


	SHE Specification High risk Activities	Matimba Power Station
---	---	------------------------------

Title:	SHE Specification for Home-Work-Home transportation services for Matimba Power Station for a period of five years	Document Identifier:	F/270/228
		Alternative Reference Number:	240-151224934
		Area of Applicability:	Matimba Power Station
		Functional Area Applicability:	Risk and assurance
		Revision:	2
		Total Pages:	34
		Next Review Date:	January 2029
		Disclosure Classification:	Controlled Disclosure

Compiled by	Project Designer	Contract Manager	Authorized by
	N/A		
Tiisetso Mathabatha		Charlotte Bapela	Simon Mavhungu
Officer SHE	System Engineer	Project Co-ordinator	Manager Safety Health & Env
Date: 23-02-2024	Date:	Date: 2024/03/06	Date:

Content

	Page
1. Introduction	5
2. Supporting Clauses	5
2.1 Purpose	5
2.2 Applicability	5
2.3 Effective date	6
2.4 Normative/Informative References	6
2.4.1 Normative	6
2.4.2 Informative	6
2.5 Definitions	7
2.6 Abbreviations	10
2.7 Roles and Responsibilities	11
2.7.1 Principal contractors and appointed contractors	11
2.7.2 Contractor site Manager/supervisor	13
2.7.3 Contractor Employees	14
2.7.4 Contractor Health and Safety officer	15
2.8 Process for Monitoring	16
2.9 Related/Supporting Documents	16
3. Document Content	16
3.1 Scope of work	16
3.1.1 Activities as and when required.	16
3.2 Legal Compliance	17
3.2.1 SHE Policy	17
3.2.2 Legislative Compliance	17
3.2.3 Section 37(2) Legal Agreements	17
3.2.4 Compensation for Occupational Injuries and Diseases Act (COID)	17
3.2.5 SHE Costing	18
3.2.6 Appointments	18
3.3 Organisational Structure	18
3.4 Risk Assessments	18
3.4.1 Baseline Risk Assessment	19
3.4.2 Issue Based Risk Assessment	19
3.4.3 Continuous Risk Assessment	19
3.5 Safe Working Procedures / Method Statement	19
3.6 Statutory Health and Safety Committees	20
3.6.1 Contractor Monthly SHE meetings	20
3.7 Incident Management	20
3.8 Medicals	21
3.9 Health and Awareness HIV/Aids	21

CONTROLLED DISCLOSURE

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

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

3.10 Training (Competency and Awareness)	21
3.10.1 Legal Requirements	21
3.10.2 Induction Training	21
3.10.3 Minimum Training Requirements of Safety Officer (Optional)	22
3.10.4 Minimum Training Requirements of Supervisor(S)	22
3.10.5 Minimum Training Requirements of General Employee(S)	22
3.11 EMERGENCY PREPAREDNESS PLAN	22
3.11.1 Emergency Response Plan	22
3.11.2 Emergency Drills	23
3.11.3 Emergency Numbers	23
3.12 Fire Risk Management	23
3.12.1 Compliance to: ERW 9.....	23
3.12.2 Maintenance of Firefighting Equipment	23
3.12.3 Damaged Firefighting Equipment	24
3.9 Audits and Review.....	24
3.9.2 Eskom SHE Audits.....	24
3.10 Planned Task Observations	24
3.11 Statistical reporting.....	24
3.12 Substance Abuse	25
3.13 Life Saving Rules	25
3.14 Refusal to Work on the Grounds of Health and Safety	26
3.15 Personal Protective Equipment Requirements	Error! Bookmark not defined.
3.16 Working at Heights (applicable when working at heights)	Error! Bookmark not defined.
3.16.1 Every Employer shall Ensure That Work at Height is	Error! Bookmark not defined.
3.17 Operational Controls	26
3.17.1 Transport/Mobile Plant Equipment	26
3.17.2 Tools and Equipment	Error! Bookmark not defined.
3.17.3 Hand Tools.....	Error! Bookmark not defined.
3.17.4 Barricading.....	Error! Bookmark not defined.
3.17.5 Access Permit	27
3.17.6 Stacking and Storage.....	Error! Bookmark not defined.
3.17.7 Workplace Signage and Colour Coding.....	27
3.17.8 Non Conformance and Compliance.....	28
3.18 SHE File	28
3.19 Work Stoppage.....	29
3.20 Hours of Work	29
3.21 Normal Work	29
3.22 Night Work.....	30
3.23 Overtime	30
3.24 Omissions from Safety and Health Requirements Specification	30
3.25 Contract Sign Off.....	30
3.26 ESKOM'S RIGHT TO TERMINATE THE CONTRACT	30
4. Record(s)	31

CONTROLLED DISCLOSURE

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

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

5. Addenda / Appendix31

5.1 Appendix 1: None.....31

6. Acceptance31

7. Revisions31

8. Development Team31

9. Acknowledgements32

CONTROLLED DISCLOSURE

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

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

1. Introduction

Eskom Matimba Power station responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations. This SHE specification is Eskom Matimba power station the minimum requirements which are required to be met for the specific contract and for the duration of the contract period by Home-work-Home transportation services for Matimba Power Station for a period of five years.

The contractor is expected to develop a SHE plan which meets these requirements as well as all the relevant applicable legislation they conform to. Eskom Matimba Power station in no way assumes the contractor's legal responsibilities. The scope of Home-work-Home transportation services for Matimba Power Station for a period of five years and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees. This SHE specification reflects minimum requirements and should not be construed as all encompassing.

Note 1: All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational SHE requirements.

2. Supporting Clauses

2.1 Purpose

This document will provide a standardised approach to the compilation of OHS specifications throughout Eskom Matimba Power Station business for Air Cooled Condenser Industrial Cleaning, Inspection, Refurbishment and Coating during outage, standards, and NEC 3

2.2 Applicability

NOTE: Mark appropriate block/s with a "X" (Select at least one)																
	All	Head of department	Head of function	Head of section	Administration	Auxiliary	Civil	Control & Instrument	Electrical	Mechanical	Projects	Support	Training	Shifts	Other (Specify):	
Matimba Staff																
Operating																
Maintenance																
Engineering																
Risk Management																
Human Resources																
Finance																
Production																

CONTROLLED DISCLOSURE

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

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

Contractors	X														
-------------	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.3 Effective date

01 January 2024

2.4 Normative/Informative References

2.4.1 Normative

- [1] ISO 9001 Quality Management Systems
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993
- [3] Basic Conditions of Employment Act No 75 of 1997
- [4] ISO 45001 occupational health and safety management system
- [5] National Environmental Management Act 107 of 1998.
- [6] National Road Traffic Act 93 of 1996.
- [7] 32-37 Eskom Substance Abuse Procedure.
- [8] 240-62196227 Life- saving Rules
- [9] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [10] 32-727 SHEQ Policy
- [11] 32- 418 Working at Heights Procedure
- [12] 240-62946386 Vehicle and Driver Safety Management Procedure
- [13] 32-520 Risk Assessment procedure
- [14] Plant Safety Regulations
- [15] National Disaster Management Act 57 of 2002

2.4.2 Informative

- [16] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [17] SANS 1186 Symbolic Safety Signs
- [18] Constitution of the Republic of South Africa No 108 of 1996
- [19] Eskom OHS Act Section 37(2) agreement –240-77037682.
- [20] Contract and Contractor OHS Management – 32-726
- [21] Standard for Welding Requirements on Eskom Plant-40-106628253
- [22] Non-Destructive Testing (NDT) on Eskom Plant Standard- 240-83540088

CONTROLLED DISCLOSURE

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

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

2.5 Definitions

CONTROLLED DISCLOSURE

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

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

Definition	Explanation
Appointed contractor	Means a contractor appointed by the Main contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes Main contractors
Contract's Manager/End User	Contract's Manager/End User
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environment	(32-94) means: <ul style="list-style-type: none"> a) the land, water, and atmosphere of the earth; b) micro-organisms and plant and animal life; and c) any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being

CONTROLLED DISCLOSURE

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

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

Definition	Explanation
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan 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
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of work being executed or to be executed
Occupational Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Occupational Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Occupational Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
National Enquiries/contracts	sourcing of services providers/contractors at the divisional level and not at BU level thorough tendering, request for price etc
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Main contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.

CONTROLLED DISCLOSURE

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

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

Definition	Explanation
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Site	(34-228) means an Eskom department, unit, complex, building, specific project, work site, or the site where agents, clients, Main contractors, contractors, suppliers, vendors, and service providers provide a service to Eskom, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

2.6 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program

CONTROLLED DISCLOSURE

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

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

Abbreviation	Description
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
O&M	Operating and Maintenance
LoG	(COID) Letter of Good Standing
SABS	South African Bureau Standard
SANS	South African National Standard

2.7 Roles and Responsibilities

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

2.7.1 Principal contractors and appointed contractors

Most of the roles and responsibilities listed apply to both principal contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

- 1] Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- 2] Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act.
- 3] Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
- 4] Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
- 5] Ensure that the minimum legislative, regulatory and Eskom OHS requirements are complied with on all work sites.
- 6] Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
- 7] Compile a OHS (Occupational health and safety) file where all relevant health and safety records must be kept for each work site.
- 8] The Main contractor must provide the project manager with the Compensation Commissioner's valid letter of good standing before the commencement of work and any

CONTROLLED DISCLOSURE

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

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

future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the Main contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.

- 9] Contractors must provide the Main contractor with a certified copy of the Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the contract for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
- 10] Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
- 11] Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- 12] Co-ordinate the activities of all the appointed contractors in the interests of safety and health.
- 13] Ensure that their contractors (whom they intend appointing) have made detailed provision for the cost of safety and health measures throughout the project.
- 14] Stop his /her employees and any appointed contractors if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- 15] Take reasonable steps to ensure cooperation between all their appointed contractors.
- 16] Ensure that Eskom OHS requirements are communicated to the appointed contractors, evaluate, and assess the appointed contractors OHS files. Only appoint contractors who are competent to do work, have satisfied the OHS compliance requirements and satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- 17] Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.
- 18] Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.
- 19] Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
- 20] Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- 21] Before the commencement of work, review the submitted baseline risk assessments to include site or emerging risks. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
- 22] Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.
- 23] Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- 24] Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
- 25] Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;
Note: should the Main contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

CONTROLLED DISCLOSURE

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

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

- 26] Must have a substance abuse program which must be in line with Eskom requirements.
- 27] Ensure that all incidents are reported and investigated timeously by competent incident investigators as and aligned with 32-95 requirements.
- 28] Be involved in all of their appointed contractor's incident investigations.
- 29] When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.

2.7.2 Contractor site Manager/supervisor

- 1] Be competent to perform the required supervisory tasks.
- 2] Ensure their employees and all appointed contractors comply with the required statutory and Eskom project requirements.
- 3] Inspect all work done by the contractors to ensure adherence to Eskom's standards and specifications.
- 4] Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- 5] Monitor contractors for adhere to statutory requirements and safety standards.
- 6] Monitor contractors overall OHS performance on site in order to achieve excellent results.
- 7] Discuss all OHS related problems with the relevant contractor management timeously in the first instance and thereafter the Eskom project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits, and inspection schedules.
- 8] Continual liaison between the Main contractor, appointed contractors and employees.
- 9] Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
- 10] Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
- 11] Submit the observation reports to the relevant management.
- 12] Submit the required OHS reports communicated by Eskom e.g., manpower numbers, incident statistics report etc.
- 13] Have meaningful participation in the project statutory health and safety committee meetings.
- 14] Participate in all appointed contractor incident investigations.
- 15] Participate in the Main contractor's emergency preparedness planning.
- 16] Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
- 17] Issue site instructions on behalf of the Main contractor where and when the appointed contractors deviate from safety requirements.

CONTROLLED DISCLOSURE

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

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

Note1: The contractor site Manager & supervisor must be trained in the following:

HIRA, Incident investigation training, Supervisor training, authorised person & PSR, Legal liability.

2.7.3 Contractor Employees

- 1] Be responsible for their own safety and health and that of their co-workers.
- 2] Co-operate with their employer to meet all of the employer's as well as legislative and Eskom Matimba Power Station requirements.
- 3] Familiarise themselves with their responsibilities during induction and awareness training sessions, not limited to:
 - a) familiarising themselves with their workplaces and safety and health procedures.
 - b) working in a manner that does not endanger them or cause harm to others.
 - c) ensuring that the work area is kept tidy.
 - d) reporting all incidents and near misses.
 - e) protecting fellow workers against injury by performing job observations.
 - f) reporting unsafe acts and unsafe conditions.
 - g) reporting any situation that may become dangerous; and
 - h) carrying out lawful orders and obeying safety and health rules
- 4] Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Eskom Matimba Power Station's project manager or supervisor immediately.
- 5] Not 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 this includes any guarding of machinery or equipment.
- 6] Obey any safety signs and adhere to any site demarcation at all times.
- 7] When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
- 8] Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom Matimba Power Station requirements, company requirements, or legislative requirements.
- 9] Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
- 10] Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.

CONTROLLED DISCLOSURE

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

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

- 11] Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
- 12] Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
- 13] Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom Matimba Power Station project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
- 14] Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
- 15] Maintain the surrounding area of the work site in a neat and tidy condition.
- 16] Have meaningful participation in regular health and safety meetings.
- 17] Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
- 18] When given instructions, understand the instructions and be permitted to clarify those instructions.

2.7.4 Contractor Health and Safety officer

- 1] Promote a SHE culture within the organisations involved in the project / contract.
- 2] The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- 3] Be in constant liaison and cooperate with Eskom Matimba Power Station's SHE professionals responsible for providing them with a health and safety service.
- 4] Ensure that this SHE specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
- 5] Conduct audits and inspections of all work sites for the duration of the project.
- 6] Be involved in the organisations incident investigations when required.
- 7] Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
- 8] Conduct organisational, site and visitor induction training.
- 9] Stop any employee or contractor from performing work that is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.
- 10] Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- 11] Make themselves available and ensure co-operation of employees under their control to undergo breathalyser and drug testing while entering and/or being on any Eskom Matimba Power Station work site by Eskom Matimba Power Station.

CONTROLLED DISCLOSURE

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

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

- 12] Carry out audits and or inspections on their contractors at least monthly and any appointed contractors.
- 13] Carry out frequent behaviour observations of employees under their control at least monthly and any appointed contractors.

2.8 Process for Monitoring

Contractor management is required to do the following as part of the continuous improvement initiatives:

- 1] Visible Felt leadership by top management.
- 2] Identify critical tasks and monitor by conducting Job Observations
- 3] Contractor Chief Executive or Managing Director shall present the lost time incidents at Business Unit Power Station General Managers meeting.
- 4] Contractor SHE meetings attendance
- 5] Outage SHE meetings
- 6] Plant walks
- 7] Audits

2.9 Related/Supporting Documents

Section 37(2) of the OHS Act requires Eskom to sign an agreement and include it in the OHS file for evaluation prior to the start of work. OHS department will issue the 37(2) agreement to the project manager/end user who will facilitate the signing of the document by Eskom and contractor representatives.

3. Document Content

3.1 Scope of work

Home-work-Home transportation services for Matimba Power Station for a period of five years.

22 – Seater x10 Buses requirement – At the beginning of the contract.

3.1.1 Activities as and when required.

Routes:

Overnacht : Daily

Marapong : Daily

CONTROLLED DISCLOSURE

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

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

3.2 Legal Compliance

3.2.1 SHE Policy

- [1] A SHE policy is a statement of intent and a commitment by the organisation's Chief Executive Officer/Managing Director and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence and innovation.
- [2] The principal contractor and all appointed contractors shall be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CEO or the appointed assistant to the CEO, in terms of the section 16(2) of the OHS Act. The policy must be displayed in a prominent place within the workplace. The SHE policy must be communicated with all employees and it must be filed in the contractor's SHE files.

3.2.2 Legislative Compliance

The Contractor shall at all times comply with and must have available, the Occupational Health and Safety Act 85 of 1993 and regulations, the Compensation for Occupational Diseases Act no 29 of 1996. The Contractor shall at all times during the continuance of the contract comply with the site health and safety specification, instructions, procedures and directives directed by Matimba Power Station.

3.2.3 Section 37(2) Legal Agreements

- [1] A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract
- [2] The principal contractor must ensure that section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract
- [3] The original copy of the section 37(2) agreements must be retained by the contractor and a copy retained by the responsible manager
- [4] A contractor/supplier shall strictly adhere to and ensure that its employees adhere to, the prescriptions as contained in the OHS Act and agree to comply with Eskom's safety requirements

3.2.4 Compensation for Occupational Injuries and Diseases Act (COID)

The principal contractor and all his/her appointed contractors shall be registered with the registered insurance fund/or employment compensation fund and submit proof of good standing with the workman compensation. The contractor shall, before the commencement with work on site, furnish Matimba Power Station management with proof of a valid registration through a certificate of good standing in terms of the Compensation for occupational Injuries and Diseases Act, (COID Act), 130 of 1993 and that all payments due to the commissioner are discharged. This cover shall remain in force during the contract and shall be the responsibility of the principal contractor to ensure validity. A copy of letter of good standing shall be kept in the SHE file.

CONTROLLED DISCLOSURE

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

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

3.2.5 SHE Costing

This document must be submitted with the tender documentation and to ensure a detailed breakdown as to the expenditure requirements with regard to the implementation and maintenance of the health and safety program. Where a specific personal protective equipment and or training is required for the performance of the contract, the principal contractor, when making a bid for a specific contract shall provide a breakdown list of PPE requirements and costing of such requirements.

3.2.6 Appointments

The Main contractor and all appointed contractors must appoint competent workers who will comply with the OHS Act for the duration of the contract. Before requiring appointees to accept an appointment, the employer must ensure that they have received appropriate training and/or information about their responsibilities. The relevant statutory appointments must be made in compliance with the OHS Act's criteria, which include appointing a qualified individual to the appropriate roles. The following should be included in the statutory appointments, but not limited to:

- 1] SHE Representatives (more than 20 employees or risk based)
- 2] Chairman of SHE Committee and Committee members
- 3] Competent person to conduct investigations.
- 4] First Aider
- 5] Competent person for inspection of fire equipment
- 6] Pant safety regulations
- 7] Responsible Person
- 8] Construction Vehicle and Mobile Plant (borrowed)

3.3 Organisational Structure

- 1] The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the senior management to the supervisors responsible for the contract. The relevant positions held names of the appointees and legal appointments must be listed.
- 2] The principal contractor must ensure that all appointed contractor comply with this requirement. The principal contractor is responsible for keeping copies of all of the organogram's as well as submitting them with the SHE plan/file. All organograms shall be updated timeously when appointments are changed.
- 3] This diagram must be kept up to date, a copy of which must be given to the contractors and copy filled in the relevant project SHE files

3.4 Risk Assessments

- 1] Documented risk assessments shall be conducted before the commencement of work and every time the scope of work changes or the risk of a potential incident increases.

CONTROLLED DISCLOSURE

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

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

- 2] Principal contractor to ensure all risk assessments are conducted by a trained and competent person to do so and shall complete comprehensive risk assessments (baseline, task and continuous) on all work related tasks which include risk identifications and analysis
- 3] Principal contractor and appointed contractor shall appoint in writing a competent risk assessor to undertake all such risk assessments. Conformance with the controls specified in the risk assessment will be monitored by the appointed/responsible supervisor and the risk assessor
- 4] Each operational task is broken and analysed further into individual task risk assessments. The risks associated with that task along with the preventive measures are tabled.
- 5] The list of risk assessments which will be included in the safety file, if applicable to the site with supervisors

3.4.1 Baseline Risk Assessment

A principal contractor shall conduct a baseline assessment to determine its current risk status. Through this process major risks will be identified and prioritised for future control. A programme must be developed for the management of identified risks.

3.4.2 Issue Based Risk Assessment

Issue based assessments must be conducted prior to where new hazards or risks may be introduced into the operation or on request from a Matimba Power Station contract manager. This assessment must be in writing and must be approved by the risk assessment team. It will be required:

- 1] For new work method or system
- 2] For new machines or equipment
- 3] Following the occurrence of an accident or an incident
- 4] Unsafe and environmental conditions changes
- 5] After obtaining knowledge that may influence the level of risk employees are exposed to

3.4.3 Continuous Risk Assessment

Occupational health and safety risk assessments should take place continuously, as an integral part of day-to-day health and safety management. This form of risk assessment is an important tool for ensuring the reduction of OHS hazards and risks in the workplace, as it addresses day-to-day changes in the activity. It is the duty of all supervisors to ensure that effective continuous risk assessment actually takes place in the workplace. The employer must ensure that all employees are competent to perform continuous risk assessments.

3.5 Safe Working Procedures / Method Statement

- 1] Principal contractor and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their employees.
- 2] Site Management and responsible person[s] will ensure all personnel are kept regularly up to date with health and safety information and how prompt feedback will be given to personnel for issues they raise. For example, hazard reports such noise and dust survey conducted by the Client

CONTROLLED DISCLOSURE

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

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

- 3] Health and safety publicity and awareness programs. For example, competitions and lifestyle improvement.

3.6 Statutory Health and Safety Committees

- 1] The principal contractor shall establish a statutory health and safety committee
- 2] Similarly, appointed contractors shall establish their own statutory health and safety committee
- 3] Appointed contractors shall be members of the principal contractor's safety committee
- 4] The committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned, safety performance, action plans and other relevant SHE issues
- 5] SHE representatives for a workplace shall be members of the relevant workplace safety committees
- 6] The following serves as the guideline for the OHS Committee meeting agenda
 - a) Matters arising from previous minutes
 - b) Matters arising from Contractor's OHS meetings
 - c) Audit results and feedback
 - d) Review Health and Safety Representative Inspection Reports
 - e) Incident investigation reports
 - f) Non-Conformances raised from previous audits/site walks
 - g) Announcements (near miss/injury/damage)
 - h) Follow up on recommendations made by the employer in incident investigation reports
 - i) Housekeeping.
 - j) Work permits.
 - k) Work procedures.
 - l) Hazardous materials / substances.
 - m) Fire Prevention
 - n) Occupational Hygiene Assessments, Health Risks and Actions
 - o) Security

3.6.1 Contractor Monthly SHE meetings

- 1] Principal contractors and their appointed contractors shall attend Matimba Power Station monthly health and safety contractor meeting
- 2] All persons attending contractor health and safety meeting(s) will be required to sign a standard attendance register as proof of attendance

3.7 Incident Management

All incidents shall be reported immediately and investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Eskom Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

CONTROLLED DISCLOSURE

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

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

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation, should not only be a legal requirement, but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents

3.8 Medicals

- 1] Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations
- 2] In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes
- 3] Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- 4] The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
- 5] The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

Note: Eskom will only accept medical surveillance conducted by an Occupational Health Practitioner who has completed qualification in occupational health

3.9 Health and Awareness HIV/Aids

Principal contractors and their contractors shall submit details of their employee health and wellness programme as part of their health and safety plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment.

3.10 Training (Competency and Awareness)

3.10.1 Legal Requirements

- 1] Every contractor will compile a training and competency matrix to indicate competency requirements for each job category as per their SHE costing requirements. This training matrix will at least contain the following information:
 - Job description
 - Training and competency associated and required as per job description

3.10.2 Induction Training

- 1] Principal contractor shall to ensure that before the commencement of contract, all their employees have attended their company induction training

CONTROLLED DISCLOSURE

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

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

- 2] All contractors shall have an induction program, which will be in compliant to Eskom requirements
- 3] All proof of safety inductions attendance register shall be kept on the safety file on site
- 4] Principal contractor shall ensure that all employees attend Matimba site induction training and proof of induction attendance register shall be kept on the safety file on site

3.10.3 Minimum Training Requirements of Safety Officer

The training will include but not limited to the following:

- 1] National Safety Diploma and at least 3 years construction/plant/mining safety experience
- 2] SAMTRAC and at least 5 years construction/plant/mining safety experience
- 3] Training regarding applicable legislation
- 4] Incident investigation training
- 5] Computer literacy and fluent in English

3.10.4 Minimum Training Requirements of Supervisor(S)

The training will include but not limited to the following:

- 1] Training regarding hazard identification and risk assessment techniques
- 2] Training regarding incident investigation techniques
- 3] Training regarding job safety analysis
- 4] Training regarding applicable legislation.
- 5] Legal Liability

3.10.5 Minimum Training Requirements of General Employee(S)

The training will include but not limited to the following:

- 1] Basic H&S training
- 2] Firefighting training
- 3] Workplace induction
- 4] PPE use, care and maintenance
- 5] Procedures.

3.11 EMERGENCY PREPAREDNESS PLAN

3.11.1 Emergency Response Plan

The contractor will be required to establish his/her own emergency response plans of the project before each activity begins

The emergency response plan will

- 1] Describe how the emergency response will be initiated and how the emergency teams will be activated
- 2] Specify command, control and communications arrangements

CONTROLLED DISCLOSURE

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

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

- 3] Identify the roles and responsibilities of all personnel likely to be at the site of the emergency or involved in the response
- 4] Include a person nominated as the site emergency control officer
- 5] Identify emergency equipment available and personnel trained in its use

3.11.2 Emergency Drills

The contractor should conduct emergency response drills (including, but not limited to, fire, rescue and spill drills) to test the effectiveness of its emergency procedures and equipment and the knowledge and proficiency of all response personnel. Such drills will take place at least every 6 months or as agreed with the Matimba Power Station EP Coordinator and will be the responsibility of the contractor. The contractor will record a drill report and provided them on request.

3.11.3 Emergency Numbers

Lists with emergency numbers will be posted at phones, site entrances and in every office.

3.12 Fire Risk Management

3.12.1 Compliance to: ERW 9

- 1] Contractors must develop a fire safety procedure for the office, building and workshops, which must comply with the requirements of the local authority fire department and the OHS Act
- 2] The fire plan must include emergency escape routes, supply to appropriate fire extinguishing equipment, appropriate signage, maintenance of the extinguishing equipment, location of the equipment and appointment of fire personnel
- 3] The contractor will train all employees in the procedures to be followed in the event of a fire and/or a fire alarm. Contractors should familiarise themselves with locations of fire equipment in the vicinity of their work site.
- 4] The contractor should supply and maintain all firefighting equipment for its work as required by the statutory regulations governing the site. Fire extinguishers will not be used for any purpose other than their intended use.
- 5] contractor should ensure that:
 - The minimum amount of flammable liquids (petrol, thinners and paint) will be brought on to site and will be transported safely
 - All required safety signs will be posted should any work be carried out with any flammable/combustible materials (i.e. no smoking, no naked flames and no unauthorised entry)
 - Supervisors do constant and regular inspections to ensure adherence of firefighting procedures.

3.12.2 Maintenance of Firefighting Equipment

All fire extinguishers should be:

CONTROLLED DISCLOSURE

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

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

- 1] Conspicuously numbered
- 2] Recorded in a register
- 3] Visibly inspected monthly by a competent person using an inspection checklist with a set of inspection criteria items (which have at least completed a basic firefighting course)
- 4] Inspected at least annually by an accredited supplier. This frequency will vary depending on the risks exposed to, i.e. excessive dust, water, etc. This person needs to be appointed in writing and competency to be available
- 5] Results entered in the register and signed.

3.12.3 Damaged Firefighting Equipment

Contractors shall ensure fire extinguishers with damaged or broken seals must be returned to an accredited supplier for re-charge/repair. Details will be entered in the inspection register.

3.9 Audits and Review

Principal contractor will develop a quarterly audit program, stating dates of audits and the type of audit to be conducted. The results of these audits including the list of actions with names and timing allocated must be submitted to the Contract Manager for review and analysis. This audit must be conducted on a quarterly basis.

3.9.1 Eskom SHE Audits

- 1] Eskom shall evaluate all contractors' SHE performance on an ongoing basis against the legal, Eskom requirements, SHE specification and contractors SHE plans. A site/workshop inspection shall form part of the audit.
- 2] There will be audits conducted as and when required by Eskom on the principal contractor/s and or appointed contractors. These audits shall be attended by the contractor's contract manager or his/her representative.
- 3] If there is any major findings/non-compliance identified as serious in these audits the contractor will be issued with NCR.
- 4] The Contractor shall develop an Action Plan with target dates to close Non-conformances.

3.10 Planned Task Observations

- 1] Planned task observations are a critical step in identifying any deviations from specified process and or procedures
- 2] Contractors are required to carry out periodic task observations on employees and therefore need to conduct observations as per schedule.
- 3] Following a task observation, feedback and instruction must be given immediately to the employees who have been observed.

3.11 Statistical reporting

- 1] Statistics is an integral part of the framework for measuring health and safety performance and assist in improving the organisation's health and safety performance

CONTROLLED DISCLOSURE

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

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

- 2] The principal contractor must report to the Eskom contract responsible manager, by the 1st of every month, their SHE statistics and those of their appointed contractors, specific to the contract.
- 3] The statistical information required is:
 - Name of the Contractor Company
 - Total number of employees per Principal contractor
 - Actual man-hours worked
 - Days worked
 - Days lost
 - Incident data: Medicals, Fatalities, Lost time, First aid, near misses,
 - Property damage
 - SHE statistical data as per the standard form

3.12 Substance Abuse

- 1] Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering, or working on, any of Eskom's equipment and premises, similarly contractors should adopt the same principles.
- 2] Principal contractors shall comply with the General Safety Regulation 2A with regards to intoxication
- 3] Contractors are encouraged to compile their own manual and carry out regular testing of their own employees. The legislative blood/breath alcohol level is deemed to be zero percentage (0%).
- 4] Persons are prohibited from entering or remaining on or at a workplace whilst under the influence of either or both substances, not permitted to be under the influence or consume intoxicating substance whilst at/in the workplace. There is provision regarding the taking of medication.
- 5] All contractors shall comply with Eskom's procedure 32-37 (Substance abuse procedure) whilst being on any Eskom premises, remembering that this is an Eskom lifesaving rule: Rule 4: Be Sober, that is to say, they will make themselves available to be tested by Eskom as and when required.
- 6] Test records must be treated as confidential and filed in the employee's personal file

3.13 Life Saving Rules

- 1] Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom adopt the same view.
- 2] Five Life Saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and contractors. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or sub-contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom

CONTROLLED DISCLOSURE

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

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

- 3] If any contractual work will be performed on any Eskom premises (including delivery of the guard huts), then the rules shall be obeyed by any contractor and their employees.
- 4] The rules as per below table:

Table 1: 1.1 Eskom Life Savings Rules

Rules	Description of rule
1	Open, Isolate, Test, Earth, Bond and or Insulate Before Touch That is any plant operating above 1000 v
2	Hook at heights Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into
3	Buckle Up No person may drive any vehicle on Eskom business and/or on Eskom premises: unless the driver and all passengers are wearing seat belts
4	Be Sober No person is allowed to be under the influence of intoxicating liquor or drugs while on duty.
5	Permit to Work Where an authorisation limitation exists, no person shall work without the required permit to work

- 5] Eskom will take a stance of zero tolerance on these rules
- 6] Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal
- 7] This is to ensure that every person who works on or visits an Eskom work site returns home safely to his or her family

3.14 Refusal to Work on the Grounds of Health and Safety

Principal contractor shall develop a refusal to work policy to align it with the organisations SHE policy regarding safe work and also to standardise the reporting and investigation of such instances and the clear employee understanding of their limitations. No person shall be victimised exercising these right.

3.15 Operational Controls

3.15.1 Transport/Mobile Plant Equipment

Where the principal contractor and/or appointed contractor will be delivering materials to the Matimba power station, the following requirements must be met:

- 1] All motor vehicles shall comply with the National Road Traffic Act and Eskom requirement

CONTROLLED DISCLOSURE

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

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

- 2] Designated drivers shall be in possession of the relevant driver's licence and valid for the class of vehicle
- 3] The driver's licence shall be kept by the person authorised to operate/drive and shall produce such licence on request
- 4] Contractor must keep copies of the relevant driver's licences and monitor the validity of the licences. It must be noted that the license holder remain responsible for ensuring that their licence remains valid
- 5] No drivers or operators may text or talk on mobile phones or two way radios whilst driving, unless a hands free kit is used.
- 6] Whilst on the Eskom contract and travelling for the contract, contractors are not permitted to transport passengers in the back of LDV's and trucks
- 7] Contractor's vehicles shall be subjected to inspections by an Eskom representative. Vehicles which are not roadworthy will not be allowed onto the site
- 8] Where vehicles, mobile plant and equipment have to be refuelled on site, this will be done under caution and every effort must be made to prevent any spillage and starting of fires. This must be done on bounded wall to contain any accidental spillage
- 9] Precautions shall be taken to secure all loads properly. Loads protruding from vehicles shall be securely loaded and in daytime a red flag and during darkness a red flag or red reflective material shall be attached to the extreme end of such protruding material
- 10] Where vehicles have seating for passengers, then seats are required to be firmly affixed to the vehicle with seat belts adequate for the number of passengers being transported
- 11] Contractors are to ensure that visibility (e.g. switching on lights, reflectors, rotating lights etc.) is enhanced on all mobile plant vehicles in order to be easily seen whilst travelling.
- 12] All vehicles and driven mobile equipment over 2tons, when reversing must have a hooter/beeper, with good sounds, when the vehicle and equipment is reversing

3.15.2 Access Permit

This is a general permit required that allows the Contractor to gain access to site. This permit is required before site establishment can commence.

3.15.3 Workplace Signage and Colour Coding

- 1] Symbolic safety signage shall be displayed where it is required by legislation
- 2] All symbolic safety signage shall conform to the requirements of SANS standard 1186.
- 3] Signs shall be positioned to be seen from most positions within the work sites / areas.
- 4] All signage must be clear at all times and be replaced timeously when worn out.
- 5] Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Constructor Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
- 6] The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.

CONTROLLED DISCLOSURE

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

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

- 7] When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
- 8] Contractors shall provide 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.
- 9] The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
- 10] Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.15.4 Non Conformance and Compliance

- 1] Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure
- 2] Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
- 3] The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- 4] Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- 5] Where non-conformances are issued by Eskom then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- 6] Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

3.16 SHE File

- 1] A SHE file means a file or other record in permanent form, containing the information about the safety and health management system and all information relating to the post-contract phase after handover to the client, so that the client can maintain the works in a healthy and safe way
- 2] All contractors are required to keep a SHE file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The SHE file shall be maintained by all the contractors on their sites and shall be available on request for audit and inspection purposes.
- 3] The SHE file shall consist of the requirements in terms of the project’s safety specification, the contractor’s safety and health plans.

CONTROLLED DISCLOSURE

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

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

- 4] The sequence of filing the documentation must be kept in the same sequence as listed in this SHE specification and the SHE plan.
- 5] Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.
- 6] On completion of the work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
- 7] In case where the project is extended, should the documentation in the SHE files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.17 Work Stoppage

- 1] Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
- 2] Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Eskom where the contractor has not met the requirements defined legally or contractually.
- 3] Where stoppages are carried out, the required non-conformance report shall be raised.
- 4] All work stoppages ideally should be investigated and documented by contract custodians

3.18 Hours of Work

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

3.19 Normal 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 or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

CONTROLLED DISCLOSURE

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

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

3.20 Night Work

- 1] When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.
- 2] If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.21 Overtime

When overtime is required to be performed, the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the Eskom project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.22 Omissions from Safety and Health Requirements Specification

- 1] 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 to adequately provide for the health and safety of employees on site
- 2] Should Eskom not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform Eskom of such issues when signing the contract

3.23 Contract Sign Off

On completion of the project, all appointed contractors shall close out their project documentation; SHE files and forwards such to the principal contractor. The principal contractor shall likewise close out his/her project documentation and SHE files and forwards such to the Eskom project manager.

3.24 ESKOM'S RIGHT TO TERMINATE THE CONTRACT

The contractor/supplier shall at all times comply with Eskom's occupational health and safety (OHS), legal and other requirements as amended for the duration of the contract. In addition, the contractor shall comply with the requirements contained in the SHE Specification. Eskom reserves the right to terminate the contract in the event that the contractor has built up a history of poor performance or non-conformance in relation to matters of Eskom OHS and legal compliance. No work may commence until the health and safety file has been approved by Eskom OHS personnel.

CONTROLLED DISCLOSURE

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

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

4. Record(s)

This section must state what records are generated by this document.

Type of record	Retention time	Responsibility
Audits	6 monthly	Safety department

5. Addenda / Appendix

5.1 Appendix 1: None

6. Acceptance

This document has been seen and accepted by:

Name	Designation
Matimba Safety Department	Dist List Matimba Safety Department <dl-MatimbaSafetyDepartment@eskom.co.za>

7. Revisions

Date	Rev.	Compiler	Remarks
January 2024	1	MC Mokgabudi	Compliance to Contract and Contractor OHS management
January 2024	2	MC Mokgabudi	Compliance to Contract and Contractor OHS management & document due for review

8. Development Team

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

- 1] Cliford Phahlamohlaka
- 2] Desmond Maila
- 3] Hebert Morena
- 4] Hulisani Ntsieni
- 5] Khutjo Maswanganye
- 6] Lazarus Moabi
- 7] Lesibana Lekgotho

CONTROLLED DISCLOSURE

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

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

- 8] Manakedi Mokgabudi
- 9] Mosale Madisha
- 10] Nhlakanipho Khoza
- 11] Simon Mavhungu
- 12] Stanley Kganyago
- 13] Thabo Machaba
- 14] Themba Minyuku
- 15] Tiisetso Mathabatha
- 16] Tshivhangwaho Nemalekoni

9. Acknowledgements

CONTROLLED DISCLOSURE

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

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