register/log kept of inspections, tests, modifications, and repairs</p>
Construction regulation 21	<b>Construction vehicles and earth-moving equipment</b>	<p>Operators/drivers appointed to:</p> <ul style="list-style-type: none"> <li>- carry out a daily inspection prior to use; and</li> <li>- drive the vehicle/plant that they are competent to operate/drive</li> </ul> <p>Written proof of competence of above appointees available on site</p> <p>Record of daily inspections kept</p>
General safety regulation 13A	<b>*Inspection of ladders</b>	<p>Competent person appointed in writing to inspect ladders</p> <p>Ladders inspected at arrival on site and weekly thereafter</p> <p>Inspections register kept</p> <p>Application of the types of ladders (wooden, aluminium, etc.) regulated by training and inspections and noted in register</p>
General safety regulation 13B	<b>Ramps</b>	<p>Competent person appointed in writing to supervise the erection and inspection of ramps</p> <p>Inspection register kept</p> <p>Inspected daily and noted in register</p>

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**ANNEXURE 4 – CHECKLISTS FOR TRAINING AND COMPETENCE REQUIREMENTS**

Subject	Requirement
*Company OH&S Policy (section 7(1))	Policy signed by CEO and published/circulated to employees Policy displayed on employee noticeboards Management and employees committed
*Company/ Site OH&S Rules (section 13(a))	Rules published Rules displayed on employee noticeboards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure that employees understand/adhere to the policy and rules
*Induction and Task Safety Training (section 13(a))	All new employees receive OH&S induction training Training includes task safety instructions Employees acknowledge receipt of training Follow-up to ensure that employees understand/adhere to instructions
*General OH&S Training (section 13(a))	All current employees receive specified OH&S training: written proof Operators of plant and equipment receive specified training Follow-up to ensure that employees understand/adhere to instructions
*Occupational Health and Safety Promotion	<u>Incident experience board indicating, for example:</u> * number of hours worked without an injury; and * number of days worked without an injury Mission, vision, and goal Star grading – board kept up to date Safety posters displayed and changed regularly Employee noticeboard for OH&S notices Site OH&S competition Company OH&S competition Participation in regional OH&S competition Suggestion scheme

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**ANNEXURE 5 – CHECKLISTS FOR PUBLIC SAFETY, SECURITY MEASURES, AND EMERGENCY PREPAREDNESS REQUIREMENTS**

Subject	Requirement
*Notices and signs	<p>Notices and signs at entrances/along perimeters indicating “<b>No Unauthorised Entry</b>”</p> <p>Notices and signs at entrance instructing visitors and non-employees what to do, where to go, and where to report on entering the site/yard with directional signs, for example, “<b>Visitors to report to Office</b>”</p> <p>Notices and signs posted to warn of overhead work and other hazardous activities, for example, <b>general warning signs</b></p>
* Site safeguarding	Nets, canopies, platforms, fans, etc. to protect members of the public passing/ entering the site
*Security measures	<p>Access control measures/register in operation</p> <p>Security patrols after hours during weekends and holidays</p> <p>Sufficient lighting after dark</p>
*Emergency preparedness	<p>Guard has access to telephone/mobile/other means of emergency communication</p> <p>Emergency contact numbers displayed and made available to Security and guard</p> <p>Emergency evacuation instructions posted on all noticeboards (including employees’ noticeboards)</p> <p>Emergency contingency plan available on site/in yard</p> <p>Doors open outwards/unobstructed</p> <p>Emergency alarm audible all over (including in toilets)</p> <p>Adequate number of employees trained to use firefighting equipment</p> <p>Emergency evacuation plan available, displayed, and practiced</p> <p><b>(See section 1 for designation and register)</b></p>

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## ANNEXURE 6 – CHECKLISTS FOR PPE REQUIREMENTS

Subject	Requirement
*PPE needs analysis	Need for PPE identified and prescribed in writing PPE remains property of employer; not to be removed from premises – GSR 2(4)
*Head protection	All persons on site wearing safety helmets, including subcontractors and visitors (where prescribed)
*Foot protection	All employees on site wearing safety footwear, including gumboots for concrete/wet work and non-slip shoes for roof work Visitors to wear same on request or where prescribed
*Eye and face protection	<u>Eye and face (also hand and body) protection</u> (goggles, face shields, welding helmets, etc.) used when operating the following: <ul style="list-style-type: none"> <li>* Jack/kango hammers</li> <li>* Angle/bench grinders</li> <li>* Electric drills (overhead work into concrete/cement/bricks)</li> <li>* Explosive-powered tools</li> <li>* Concrete vibrators/pokers</li> <li>* Hammers and chisels</li> <li>* Cutting/welding torches</li> <li>* Cutting tools and equipment</li> <li>* Guillotines and benders</li> <li>* Shears</li> <li>* Sanders and sanding machines</li> <li>* CO<sub>2</sub> and arc welding equipment</li> <li>* Skill/bench saws</li> <li>* Spray-painting equipment, etc.</li> </ul>
*Hearing protection	<u>Hearing protectors</u> (muffs, plugs, etc.) used when operating the following: <ul style="list-style-type: none"> <li>* Jack/kango hammers</li> <li>* Explosive-powered tools</li> <li>* Wood/aluminium working machines, for example, saws, planers, routers</li> </ul>
*Hand protection	<u>Protective gloves</u> worn by employees handling/using the following: <ul style="list-style-type: none"> <li>* Cement/bricks/steel/chemicals</li> <li>* Welding equipment</li> <li>* Hammers and chisels</li> <li>* Jack/kango hammers, etc.</li> </ul>
*Respiratory protection	Suitable/efficient prescribed <u>respirators</u> worn correctly by employees handling/using the following: <ul style="list-style-type: none"> <li>* Dry cement</li> <li>* Dusty areas</li> <li>* Hazardous chemicals</li> <li>* Angle grinders</li> <li>* Spray painting, etc.</li> </ul>
*Fall prevention equipment	Suitable fall arrest/fall protection equipment correctly used by persons working at height, for example: <ul style="list-style-type: none"> <li>* Scaffolding</li> <li>* Riggers</li> <li>* Lift shafts</li> <li>* Edge work</li> <li>* Ring beam edges, etc.</li> </ul>

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	Other methods of fall prevention applied, for example, catch nets
*Protective clothing	All jobs requiring protective clothing (overalls, rain wear, welding aprons, etc.) identified and clothing worn
*PPE issue and control	Identified equipment issued free of charge All PPE maintained in good condition (regular checks) Workers instructed in the proper use and maintenance of PPE Commitment obtained from wearer accepting conditions and to wear the PPE Record of PPE issued kept in H&S file PPE remains property of employer; not to be removed from premises – GSR 2(4)

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**ANNEXURE 7 – CHECKLISTS FOR HOUSEKEEPING REQUIREMENTS**

Subject	Requirement
*Scrap removal system	All items of scrap/unusable offcuts/rubble and redundant material removed from working areas on a regular basis (daily) Scrap/waste removal from heights by chute/hoist/crane Nothing thrown/swept over sides Scrap disposed of in designated containers/areas Removal from site/yard on a regular basis
*Stacking and storage  <b>(See section 1 for designation and register)</b>	<u>Stacking:</u> * Stable, on firm, level surface/base * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding three times the base * Stacks accessible * Removal from top only <u>Storage:</u> * Adequate storage areas provided * Functional – for example, demarcated storage areas/racks/bins, etc. * Special areas identified and demarcated, for example, flammable gas, cement, etc. * Neat, safe, stable, and square * Store/storage areas clear of superfluous material * Storage behind sheds, etc. neat/under control * Storage areas free from weeds, litter, etc.
*Waste control/reclamation	Reusable offcuts and other reusable material removed daily and kept to a minimum in the work areas All reusable materials neatly stacked/stored in designated areas (nails removed/bent over in reusable timber) Issue of hardware/nails/screws/cartridges, etc. controlled and return of unused items monitored
*Subcontractors (housekeeping)	Subcontractors required to comply with housekeeping requirements

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**ANNEXURE 8 – CHECKLISTS FOR WORKING AT HEIGHTS  
REQUIREMENTS** (including roof work)

<b>Subject</b>	<b>Requirement</b>
*Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed
	Roof work discontinued when bad/hazardous weather
	Fall protection measures (including warning notices) when working close to edges or on fragile roofing material
	Covers over openings in roof of robust construction/secured against displacement

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**ANNEXURE 9 – CHECKLISTS FOR SCAFFOLDING/FORMWORK/  
SUPPORT WORK REQUIREMENTS**

Subject	Requirement
*Access/system scaffolding	Foundation firm/stable Sufficient bracing Tied to structure/prevented from side or cross movement Platform boards in good condition/sufficient/secured Handrails and toe boards provided Access ladders/stairs provided Area(s) under scaffolding tidy Safe/unsafe for use signs Complying with OH&S Act/SABS 085
*Free-standing scaffolding	Foundation firm/stable Sufficient bracing Platform boards in good condition/sufficient/secured Handrails and toe boards provided Access ladders/stairs provided Area(s) under scaffolding tidy Safe/unsafe for use signs Height to base ratio correct Outriggers used/tied to structure where necessary Complying with OH&S Act/SABS 085
*Mobile scaffolding	Foundation firm/stable Sufficient bracing Platform boards in good condition/sufficient/secured Handrails and toe boards provided Access ladders/stairs provided Area(s) under scaffolding tidy Safe/unsafe for use signs
*Mobile scaffolding	Wheels/swivels in good condition Brakes working and applied Height to base ratio correct Outriggers used where necessary Complying with OH&S Act/SABS 085
*Suspended scaffolding	Outriggers securely supported and anchored Correct number of steel wire ropes used Platform as close as possible to the structure Handrails on all sides All winches/ropes/cables/brakes inspected regularly and replaced as prescribed Scaffolding complies with OHS Act (Act 85/93) Winch(es) maintained by competent person(s)
*Formwork/ support work	All components in good condition Foundation firm/stable Adequate bracing/stability ensured Good workmanship/uprights straight and plumb Good cantilever construction Safe access provided

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	Areas under support work tidy Same standards as for system scaffolding
*Special scaffolding	Special scaffolding, for example, cantilever, jib, and truss-out scaffolds erected to an acceptable standard and inspected by specialists
*Edges and openings	Edges barricaded to acceptable standards Manhole openings covered/barricaded Openings in floor/other openings covered, barricaded/fenced Stairs provided with handrails Lift shafts barricaded/fenced off

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## **ANNEXURE 10 – CHECKLISTS FOR LADDERS**

<b>Subject</b>	<b>Requirement</b>
*Physical condition/use and storage	Stepladders – hinges/stays/braces/stiles in order Extension ladders – ropes/rungs/stiles/safety latch/hook in order Extension/straight ladders secured or tied at the bottom/top No joined ladders used Wooden ladders are never painted, except with varnish Aluminium ladders NOT to be used with electrical work All ladders stored on hooks/racks and not on ground Ladders protrude 900 mm above landings/platforms/roof Fixed ladders higher than 5 m have cages/fall arrest system

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## ANNEXURE 11 – CHECKLISTS FOR SAFETY AND SWITCHING PROCEDURES

Electricity (as part of, or additional to, the manual “Safety and Switching Procedures for Electrical Installations” – see attached document)

Subject	Requirement
*Electrical distribution boards and earth leakage	Colour-coded/numbered/symbolic sign displayed Area in front kept clear and unobstructed Fitted with inside cover plate/openings blanked off/no exposed “live” conductors/terminals/door kept closed Switches/circuit breakers identified Earth leakage protection unit fitted and operating Tested with instrument: test results within 15 to 30 milliamps Aperture/opening(s) provided for the plugging in and removal of extension leads without the need to open the door Apertures and openings used for extension leads to be protected against the elements and, especially, rain
*Electrical installations and wiring	Temporary wiring/extension leads in good condition/no bare or exposed wires Earthing continuity/polarity correct: <b>Looking at the open connectors to connect the wiring, the word “brown” has the letter ‘R’ in it, so the b‘R’own wire connects to the ‘R’ight-hand connector. “Blue” has the letter ‘L’ in it, so the b‘L’ue wire connects to the ‘L’eft-hand connector</b> Cables protected from mechanical damage and moisture Correct loading observed, for example, no heating appliance used from lighting circuit, etc. Light fittings/lamps protected from mechanical damage/moisture Cable arrestors in place and used inside plugs
*Physical condition of electrical appliances and tools	<u>Electrical equipment and tools:</u> (this includes all items plugging into a 16 amp supply socket) Insulation/casing in good condition Earth wire connected/intact where not of double insulated design Double insulation mark indicates that no earth wire is to be connected Cord in good condition/no bare wires/secured to machine and plug Plug in good condition, connected correctly, and correct polarity

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**ANNEXURE 12 – CHECKLISTS FOR EMERGENCY AND FIRE PREVENTION AND PROTECTION REQUIREMENTS**

Subject	Requirement
*Fire-extinguishing equipment	Fire risks identified and on record <u>The correct and adequate fire-extinguishing equipment available for the following:</u> * Offices * General stores * Flammable store * Fuel storage tank(s) and catchment well * Gas welding/cutting operations * Where flammable substances are being used/applied * Equipment easily accessible
*Maintenance	Fire equipment checked minimum monthly, serviced yearly
*Location and signs	<u>Fire-extinguishing equipment:</u> * Clearly visible * Unobstructed * Signs posted including “No Smoking”/“No Naked Lights” where required (Flammable store, gas store, fuel tanks, etc.)
*Storage, issue, and control of flammables (incl. gas cylinders)	Storage area provided for flammables with suitable doors, ventilation, bund, etc. Flammable store neat/tidy and no Class A combustibles Decanting of flammable substances carried out in ignition-free and adequately ventilated area Container bonding principles applied Only sufficient quantities issued for one task or one day’s usage Separate, special gas cylinder store/storage area Gas cylinders stored/used/transported upright and secured in trolley/cradle/structure and ventilated Types of gas cylinders clearly identified as well as the storage area and stored separately Full cylinders stored separately from empty cylinders All valves, gauges, connections, threads of all vessels to be checked regularly for leaks Leaking acetylene vessels to be returned to the supplier <b>IMMEDIATELY</b>
*Storage, issue, and control of hazardous chemical substances (HCS)	HCS storage principles applied: products segregated Only approved, non-expired HCS to be used Only the prescribed PPE shall be used as the minimum protection Provision made for leakage/spillage containment and ventilation Emergency showers/eye wash facilities provided HCS under lock and key controlled by designated person Decanted/issued in containers as prescribed with information/warning labels Disposal of unwanted HCS by accredited disposal agent No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site All vessels or containers to be regularly checked for leaks

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## **ANNEXURE 13 – CHECKLISTS FOR EXCAVATIONS**

<b>Subject</b>	<b>Requirement</b>
*Excavations deeper than 1.5 m	Shored/braced to prevent caving/falling in Provided with an access ladder Excavations guarded/barricaded/lighted after dark in public areas Soil dumped at least 1 m away from edge of excavation On sloping ground, soil dumped on lower side of excavation All excavations are subject to daily inspections

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## ANNEXURE 14 – CHECKLISTS FOR TOOLS

Subject	Requirement
*Hand tools	<p><u>Shovels/spades/picks:</u></p> <ul style="list-style-type: none"><li>* Handles free from cracks and splinters</li><li>* Handles fit securely</li><li>* Working end sharp and true</li></ul> <p><u>Hammers:</u></p> <ul style="list-style-type: none"><li>* Good quality handles, no pipe or reinforcing steel handles</li><li>* Handles free from cracks and splinters</li><li>* Handles fit securely</li></ul> <p><u>Chisels:</u></p> <ul style="list-style-type: none"><li>* No mushroomed heads/heads chamfered</li><li>* Not hardened</li><li>* Cutting edge sharp and square</li></ul> <p><u>Saws:</u></p> <ul style="list-style-type: none"><li>* Teeth sharp and set correctly</li><li>* Correct saw used for the job</li></ul>
*Explosive-powered tools	<p>Only used by trained/authorised personnel</p> <p>Prescribed warning signs placed/displayed where tool is in use</p> <p>Work area must be properly isolated/demarcated during use of tool</p> <p>Inspected at least monthly by competent person and results recorded</p> <p>Issue and return recorded, including cartridges/nails, and unused cartridges/nails/empty shells recorded</p> <p>Cleaned daily after use</p>

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**ANNEXURE 15 – CHECKLISTS FOR CRANES**

Subject	Requirement
*Tower crane	Only operated by trained authorised operator with valid certificate of training Structure – no visible defects Electrical installation good/safe Crane hook: throat pop marked/safety latch fitted/functional SWL/MML displayed Limit switches with back-up switches fitted/operational Access ladder fitted with backrests/fall arrest system installed Lifting tackle in good condition/inspection colour-coding Lifting tackle checked daily
*Mobile crane	Only operated by trained authorised operator with valid certificate of training Rear-view mirrors Windscreen visibility good Windscreen wipers operating effectively Indicators operational Hooter working Tyres safe/sufficient tread/pressure visibly sufficient No missing wheel nuts Headlights, taillights operational Reverse alarm working and audible and known by all employees
*Mobile crane continued	Grease nipples and grease on all joints No oil leaks Hydraulic pipes visibly sound/no leaks No corrosion on battery terminals Boom visibly in good condition/no apparent damage Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily Brakes working properly Crane hook: throat pop marked/safety latch fitted/functional SWL/MML displayed Bypass valves operational Deflection chart displayed/visible to operator/driver Outriggers functional/used
*Gantry crane	Only operated by trained authorised persons Correct slinging techniques used Recognised/displayed on chart signals used Logbook kept/up to date Prescribed inspections conducted on crane and lifting tackle and checked daily “Crane overhead” signage, where applicable Crane hook: throat pop marked/safety latch fitted/functional SWL/MML displayed/load-limiting switches fitted/operational

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## ANNEXURE 16 – CHECKLISTS FOR BUILDER’S HOIST

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Subject	Requirement
*Builder’s hoist	“ <b>Hoist in Operation</b> ” sign displayed General construction strong and free from patent defects <u>Tower:</u> * Adequately secured/braced * At least 900 mm available for over-travel * Barricaded at least 2 100 mm high at ground level and floors * Landing place provided with gate at least 1 800 high <u>Platform:</u> * No persons conveyed on platform * Steel wire ropes with breaking strength of six times maximum load * Signal systems used, which may include two-way radio connection * Goods prevented from moving/falling off * Effective brake capable of stopping and holding maximum load

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**ANNEXURE 17 – CHECKLISTS FOR TRANSPORT AND MATERIALS  
HANDLING EQUIPMENT**

Subject	Requirement
*Site vehicles	All site vehicles, dumpers, bobcats, loaders, etc. checked daily before use by driver/operator Inventory of vehicles used/operated on site Inspection by means of a checklist/results recorded No persons riding on equipment not designed or designated for passengers Site speed limit posted, enforced, and not exceeded Drivers/operators trained/licensed and carrying proof No unauthorised persons allowed to drive/operate equipment
*Conveyors	Conveyor belt nip points and drive gear guarded Emergency stop/lever/brake fitted, clearly marked and accessible, and tested to be functional under full load

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**ANNEXURE 18 – CHECKLISTS FOR SITE PLANT AND MACHINERY**

Subject	Requirement
*Brick cutting machine	Operator trained Only authorised persons use the machine Emergency stop switch clearly marked and accessible <b>Area around the machine dry and slip/trip-free/clear of offcuts</b> All moving drive parts guarded/electrical supply cable protected Operator using correct PPE – eye/face/hearing/foot/hand/body
*Electric arc welder	Welder trained Only authorised/trained persons use welder Earth cable adequately earthed to work Electrode holder in good condition/safe Cables, clamps, and lugs/connectors in good condition Area in which welding machine is used is dry/protected from wet Welder using correct PPE – eye/face/foot/body/respirator Correct transparent screens and warning signs placed
*Woodworking machines	Operators trained Only authorised persons use machines Provided with guards Guards used Operators using correct PPE – eye/face/feet/hearing Circular saws strictly operated according to prescribed methods and settings Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminium) shall be used for various applications
*Compressors	Relief valves correctly set and locked/sealed Maximum safe working pressure (MSWP) indicated on face of pressure gauge, not on glass cover All drives adequately guarded Receiver/lines drained daily Hoses good condition/clamped, not wired Compressed air NEITHER used to dust off clothing/PPE/work areas NOR on bare skin
*Concrete mixer/batch plant	Top platform provided with guardrails Dust abatement methods in use Operators using correct PPE – eye/hands/respirators All moving drive parts guarded Emergency stops identified/indicated and accessible Area kept clean/dry/and free from tripping and slipping hazards Operators overseer identified and crane signals displayed and used
*Gas welding/flame cutting equipment	Only authorised/trained persons use the equipment Torches and gauges in good condition Flashback arrestors fitted at cylinders and gauges Hoses in good condition/correct type/all connections with clamps Cylinders stored, used, and transported in upright position, secured in trolley/cradle/structure All cylinders regularly checked for leaks; leaking cylinders returned immediately Fire prevention/control methods applied/hot work permits

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**ANNEXURE 19 – CHECKLISTS FOR PLANT AND STORAGE YARDS/SITE WORKSHOPS SPECIFICS**

Subject	Requirement
Section 8(2)(1) General machinery regulation 2(1): <b>supervision of the use and maintenance of machinery</b>	<b>Person(s) with specific knowledge and experience designated in writing to supervise the use and maintenance of machinery</b> <b>Critical items of machinery identified/numbered/placed on register/inventory</b> Inspection/maintenance schedules for above-mentioned Inspections/maintenance carried out to above schedules Results recorded
General machinery regulation 9(2): <b>notices regarding operation of machinery</b>	Schedule D Notice posted in work areas
Vessels under pressure regulation 13(1)(b): <b>supervision of the use and maintenance of vessels under pressure (VUP)</b>	<b>Person(s) with specific knowledge and experience designated in writing to supervise the use and maintenance of VUPs</b> VUPs identified/numbered/placed on register/manufacturer's plate intact Inspection/maintenance schedules for above-mentioned Inspections/maintenance carried out to above schedules Results recorded/test certificates available
<b>Lockout procedure</b>	<b>Lockout procedure in operation</b>
<b>Ergonomics</b>	<b>Ergonomics survey conducted – results on record</b> <b>Survey results applied</b>
<b>Demarcation and colour-coding</b>	<b>Demarcation principles applied</b> <b>All services, pipes, electrical installation, stop-start controls, emergency controls, etc. colour-coded to own published or SABS standard</b> <b>Employees trained to identify colour-coding</b>
<b>Portable and bench grinders</b>	<b>Area around grinder clear/trip/slip-free</b> <b>Bench grinders mounted securely/grinder generally in good condition/no excessive vibration</b> <b>On/off switch/button clearly demarcated/accessible</b> <b>Adequate guards in place</b> <b>Tool rest – secure/square/maximum 2 mm gap, perpendicular to drive shaft</b> <b>Stone/disk – correct type and size/mounted correctly/dressed</b> <b>Use of eye protection enforced</b>
<b>Battery storage and charging</b>	<b>Adequately ventilated, ignition-free room/area/“no smoking” sign(s)</b> <b>Batteries placed on rubber/wooden surface</b> <b>Emergency shower/eye wash provided</b> <b>No acid storage in area</b> <b>Prescribed methods in place and adhered to when charging batteries</b>
<b>Ancillary lifting equipment</b>	<b>Chain blocks/tirfors/jacks/mobile gantries, etc. identified/numbered on register</b> <b>Chains in good condition/links no excessive wear/checked daily</b> <b>Lifting hooks – throat pop marked/safety latch fitted</b> <b>SWL/MML marked/displayed</b>

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<b>Presses/guillotines/shears</b>	<b>Only operated by trained/authorised persons Interlocks/lockouts fitted/PPE worn or used at all times</b>
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## ANNEXURE 20 – CHECKLISTS FOR WORKPLACE ENVIRONMENT, HEALTH, AND HYGIENE REQUIREMENTS

Subject	Requirement
*Lighting	Adequate lighting in places where work is being executed, for example, stairwells and basements Light fittings placed/installed causing no irritating/blinding glare Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
*Ventilation	Adequate ventilation/extraction/exhausting in hazardous areas, for example, chemicals/adhesives/welding/petrol or diesel/motors running and in confined spaces/basements
*Noise	Tasks identified where noise levels exceed 85 dB at any one time All reasonable steps taken to reduce noise levels at the source Hearing protection used where noise levels could not be reduced to below 85 dB
*Heat stress	Measures in place to prevent heat exhaustion in heat stress problem areas, for example, steel decks, when the WBGT index reaches 30 (see environmental regulation 4) Cold drinking water readily available at all times
*Ablutions	Sufficient hygiene facilities provided – one toilet per 30 employees (national building regulations prescribe chemical toilets for construction sites) Toilet paper available Sufficient showers provided Facilities for washing hands provided Soap/cleaning agent available for washing hands Means of drying hands available Lock-up changing facilities/area provided Ablution facilities kept hygienic and clean
*Eating/cooking facilities	Adequate storage facilities provided Weather-protected eating area provided, separate from changing area Refuse bins with lids provided Facilities kept clean and hygienic
*Pollution of environment	Measures in place to minimise dust generation Accumulation or littering of empty cement pockets, plastic wrapping/bags, packing materials, etc. prevented Spillage/discarding of oil, chemicals, and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited
*Hazardous chemical substances	All substances identified and list available, for example, acids, flammables, poisons, etc. Material safety data sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available Substances stored safely Expiry dates meticulously checked where applicable

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## ANNEXURE 21 – IMPORTANT LISTS AND RECORDS TO BE KEPT

The following are lists of several records that are to be kept in terms of the construction regulations. The lists are as follows:

- 1 List of appointments
- 2 List of record-keeping responsibilities
- 3 Inspection checklist

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These lists and documents are to be used as a point of reference to determine which components of the Act would be applicable to a particular site or task or project, as was intended under paragraph 1 (“Preamble”) above.

### 1. LIST OF APPOINTMENTS

ITEM	REGULATION	APPOINTMENT	RESPONSIBLE PERSON
1.	4(1)(c)	Principal Contractor for each phase or project	Client
2.	5(3)(b)	Contractor	Principal Contractor
3.	5(11)	Contractor	Contractor
4.	6(1)	Construction Supervisor	Contractor
5.	6(2)	Construction Supervisor subordinates	Contractor
6.	6(6)	Health and Safety Officer	Contractor
7.	7(1)	Person to carry out risk assessment	Contractor
8.	7(4)	Trainer/instructor	Contractor
9.	8(1)(a)	Fall Protection Planner	Contractor
10.	10 (a)	Formwork and Support Work Supervisor	Contractor
11.	10(e) + (f)	Formwork and Support Work Examiner	Contractor
12.	11(1)	Excavation Supervisor	Contractor
13.	11(3)(b)(ii)(b)	Professional Engineer or Technologist	Contractor
14.	11(3)(k)	Explosives Expert	Contractor
15.	12(1)	Supervisor Demolition Work	Contractor
16.	12(2) + (3)	Demolition Expert	Contractor
17.	12(11)	Explosives Expert	Contractor
18.	14(2)	Scaffold Supervisor	Contractor
19.	15(1)	Suspended Platform Supervisor	Contractor
20.	15(2)(c)	Compliance Plan Developer	Contractor
21.	15(8)(c)	Suspended Platform Expert	Contractor
22.	15(13)	Outrigger Expert	Contractor
23.	17(8)(a)	Material Hoist Inspector	Contractor
24.	18(1)	Batch Plant Supervisor	Contractor
25.	18(7)	Batch Plant Operator	Contractor
26.	19(2)(b)	Power Tool Expert	Contractor
27.	19.2(g) (i)	Power Tool Controller	Contractor
28.	20(f)	Tower Crane Operator	Contractor
29.	21(1)(d)(i)	Construction Vehicle and Mobile Plant Operator	Contractor

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30.	21(1)(j)	Construction Vehicle and Mobile Plant Inspector	Contractor
31.	22(d)	Temporary Electrical Installations Inspector	Contractor
32.	22(e)	Temporary Electrical Installations Controller	Contractor
33.	26(a)	Stacking and Storage Supervisor	Contractor
34.	27(h)	Fire Equipment Inspector	Contractor

## 2. LIST OF RECORD-KEEPING RESPONSIBILITIES

ITEM	CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
1.	3(3)	Notification to Provincial Director – Annexure A available on site	Principal Contractor
2.	4(3)	Copy of Principal Contractor’s health and safety plan available on request	Client
3.	5(6)	Copy of Principal Contractor’s health and safety plan as well as each Contractor’s health and safety plan available on request	Principal Contractor
4.	5(7)	Health and safety file opened and kept on site (including all documentation required in terms of OHSA and regulations) available on request	Every Contractor
5.	5(8)	Consolidated health and safety file handed to Client on completion of construction work; to include all documentation required in terms of OHSA and regulations and records of all drawings, designs, materials used, and similar information on structure	Principal Contractor
6.	5(9)	Comprehensive and updated list of all contractors on site, the agreements between the parties, and the work being done Included in health and safety file and available on request	Principal Contractor
7.	6(7)	Keep record on the health and safety file of the input by Construction Safety Officer [CR 6(7)] at design stage or on the health and safety plan	Contractor
8.	7(2)	Risk assessment – available on site for inspection	Contractor
9.	7(9)	Proof of health and safety induction training	Every employee on site
10.	8(3)	Construction Supervisor [CR 6(1)] has latest updated version of fall protection plan [CR 8(1)]	Contractor
11.	9(2)(b)	Inform Contractor in writing of dangers and hazards relating to construction work	Designer of structure
12.	9(3)	All drawings pertaining to the design of structure on site available for inspection	Contractor
13.	9(4)	Record of inspections of the structure [first two years – once every six months; thereafter – yearly] available on request	Owner of structure
14.	9(5)	Maintenance records – safety of structure – available on request	Owner of structure
15.	10(d)	Drawings pertaining to the design of formwork/	Contractor

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		support work structure – kept on site, available on request	
16.	11(3)(h)	Record of excavation inspection – on site available on request	Contractor
17.	15(11)	Suspended platform inspection and performance test records Kept on site; available on request	Contractor
18.	17(8)(c)	Material hoist daily inspection entered and signed in record book kept on the premises	Contractor
19.	17(8)(d)	Maintenance records for material hoist – available on site	Contractor
20.	18(9)	Records of batch plant maintenance and repairs On site available for inspection	Contractor
21.	19(2)(g)(ii)	Issuing and collection of cartridges and nails or studs (explosive-powered tools) recorded in register – recipient signed for receipt as well as return	Contractor
22.	21(1)(j)	Findings of daily inspections (prior to use) of construction vehicles and mobile plant	Contractor
23.	22(d)	Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	Contractor
24.	27(l)	Fire evacuation plan	Contractor

### 3. INSPECTION CHECKLIST

<b>Employer particulars</b>	
Employer:	
Registered name of enterprise:	
Trade name of enterprise:	
Company registration no.:	
SARS registration no.:	
UIF registration no.:	
COIDA registration no.:	
Relevant SETA for EEA purposes:	
Industry sector:	
Bargaining council:	
Contact person:	
Address of premises:	
Postal address:	
Telephone number:	
Fax number:	
Email address:	
Chief Executive Officer:	
Chief Executive Officer address:	
Competent person:	
Maximum power demand (in KW):	
Health and Safety Representatives:	
Activities, products manufactured, and services rendered:	
Raw materials, materials, and chemical/biological substances:	

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Total number of employees:	Male: Female:
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<b>Contractor particulars</b>	
Contractors:	
Site address:	
Contracts Manager:	
Managing Director:	
Competent persons:	
CR 14: SCAFFOLDING:	
CR 15: SUSPENDED SCAFFOLDING:	
CR 17(6): MATERIAL HOIST(S):	
CR 18(1): BATCH PLANT:	
CR 8(1)(a): FALL PROTECTION:	
CR 11(1)(1): EXCAVATION WORK:	
CR 12: DEMOLITION WORK:	
CR 19(2)(b): EXPLOSIVE-POWERED TOOLS	
CR 26(a): STACKING	

<b>INSPECTION</b>				
SECTION/REGS	ITEM CHECKED	N/A	YES	NO
	<b>APPOINTMENTS</b>			
CR 6(1)	Supervisor:			
CR 6(2)	Assistant Supervisor:			
S 17(1)	Health and Safety Representative: (ratio)			
S 19(1)	Health and Safety Committees			
CR 12(1)	Demolition Director			
	<b>DOCUMENTS</b>			
GAR 9(1)	Records of incidents			
GAR 4	Copy of the Act			
GAR 7	Safety reps report			
GAR 8	Safety Committee minutes			
DMR 18(7)	Lifting machinery log (crane)			
CR 3(3)	Notification of construction work			
CR 7(2)	Risk assessment			
CR 7(9)(e)	Proof of the health and safety induction training			
CR 11(13)(h)	Inspection of excavation (records)			
CR 20(g)	Crane operator medical certificate			
CR 21(11)	Mobile plant operator medical certificate			

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CR 18(9)	Batch plant repairs and maintenance records			
CR 22(d)	Temporary electrical installation record			
CR 5(7)	Health and safety file			
CR 15(11)	Suspended platforms' performance records			
CR 17(b) and (c)	Material hoists record book			
IMPROV. NOTICE	Scaffolding logbook			
CR 21(1)(d)(ii)	Medical certificate of fitness			
CR 21(1)(l)	Construction vehicle and mobile plant register			
CR 22(d)	Electrical installation and machinery register			
	<b>INCIDENTS</b>			
GAR 8(1) S 24	Reported			
GAR 9(1)	Recorded Investigated Action taken			
	<b>PUBLIC SITE</b>			
FR 2(1)	Sanitary facilities			
CR 28(1) (c)	Changing facilities for each sex			
CR 25(d)	Perimeter fence and no admittance			
CR 25(e)	Overhead protection netting/falling objects			
NB Notice	Pedestrian warning			
	<b>PERSONAL SAFETY EQUIPMENT</b>			
	Items issued:			
GSR 2(3)	Items required:			
S 23	(What is the payment on each item?)			
	<b>SAFETY PLANS</b>			
	<b>FIRST AID</b>			
GSR 3(6)	Name(s) of first-aiders:			
CR 4(1)(3)	Client's health and safety specification			
CR 5	Principal Contractor's SHE plan			
	<b>FIRE HAZARD AND PRECAUTIONS</b>			
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable extinguishers			
	<b>ELECTRICAL INSTALLATIONS AND MACHINERY</b>			
CR 22	Guarding and PPE to electrical installations			
	<b>ILLUMINATION</b>			
ER 3(6)	Dangerous places and signage as well			
	Housekeeping			
ER 6(2)(b),	Clear space storage			

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(c), (d)				
ER 6(3)	Disposal of waste			
	<b>EXCAVATIONS</b>			
CR 11(3)(l)	Barricades (plus illumination!)			
CR 11(3)(c)	Safe depth shoring/bracing			
CR 11(1)(a)	Monitored			
CR 11(3)(h)	Excavation inspection record			
	<b>GUARDING</b>			
ER 6(2)(f)	Floor openings (plus illumination!)			
	Floor slab sides, shafts (plus illumination!)			
	<b>SITE EQUIPMENT</b>			
GSR 13A(a)	Ladder condition, secured			
IMPROV	Scaffold condition, secured			
	Platforms number of boards condition – support 1.25 – toe boards			
IMPROV	Handrails			
	<b>SITE MACHINES</b>			
DMR 3(2)(3)	Circulars, guards, riving knives			
DMR 2(a)	Mixers guarded			
	<b>ELECTRIC POWER</b>			
EMR 6(1)	Supply board, condition EL relay test			
GMR 3(1)	Condition of tools, leads, plugs, etc.			
	<b>LIFTING MACHINE/TACKLE</b>			
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, securing of load			
	<b>EXPLOSIVE-POWERED TOOLS</b>			
CR 19(1)	Safe use and storage			
IMPROV	Warning notice			
	<b>ROOF WORK</b>			
CR 8(1)	Safety equipment and precautions			
CR 8(2)	Fall protection plan			
CR 8(3)	Updated fall protection plan			
	<b>ASBESTOS CEMENT</b>			
AR 10(a)	Suitable tools			

**WARNING: under no circumstances shall any work of any nature whatsoever on any ASBESTOS material be undertaken unless the work is entrusted and mandated to a “REGISTERED ASBESTOS CONTRACTOR” in terms of the asbestos regulations [CR 12(9)].**

**CONTROLLED DISCLOSURE**

When downloaded from the EDS database, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the database.