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1. INTRODUCTION

In order to optimise real estate throughout Eskom and to provide the best comfort and convenience for workers it is essential that workplaces and workspaces be standardised throughout the organisation. In order to comply with safety, health and environmental legislation in the workplace it is essential that these standards are adhered to.

2. SUPPORTING CLAUSES

2.1 SCOPE

2.1.1 Purpose

- To adopt a consistent set of workplace standards throughout Eskom, in order to provide consistent workplaces (per employee grade) to the mutual benefit of employees and the company.
- To optimise space usage in respect of work settings and to make best possible use of real estate resources.
- Standardization of workstations to achieve the least possible number of variations, using the optimal number of common components, and in so doing, subscribing to the policy of relocating people as opposed to re-arranging workstations.
- Prescribing to standardization and in order to procure at best possible prices, Eskom has established National Contracts in respect of office desking products, office screening, storage components and office seating.
- Safety, Health, Environmental issues and quality of workplaces is of paramount importance at Eskom. Products selected and policies adopted in the workplace are required to comply with the highest possible levels of compliance, ultimately to the absolute safety of the worker, whilst meeting the rigorous standards of worker health, posture, support and ergonomic consideration.
- Compliance with fire regulations is considered paramount and all aspects are met in line with statutory and safety requirements.
- In complying with the standards and policies contained in the Eskom Corporate image guidelines, workplaces and workspaces are required to comply without exception.

Applying and abiding by workplace standards provides the following benefits :

- *Savings in respect of fewer moves / less "facility" downtime*
- *Increased workplace density per floor plate – optimising real estate costs and minimising waste*
- *Productive environments with a sense of purpose*

2.1.2 Applicability

This document shall apply throughout Eskom Holdings SOC Limited and its wholly owned subsidiaries.

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2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- [1] ESKADAAQ3: Emergency Planning Directive - (Under Review & reallocated with No.32-123)
- [2] ESKAMAAA1: Corporate Identity Manual
- [3] ESKPBAAQ3: Eskom Corporate Identity Policy - (Under Review & reallocated with No.32-109)
- [4] 32-178 Megawatt Park House Rules

2.2.2 Informative

- [5] Occupational Health and Safety Act 85 of 1993 as amended.

2.3 DEFINITIONS

2.3.1 Workplace: Establishment or facility at a particular location containing one or more work areas.

2.3.2 Workstation: Assigned location for an employee to perform his or her job, and which is equipped with all the required tools and facilities

2.3.3 Office Screens

Upholstered or glazed office partitions to the nominal heights of 1600 and 1200 mm above finished floor level (in compliance with the provision of Eskom's "workplace standards" document).

Floor based and/or desk mounted screen products and/or combinations of these with and/or without electrical and data reticulation are contained within the definition.

Storage Cabinets

1. Dimensioned to be 1500mm x 1200mm high, storage cabinets containing 4 x shelf levels of filing/storage (i.e. 4,5 linear metres of storage) finished in maple laminate, per Eskom standards.
2 options of door system are available – viz : maple sliding door with cupboard cam-lock or dark charcoal plastic roller shutter door with snap-lock.
2. 1200mm x 1600mm roller shutter, side-by-side double compartment storage cabinet finished in maple laminate with double roller shutter doors with individual snap-locks.

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Abbreviations

Abbreviation	Description
D2	Standard open plan desk / side-filer combination
CI	Eskom Corporate Identity
h	Height
l	Length
w	Width
mm	millimetre

Sizes of workstation / offices are quoted as nominal. Space allocations may vary somewhat according to building modules / optimal use of space.

2.4 ROLES AND RESPONSIBILITIES

Eskom Real Estate is the custodian of this document.

Each Division and Head of Department shall ensure that employees adhere to these standards as prescribed in this document.

2.5 PROCESS FOR MONITORING

Eskom Real Estate together with Corporate Identity and Corporate Audit will conduct regular audits to ensure compliance, by employees, with the standards and rules as set out in this document.

2.6 RELATED/SUPPORTING DOCUMENTS

None.

3. WORKSPACE STANDARDAssignment of Workstations Places / Spaces

3 workplace standards exist as described hereunder :

- (i) Open plan work workstations
- (ii) E Band, open plan workplaces
- (iii) GM & SGM Enclosed Offices and Executive Offices

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3.1 D2 WORKSTATIONS (Nominally 10m²)

A D2 workstation shall be designed to adhere to the following standards:

- Size 1700mm x 2200mm and 732mm high
- Primary work surface with space for notebook/PC
- Secondary work surface for clerical function
- Desk side credenza for storage of stationary, filing and personal belongings.

3.2 OPEN PLAN E-BAND (Nominally 20m²)

Open plan for E bands shall be designed to adhere to the following standards:

- Size 1700mm x 2200mm and 732mm high
- Primary work surface with space for notebook/PC
- Secondary work surface for clerical function
- Desk side credenza for storage of stationary, filing and personal belongings.
- 1100mm Ø round meeting table with pole legs
- 1 x 1200mm(l) x 450mm(w) x 1200mm(h) swing door cupboards

3.3 ENCLOSED OFFICE (Nominally 25m²)

Enclosed offices shall adhere to the following standards:

- Size 1700mm x 2200mm desk with D shaped extension top, 732mm high
- Primary work surface with space for notebook/PC
- Secondary work surface for clerical function
- Desk side credenza for storage of stationary, filing and personal belongings.
- Round (1100mm Ø) meeting table with pole legs
- 2 x 1200mm(l) x 450mm(w) x 1200mm(h) swing door cupboards

3.4 FILING CABINET

The filing cupboards shall be of the following size:

- 1 x 1200mm(l) x 450mm(w) x 1200mm(h) roller shutter door cupboard per every 2 employees

Finishes

The finishes shall be Maple laminate surfaces and cowry gold metal parts in compliance with Eskom C.I. Standards

3.5 OFFICE CHAIRS

- (i) Task Chairs – Synchronous office chairs on 5 star castor base
 - (ii) Visitors Chairs – Single shell, upholstered, sleigh base armchairs
- Per Eskom National Chair Contract

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3.6 SCREENING

When screens are installed, they shall be designed based on the following standard:

- Aluminium framed, powder coated office screening system (per National contract) is to be used according to the following guidelines:
- Main passages: 1200mm (h) floor based, upholstered panel (Eskom light blue refer to Eskom CI manual) with 400mm clear glass panel above (total 1600mm high)
- Dividing screens in clusters: 1200mm (h) desk mounted, upholstered panel (Eskom light blue or Eskom gold refer to Eskom CI manual)
- Dividing screens between clusters and open plan E band: 1200mm (h) floor based, upholstered panel (Eskom light blue or Eskom gold refer to Eskom CI manual)

4. AUTHORIZATION

This document has been seen and accepted by:

Name	Designation
B. Bhulunga	Managing Director: Human Resources

5. REVISIONS

Date	Rev.	Compiler	Remarks
June 2012	0	S Wilkinson	New document

Development team

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

- Sherene Wilkinson – Project Manager Eskom Real Estate
- Infinitude Design – Space planning and Interiors consultants

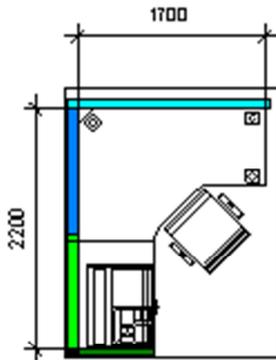
6. ACKNOWLEDGEMENTS

Not applicable.

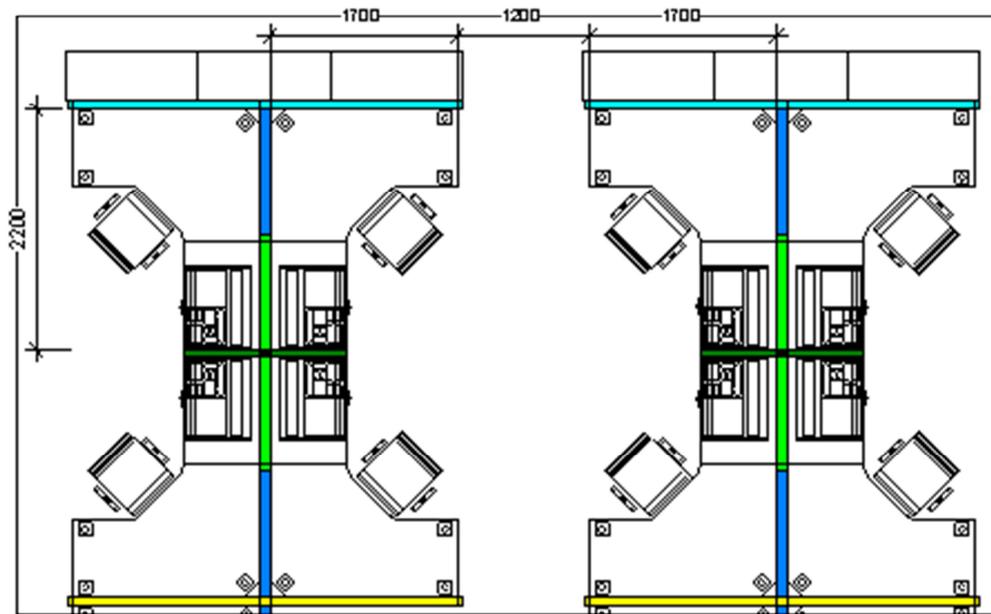
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APPENDIX A: D2 WORKSTATION PLAN



D2 WORKSTATION (1700mm X 2200mm)
1:50



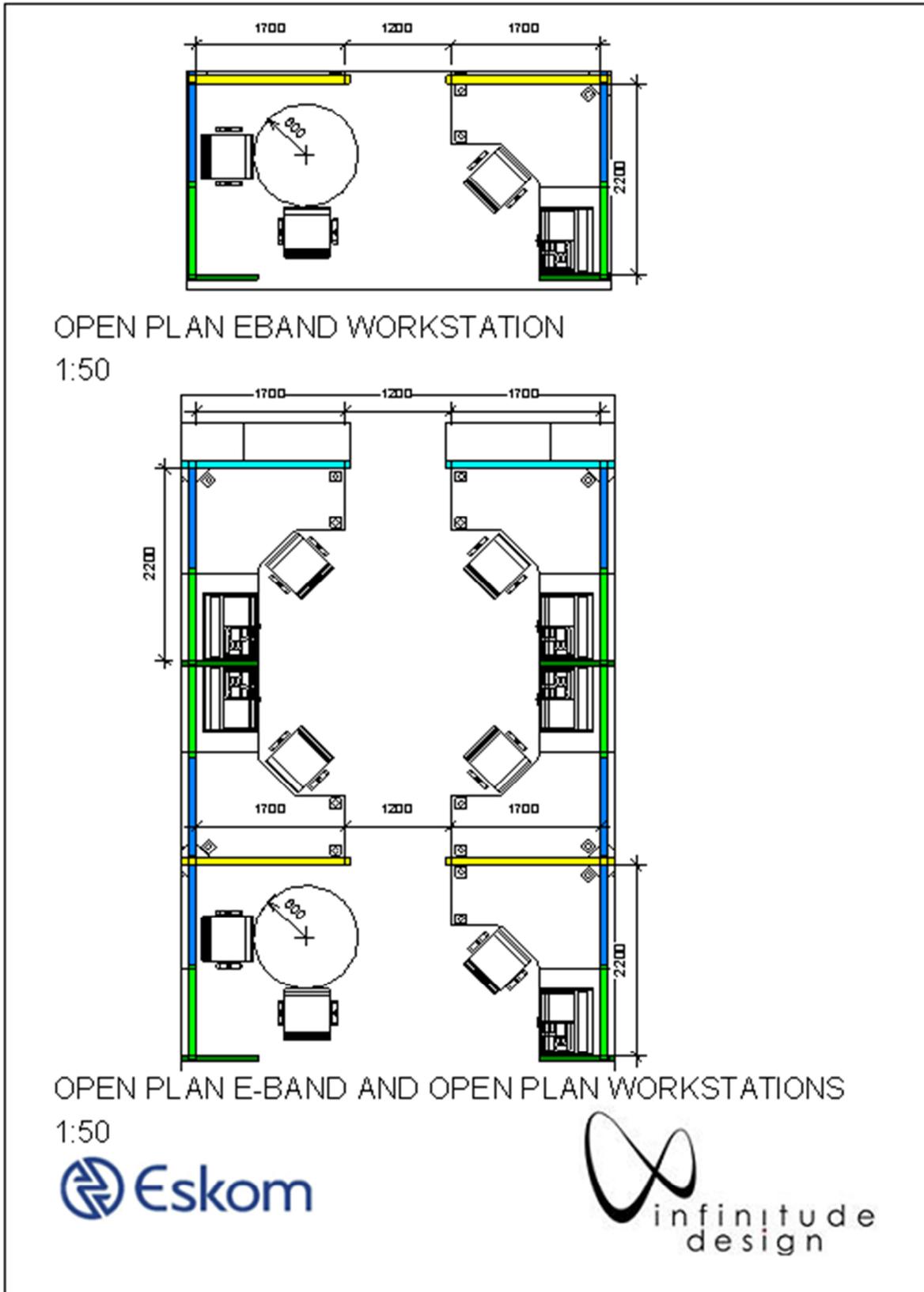
D2 WORKSTATION (1700mm X 2200mm) - 8 WAY CLUSTER
1:50



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APPENDIX B: OPEN PLAN E BAND WORKSTATION PLAN



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