

	OHS REQUIREMENT HIGH RISK PROJECT REPLACEMENT OF AIRCONDITIONING UNITS AT SUNILAWS OPERATIONS DATA CENTRE	Template Identifier	240-73416879	Rev	2
		Document Identifier	TENDER NO.	Rev	1
		Effective Date	20 February 2016		
		Review Date	February 2021		

Project Name: Replacement of air-conditioning units at Sunilaws Operations Data Centre.

Project Address: Cape Coastal Cluster Eastern Cape The installation comprises the supply, delivery, installation, testing and commissioning of the air conditioning systems serving the East London Sunilaws Data Operations Centre Server Room.

Scope of the project:

- Provide reviews, finalise designs and construction for the replacement of Airconditioning Units at Sunilaws Operation Data Centre.
- Procurement of four (4x) new 50kW Down flow Air Conditioner units,
- Pre-installation assessment of the copper piping. The existing copper piping may be reused, if the existing pipe is in good condition and matches the class and diameter required for the new installation. Replacement costs will need to be accounted for upfront, with the possibility of a monetary saving later.
- Decommissioning Unit 2, while keeping units 1, 3 and 4 still operational, this will entail:
 - Removal of unit 2,
 - Removal of the copper refrigerant piping to the ablutions,
 - Removal of the existing heat exchanger, located above the ablutions.
- Installation of new unit, including:
 - New copper refrigerant piping to the ablutions,
 - Installation of new heat exchanger, located above the ablutions,
 - Commissioning of new unit and bringing on-line,
- Decommissioning Unit 3 and above associated steps,
- Decommissioning Unit 4 and above associated steps,
- Decommissioning Unit 1 and above associated steps,

Decommissioning of the existing units and their subsequent replacement, must be done sequentially in a remove and replace methodology, until all four units are installed and operational, to ensure seamless overlap, whereby the supply of cooling to the servers is uninterrupted.

Eskom Contract's Manager
Name: **SIPHAMANDLA NDABANA**

Eskom's Health and Safety Manager
Name: **XOLILE MYOYO**

Eskom's Procurement Manager
Name: **SPINDILE ZINTO**

Eskom's Health and Safety Officer
Name: **VUYOKAZI MEKE**

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1. Introduction

Eskom's 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.

These OHS requirements is Eskom minimum requirements which are required to be met for the replacement of air-conditioning units at Sunilaws Operations Data Centre contract and for the duration of the contract period by Contractors and where required, the delivery organisation.

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

These OHS requirements 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.

Where requirements listed are already in place, then the organisational requirements must be taken cognisance of and listed in the respective SHE Plans. If there are any additional Eskom and or legislative requirements listed in these OHS requirements, then these must be addressed.

2. Supporting Clauses

2.1 Scope

These OHS requirements lists the legislative and Eskom requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the Contractor who will be involved within the scope execution of this project at the relevant sites.

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2.1.1 Purpose

This document provides a standardised approach to the compilation of the Contractor's OHS Plans/ System/ Manual and Baseline Risk Assessment that aligns with Eskom minimum OHS requirements, relevant legal and other requirements for safe execution of the specific project scope of work throughout the contract period.

2.1.2 Applicability

This document is applicable to any Contracting organisation/ Suppliers/ Service Providers/ Contractors tendering for the contract.

This document shall also apply to all appointed Contractors/ Suppliers/ Service Providers who will be executing the requirements of the project scope of work and all the activities and processes carried out for and on behalf of Eskom for this contract period.

2.1.3 Effective date

These OHS requirements shall be implemented and effective from the date of publication with the relevant Tender invitation/enquiry documents.

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] Basic Conditions of Employment Act, 1997 (No. 75 of 1997)
- [2] Employment Equity Act, 1998 (Act No. 55 of 1998)
- [3] Occupational Health and Safety Act, 1993 and Regulations (Act No. 85 of 1993)
- [4] Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- [5] National Environmental Management Act, 1998 (Act No.107 of 1998)
- [6] National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)

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- [7] National Road Traffic Act, 1996 (Act No. 93 of 1996)
- [8] Plant Safety Regulations.
- [9] Operating Regulations for High Voltage Systems (ORHVS).
- [10] SANS ISO 45001: 2018 – Occupational Health and Safety Management systems Requirements with guidance for use.
- [11] SANS ISO 45003:2021 – OHSM Psychological health and safety at work - guidelines for managing psychological risks.
- [12] SANS ISO 9001: 2015 – Quality Management Systems requirements
- [13] ISO 14001: 2015 – Environmental Management System Requirements with guidance for use
- [14] SANS 10400-A: 2022 Ed2.2 – General principles and requirements.
- [15] SANS 10400-O: 2011 – Lighting and ventilation.
- [16] SANS 10147:2014 – Refrigerating systems, including plants associated with air-conditioning systems.
- [17] SANS 1238:2005 – Airconditioning ductwork.
- [18] SANS 1186-1:2022 Symbolic Safety Signs – Standard signs and general requirements.
- [19] SANS 10142-1:2021 Low-voltage installations – The wiring of premises.
- [20] Eskom Procurement and Supply Chain Management Procedure (32-1034).
- [21] Eskom Contract and Contractor OHS Management Standard Rev3 (32-726).
- [22] Eskom Environmental, Occupational Health and Safety Incident Management Procedure Rev9 (32-95).
- [23] Eskom Substance Abuse Procedure (32-37).
- [24] Eskom Life-Saving Rules Procedure (240-62196227).
- [25] Eskom Vehicle and Driver Safety Management Procedure Rev7 (240-62946386).
- [26] Eskom Safety, Health, Environment, and Quality (SHEQ) Policy (32-727).
- [27] Eskom Personal Protective Equipment Standard Rev2 (240-44175132).

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- [28] Eskom Personal Protective Equipment for working at Height Specification (240-100979499).
- [29] Eskom OHS Roles and Responsibilities and Statutory Appointment Standard (240-62582234).
- [30] Eskom Occupational Health and Safety Risk Assessment Procedure (32-520).
- [31] Eskom Occupational Hygiene Hazard Identification and Risk Assessment Standard (240-114036246).
- [32] Eskom Medical Surveillance Procedure (240-84733329).
- [33] Eskom Occupational Health and Safety Act: Section 37(2) Agreement – Form (240-77037682).
- [34] Annexure B: Acknowledgement form for Eskom SHE Rules and other Requirements (240-77471499).
- [35] Eskom Emergency Planning Standard (32-123).
- [36] Eskom Fire Risk Management (32-124).
- [37] Eskom Waste Management Standard (32-245).
- [38] Eskom Turnkey Contract – awarded Contractor sign with Eskom.
- [39] Eskom Working at Heights Standard Rev5 (32- 418).
- [40] Eskom Control of Non-conforming Outputs Procedure Rev4 (240-44175038).
- [41] Eskom Non-conformity and Corrective Action Procedure Rev3 (240-53464409).

2.2.2 Informative

- [1] Constitution of the Republic of South Africa Act, 1996 (No. 108 of 1996)
- [2] Tobacco Products Control Act, 1993 (Act No 83 of 1993) – Updated 2011.05.19.
- [3] Eskom Vehicle Safety Specification (32-345)
- [4] Eskom Behavioural Safety Observation Procedure (32-407)

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2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal 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)
Contract	An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration / payment.
Contract custodian	The person defined in a contract as the Eskom representative, for example, the project manager/end user, that is, the person responsible for managing the contract and ensuring that the works or services are executed in terms of the contract.
Contract management	It is a process of managing contract creation, execution and analysis in order to maximise operational performance and mitigate legal ramifications, reducing financial risk at an organization. The art and science of managing a contractual agreement throughout the contract life cycle.
Contractual requirement for OHS	Contractual requirements consist of legal and other OHS requirements for procuring goods and/or services to be rendered for/on behalf of Eskom. These are OHS documents required from Tenderers at the procurement phase (enquiry, evaluation, negotiation meeting and contract award) and only Tenderers that have met the mandatory and functionality threshold will be evaluated.

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Definition	Explanation
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
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: 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

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Definition	Explanation
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
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 construction work being executed or to be executed
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
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.
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
Life Saving 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

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Definition	Explanation
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
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
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Provincial Director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction 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, principal 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

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Definition	Explanation
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.

2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CCC	Cape Coastal Cluster
CE	Chief Executive
CNC	(Eskom) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoEL	Department of Employment and Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERE	Eskom Real Estate
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations

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Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CCC	Cape Coastal Cluster
CE	Chief Executive
HCA	Hazardous Chemical Agents
HBA	Hazardous Biological Agents
ISO	International Organization for Standardization
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
PPPFA	Preferential Procurement Policy Framework Act, 5 of 2000
RFI	Request for information
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard
SANAS	South African National Accreditation System
SAQCC-Gas	South African Qualification and Certification Committee for Gas
SARACCA	South African Refrigeration and Air-Conditioning Contractors Association
SAWIS	South African Waste Information System
SDC	Safe Disposal Certificate
SDS	Safety Data Sheet

2.5 Roles and Responsibilities

2.5.1 Contractual and Legal Roles and Responsibilities.

Although the provisions of these OHS requirements typically only refer to the Contractor, compliance herewith is also required from Subcontractors. The Contractor remains responsible for compliance with the requirements of these OHS requirements by

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Subcontractors and shall ensure that each Subcontractor complies with the requirements hereof at all times and as applicable. Without derogating from his obligations and responsibilities under the Contract, the Contractor shall ensure that the requirement to comply with the provisions of these OHS requirements is included in all Subcontracts involving activities at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) and / or activities otherwise covered by these OHS requirements. Failure by the Employer to enforce compliance with the requirements of these OHS requirements shall not relieve the Contractor from any responsibility or obligation whether under the Contract or under applicable Law.

The Employer requires that the management of safety, health and environmental issues shall be to a standard of excellence aligned with world class best practices. The Contractor carries prime accountability and responsibility for the health, safety and welfare of the Contractor's Personnel and for any works that may expose any other person other than their personnel. No health, safety and welfare requirements specified by or imposed on the Employer (whether under the Contract or under applicable Law) shall be construed or operate, as between the Employer and the Contractor, to reduce the Contractor's accountability and responsibility for the health, safety and welfare of the Contractor's Personnel.

The Contractor is responsible for adequately informing the Contractor's personnel of all relevant information of these OHS requirements and the Contractor OHS Plan/Manual.

The Contractor shall take prime responsibility for all aspects of Environmental management associated with the works and activities he is responsible for under the Contract. These OHS requirements should not be considered to be exhaustive and the Employer reserves the right to add, delete or modify conditions where it is considered to be appropriate in these OHS requirements.

Where additions, deletions or modifications are made to these OHS requirements, the Contract custodian shall advise the Contractor of the change. The Contractor shall be solely responsible for informing the Contractor's personnel and its Sub-Contractor / appointed Contractors of these changes. The Employer or the Contract custodian shall not be responsible for any failure caused by a Sub-Contractor not receiving a notification or failing to act upon such notification.

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2.5.2 Roles and responsibilities commitment

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.

2.5.3 Designers' roles and responsibilities

Designers shall:

1. Be responsible for the overall management of the project design as well as ensuring the management of compliance of the completed works to the design during and after construction on site.
2. Ensure they take into consideration the OHS requirements as detailed in these OHS requirements.
3. Implement the execution of their legal responsibilities as stipulated in Regulation 6 of Construction Regulations.
4. Ensure that when they design for construction work, they consider foreseeable health and safety risks during construction and eventual maintenance and cleaning of the structure in balance with other design considerations, such as aesthetics and cost.
5. They should apply the hierarchy of risk control. This means Designers need to identify the hazards inherent in carrying out the construction work and where possible alter the design to avoid them. If the hazards cannot be removed by design changes, the Designer should minimize the risks and provide information about the risks that remain.

They should describe any matters that require particular attention by a Contractor, enough information should be provided to alert Contractors and others to matters which they could not be reasonably expected to know about.

2.5.4 Eskom Contract custodian roles and responsibilities

The contract custodian shall:

1. Ensure that the contract specifies how OHS will be managed and reported on for the duration of the contract/ transaction and the Supplier/ Contractor adheres to the relevant contract SHE requirements.

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2. Ensure that the Principal Contractor develops a project-specific SHE Plan that aligns to these OHS Requirements. When the Tender/ contract has been awarded, it is the Contract Custodian's responsibility to ensure that the SHE Plan of the Principal Contractor is evaluated, accepted and approved before the commencement of work.
3. Ensure that the Principal Contractor SHE file is evaluated for compliance once the contract has been awarded. Once satisfied that the contents of the SHE file meet the requirements, a letter or confirmation of acceptance shall be issued to the Principal Contractor.
4. Ensure that the SHE Plan of the Principal Contractor and any appointed contractor is audited throughout the execution of the contract for compliance from a legislative and Eskom OHS point of view.
5. Ensure that the necessary details/ issues pertaining to Contractor non-conformances on contractual OHS obligations during contract execution, safety interventions, post contract review, and supplier reconsideration are adequately addressed, recorded, and submitted to Procurement Department for recording and to support future reference.
6. Ensure that the health and safety requirements are made available to the appointed Contractors where additional Contractors are appointed.
7. Ensure that the **Eskom OHS Act: Section 37(2) Agreement - Form** and **Eskom AnnexureB Acknowledgement Form for OHS legal and other requirements** are signed by the Contract Custodian and the Contractor when signing the contract and a copy of the documents is kept in the Contractor SHE File.

2.5.5 Eskom Procurement Practitioner roles and responsibilities

The Procurement Practitioner shall:

1. Ensure that the appropriate SHE representative provides the SHE requirements and specified documents before the release of the procurement tender and contract.
2. Ensure that the record about Supplier OHS non-conformances during contract execution, post contract reviews, Supplier suspensions, and contract terminations are received from the contract custodian and where applicable, Procurement shall keep a record of such information to make it easily accessible to the relevant stakeholders for future reference, especially when determining the allocation of future works or services.

2.5.6 Eskom SHE Professionals roles and responsibilities

The SHE Professionals shall:

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1. Ensure that OHS requirements are handed over to the allocated procurement and supply chain representative.
2. Audit the SHE Plan and all the contents of the SHE file of the Principal Contractor and any appointed Contractor for compliance throughout the execution of the project. Auditing will be conducted by the Client's representatives as per the Client's SHE requirements and applicable legislation as amended.
3. Ensure the utilisation and support of the mechanism for monitoring OHS performance and compliance during contract execution.
4. Provide detailed information pertaining to Contractor non-conformances and safety interventions for the post contract OHS review and provides reports for the Contract Custodian to submit to Procurement.

2.5.7 Principal Contractors and appointed Contractors

Note 1: 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 and Regulation 7 of the Construction Regulations.
2. The Principal Contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations (if this has not been arranged and or done by the Client/ Agent);
3. 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;
4. Shall keep a record of all employees including the appointed Contractor employees, including date of OHS induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.
5. 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.

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6. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
7. Give the Eskom project managers and Line Managers / Responsible Managers their full participation and cooperation.
8. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
9. The Principal Contractor must hand over a consolidated (to include any appointed Contractors files) health and safety file to the Eskom Project Manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed Contractors, the agreement, and the type of work completed.
10. Contractors must hand over a consolidated (to include any appointed Contractors files) health and safety file to the Principal Contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
11. The Principal Contractor must provide the Project Manager with a certified copy of his/her Compensation Commissioner's valid Letter of Good Standing (LoGS) before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the Contractor's company. Similarly, the Principal Contractor must provide the Eskom Project Manager with all the valid Letters of Good Standing (LoGS) from their appointed Contractors.
12. Contractors must provide the Principal Contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The Letters of Good Standing (LoGS) shall reflect the name of the Contractor's company.
13. 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.
14. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors'

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responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.

15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
16. Ensure that potential Contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
17. Stop his /her employees and any appointed Contractors if project work is not in accordance with the SHE Plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
18. Take reasonable steps to ensure cooperation between all their appointed contractors.
19. Only appoint contractors to do work, if satisfied that the Contractor has the necessary competencies and resources to perform the work safely.
20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the appointed Project Manager or Project Supervisor during performance of the contracted work.

21. 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.

Note 3: In determining the number of appointed competent Supervisors, the nature and scope of work being performed, shall be taken into consideration.

Note 4: If a sufficient number of competent employee(s) have been appointed to assist the Construction Supervisor, the Construction Supervisor may supervise more than one site.

22. Appoint a full or part time Safety Officer or Construction Safety Officer (registered with SACPCMP) in writing.
23. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
24. 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.

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25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other Contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
26. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
27. 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.
28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
29. Provide any appointed Contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's OHS Requirements.
30. Principal Contractors are required to approve appointed Contractor's SHE Plans if they meet all the requirements.
31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
32. 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.
33. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
34. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
35. Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed Contractors, have received task-specific training.

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36. 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 5: should the Principal Contractor or his/her appointed Contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Eskom Project Manager and the relevant site safety and fire prevention requirements.

38. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.

39. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.

40. Respect the rights of land owners/lessors and the preservation of their registered activities;

41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.

42. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

Note 6: Eskom will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

43. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;

44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.

45. Be involved in all of their appointed Contractor's investigations.

46. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.

47. Chair their own health and safety committee meetings and record such meetings.

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48. Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
49. When appointing Contractors, advise the Project Manager in writing timeously and obtain his/her approval prior to them commencing work.
50. Shall keep a record of all employees including the appointed Contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

2.5.8 Construction Managers/ Contract Managers

Note 1: No work may commence and or continue without the appointed Supervisor or Manager during the performance of the contracted work.

The Construction or Contract Managers shall:

1. Not manage construction work on any construction site other than the site they have been appointed to manage;
2. Assist the Contractor and/or the appointed Safety Officer in conducting site induction training for new staff and site visitors.
3. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment.
4. Ensure that the minimum legislative and Eskom SHE requirements are complied with on all work sites.
5. Stop any construction work that is not in accordance with the SHE Plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment.
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear and use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.
10. Carry out Audits and/or inspections on their Contractors at least monthly and any appointed Contractors on instructions of their Contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures.

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12. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
13. Ensure that daily or 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. Ensure that the team are involved in the abovementioned risk assessments;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. 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;
17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Ensure that they and their Contractor Managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or Contractor from performing construction work which is not in accordance with the Principal Contractor's and or appointed Contractors SHE Plan which poses a threat to the health and safety of persons.

2.5.9 Construction Sup or Contract Sup or site Supervisor

The Construction or Contract or Site Supervisor shall:

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.

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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 SHE performance on site in order to achieve excellent results.
7. Ensuring a safe working environment is established and maintained by the Contractor for the elimination of unsafe acts by all people whilst on the project site.
8. Discuss all SHE 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-conformance's identified, corrective actions, audits and inspection schedules.
9. Ensuring that quality records are maintained in accordance with legislative and Eskom requirements.
10. Continual liaison between the Principal Contractor, appointed Contractors and employees.
11. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Eskom:
12. Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
13. Submit the observation reports to the relevant management.
14. Have meaningful participation in the project statutory health and safety committee meetings.
15. Participate in all appointed Contractor incident investigations.
16. Participate in the Principal Contractors emergency preparedness planning.
17. Ensure that their own employees and those of any appointed Contractor are competent to perform the tasks assigned.
18. Issue site instructions on behalf of the Principal Contractor where and when the appointed Contractors deviate from safety requirements.
19. Assist the Principal Contractor with the handing over process, in particular the SHE file and relevant documentation.

2.5.10 Employees

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The employees shall:

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 requirements.
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - 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'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 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.
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.

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13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom 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.

2.5.11 Contractor Health and Safety Officer / Construction SHE Officer

The Contractor Health and Safety Officer or Construction SHE Officer shall:

1. Promote a SHE culture within the organisations involved in the project / contract.
2. Assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the Contractor project SHE Plan and SHE policy.
4. Be in constant liaison and cooperate with Eskom's SHE Professionals responsible for providing them with a health and safety service.
5. Ensure that this Client OHS Requirements are adhered to by his/her Principal Contractor and is submitted to any appointed Contractors.
6. Conduct Audits and inspections of all work sites for the duration of the project.
7. Be involved in the organisations incident investigations when required.
8. Participate in the organisation's statutory and non-statutory health and safety committees meetings.
9. Conduct organisational, site and visitor induction training.
10. Stop any employee or contractor from performing construction work which is not in accordance with the Principal Contractor's and or appointed Contractors SHE Plan which poses a threat to the health and safety of persons.
11. 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.
12. 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 work site by Eskom.

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13. Carry out Audits and or inspections on their contractors at least monthly and any appointed Contractors on instructions of their contractor.
14. Carry out frequent behaviour observations of employees under their control at least monthly and any appointed Contractors on instructions of their contractor.

2.6 Process for monitoring

This document is subject to document control processes and shall be updated when it is due for revision or when conditions of the contract scope work dictate. The revision date of this document is indicated at the end section of this document under REVISION.

Conformance to this document shall be through regular safety inspections, Audits and document verification.

2.7 Related/ Supporting Documents

It is the responsibility of the Project Manager/ Contract Custodian/ Contract Manager to ensure that all applicable SHE related supporting documents form part of the contract tender documents and are signed during the signing of the contract at Procurement and a copy be kept in the Contractor SHE file at Procurement.

Below are all applicable OHS documents which are applicable for this contract and shall be part of the Contractor SHE tender documents and Contractor site specific SHE File.

2.7.1 Eskom OHS Act section 37 (2) agreement –

The OHS Act Sec37(2) agreement assigns liability on Employers (Principals) for the unlawful Acts or omissions of mandatories (Contractors), except where a written agreement between the parties has been concluded containing arrangements and Procedures to ensure compliance with the said Act by the mandatories. The purpose of the OHS Act 37(2) agreement between Eskom and mandatories is to ensure compliance with the provisions of Sec 37(2) of the OHS Act, 85 of 1993.

The OHS Act 37(2) agreement must be completed and signed with the contract documents by the responsible Contract Manager and the awarded Contractor on contract awarding and the signed copy must be kept on the awarded Contractors site specific SHE file and one copy on the Contractor Tender SHE file at Procurement.

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2.7.1 AnnexureB: Eskom Acknowledgement Form for OHS legal and other requirements –

The acknowledgement of **Eskom's OHS legal and other requirements** must be completed, signed and submitted by the Contractor on their tender OHS file returnables. The Contractor is expected to comply to the of **Eskom's OHS legal and other requirements** when working at and/or rendering a service to Eskom. Penalties shall be enforced on the main Contractor for non-conformance/s (identified for the main Contractor and/or its Contractor(s)) pertaining to Eskom, statutory OHS requirement(s) and other requirements. The signed copy of this form must be kept on the awarded Contractors site specific SHE file and one copy on the Contractor Tender SHE file at Procurement.

2.7.2 Annexure C1: OHS Tender Evaluation Template (High risk) –

This checklist will be used as the Eskom OHS Tender evaluation criteria set to evaluate the Supplier /Contractor OHS Tender SHE file for this contract. This checklist must be published on the tender portal together with all the OHS documents and the tender enquiry.

2.7.3 Occupational Health and Safety Tender Evaluation Report –

On completion of the tender evaluation of shortlisted Suppliers, OHS will compile an initial tender evaluation report, which will highlight compliance/ conformance gaps (outstanding documents/ information or insufficient evidence of compliance) by the Suppliers and recommend or not recommend Supplier based on the level of compliance/conformance. The report will give feedback of all the Suppliers that were evaluated for OHS. This report will be sent and kept at Procurement with all other OHS documents for this contract.

2.7.4 Annexure D: OHS KPI's and Post-Contract Reviews –

The objectives and outcome of the OHS post-contract review shall be reflected in the contractual requirements for the Contractor so that the Contractor is aware of this exercise. An evaluation will be conducted and will be supported by the objective evidence documented during the term of the contract. The evaluation report must be filed in the contract documents at Procurement.

2.7.5 Annexure E: Contracts and Contractor OHS Management System Document Checklist –

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This checklist must be kept and filed at Group Commercial / Procurement in the Contractor(s) file(s) in order to be able to track the process for OHS commercial process.

2.8 OHS Tender application, evaluation and reports

OHS will assess and evaluate the Occupational Health and Safety (OHS) capability to comply with Eskom, legal and other requirements of the OHS returnable for OHS falls under contractual requirements, which means the Suppliers/ Contractors will submit the tender returnable during the tender close-out. The OHS evaluation will take place once the mandatory and functionality evaluation have been completed. Only the shortlisted Suppliers who passed mandatory and functionality evaluation threshold will be evaluated for OHS.

On completion of the tender evaluation of shortlisted Suppliers, OHS will compile an initial tender evaluation report, which will highlight compliance/conformance gaps (outstanding documents/information or insufficient evidence of compliance) by the Suppliers and recommend or not recommend Supplier based on the level of compliance/conformance. The Procurement Practitioner will engage the Suppliers only once, requesting all the outstanding tender documents to be submitted. The Suppliers will be given only **ONE opportunity to submit the outstanding documents within 7 working days. Failure to submit the outstanding documents within the stipulated time;** will render the Supplier/Contractor as **non-responsive and ineligible for contract award.**

When the Procurement Practitioner receives the submitted tender documents within the stipulated timelines, OHS will **re-evaluate** the submitted tender documents and will compile, and **resubmit a final tender evaluation report.** However, insufficient evidence of compliance/gaps will be addressed with the preferred Supplier at the negotiation meeting as part of the contract conditions. The closeout timelines of the compliance/conformance/gaps will be determined by the OHS professional.

After negotiations, the Supplier shall submit the site-specific OHS file for evaluation and must address the gaps prior to commencement of work on site.

Note: For OHS as contractual requirements, each Supplier will only be evaluated twice during tender evaluation stage before the final report is submitted to the Procurement Practitioner. To avoid the delays and the effective use of OHS resources, **no Supplier/Contractor's tender OHS documents shall be evaluated more than two times before contract award.** However, the OHS file must be evaluated and approved before commencement of work.

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However, should any further tender evaluations be required, the Procurement Manager shall submit a motivation and supporting documentation for the request to the relevant OHS Senior Manager/OHS Manager for approval.

Preferably, the same OHS professional should be involved in the project/transaction. If a different OHS resource has to be used, a proper handover shall be done by the two OHS professionals. A divisional/interdivisional/BU/OU OHS handover report and accompanying documents should be signed/have proof of handover by both issuing and the receiving OHS professional.

3. SPECIFICATION

3.1 Scope of work

3.1.1 Contract/ Project scope of work overview

The need originates from Eskom Real Estate. The Eskom Sunilaws Server Room Aircon unit has giving problems within the building due to the fact that it has reached its lifetime circle and it is not repairable due to unavailability of parts/spares. Moreover, this system was designed for open space layout not the closed system. The installation comprises the supply, delivery, installation, testing and commissioning of the air conditioning systems serving the East London Sunnilaws Data Operations Centre Server Room.

3.1.2 Project location

The scope of work will be conducted within the mentioned Eskom Sunilaws Operation Data Centre in the Cape Coastal Cluster – Eastern Cape.

3.1.3 Project description scope of work

- Provide reviews, finalise designs and construction for the replacement of Airconditioning Units at Sunilaws Operation Data Centre.
- Procurement of four (4x) new 50kW Down flow Air Conditioner units.
- Pre-installation assessment of the copper piping. The existing copper piping may be reused, if the existing pipe is in good condition and matches the class and diameter required for the new installation. Replacement costs will need to be accounted for upfront, with the possibility of a monetary saving later.
- Decommissioning Unit 2, while keeping units 1, 3 and 4 still operational, this will entail:
 - Removal of unit 2,

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- Removal of the copper refrigerant piping to the ablutions.
- Removal of the existing heat exchanger, located above the ablutions.
- Installation of new unit, including:
 - New copper refrigerant piping to the abluion.
 - Installation of new heat exchanger, located above the ablutions.
 - Commissioning of new unit and bringing online.
- Decommissioning Unit 3 and above associated steps.
- Decommissioning Unit 4 and above associated steps.
- Decommissioning Unit 1 and above associated steps.

Decommissioning of the existing units and their subsequent replacement, must be done sequentially in a remove and replace methodology, until all four units are installed and operational, to ensure seamless overlap, whereby the supply of cooling to the servers is uninterrupted.

A copy of the scope of works must be retained by the Contractor.

Note: The Contractor who will be awarded this contract will be known as the “Principal Contractor” and any Contractor appointed by the Principal Contractor will be known as the “appointed Contractor”.

3.2 Project Hazard Identification and Risk Management

The Client has prepared the Baseline Risk Assessment (BRA) which has been included in these OHS Requirements for this intended work project.

The Principal Contractor shall develop their Baseline Risk Assessment in line with the Client prepared BRA in these OHS Requirements.

The Contractor shall identify hazardous and potentially hazardous work operations. He shall demonstrate that work hazards, work activity risks and the mitigating measures have been considered in his risk assessments. Activity based risk assessments shall be carried out by competent persons.

The Contractor shall provide in their SHE file work task method statements and / or written safe work procedures, prior to mobilisation of the first Contractor’s personnel at the Project site(s) (or at other places, if any, as may be specified under the Contract as forming part of the site).

Emerging risks and hazards must be managed during project scope of work. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.

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All hazards with their risks must be rated according to their severity in causing harm.

Activity based risk assessments shall be conducted by an appointed competent Risk Assessor of the Principal Contractor. Risk assessment shall be developed by the team and outcome shall be shared with employees.

3.2.1 Project site health and safety hazards and risks

Eskom will make all reasonable efforts to ensure that the information provided is complete and correct. However, the Contractor shall make his own assessment of the hazards and risks associated with the work under the Contract or which he is responsible. Without derogating from any other requirements under the Contract, the work shall not be executed at the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) until Contractor’s Risk Assessment and Method Statements as required under the Work Co-ordination Process have been reviewed.

The Contractor shall on a daily basis and for every task to be performed, conduct a pre-task risk assessment with all Contractors’ personnel involved with the task(s). The pre-task risk assessment shall form the basis of the daily pre-job briefings / 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 shall be kept at the job site during the job execution. The completed signed pre-task risk assessment form shall be filed in the Contractor’s Health and Safety File.

The Contractor shall conduct his undertaking in such a manner as to ensure, as far as reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health and safety.

Any person who design, manufacture, import, or supplies any article for use at work shall ensure, as far as reasonably practicable, that the article is safe and without risk to health when properly used and that it complies with all prescribed requirements.

3.2.2 Risk assessment (refer to Eskom OHS Risk Assessment Procedure 32-520)

It is a legal requirement in terms of Section 8(2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

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It is essentially a three-stage process:

- identification of all hazards.
- evaluation of the risks.
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow Managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- 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 ladders?
- The relevance, effectiveness and sufficiency of these controls are assessed.
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up.
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned.
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated.
- Completed risk assessment shall be handed to the Eskom Project Manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a transmittal note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded, and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

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3.2.3 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. The Contractors will be required to develop Safe Work Procedures, Safe Work Instructions, Safe Work Methods Statement which are aligned to the Contractors Baseline Risk Assessment tasks and critical tasks.

A safe working procedure should be written when:

- a. Designing a new job or task.
- b. Changing a job or task.
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

- d. The Supervisor for the task or job and the employees who will undertake the task.
- e. The tasks that are to be undertaken that pose risks.
- f. The equipment and substances that are used in these tasks.
- g. The control measures that have been built into these tasks.
- h. Any training or qualification needed to undertake the task.
- i. The personal protective equipment to be worn.
- j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

3.2.4 Project site specific related hazards and risks

The hazards with their risks identified below are not exhaustive and the Contractor must ensure that all hazards are identified, and risks attached are managed.

The following activities have been identified:

- Electrical shock from electricity and wiring.
- Refrigerants leaks.
- Chemical exposure.
- Confined space entry.
- Manual loading and offloading of tools and equipment.
- Working at Heights.
- Stripping of old copper pipping and re-installation of new pipping.
- Driving on and off site.
- Stacking and storage of material.
- Cuts and abrasions.

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- Drilling.
- Stripping and replacement of equipment.

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3.2.4.1 Tasks, Hazards and Risks and Preventative Measures to be implemented

TASK TO BE PERFORMED	HAZARD / DANGER IDENTIFIED	PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)	SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)
ESTABLISHMENT OF SITE			
1. Establishment of the site and pre-task activities.	Injuries to staff due to the movement of material or machinery.	<p>The following requirements shall be complied with:</p> <p>Administrative –</p> <ol style="list-style-type: none"> 1. All staff to receive induction training prior to being allowed on site. 2. All work to be done under the general supervision of competent persons; and 3. All equipment to be inspected and declared safe prior to staff members being allowed to use the equipment or machinery. <ol style="list-style-type: none"> 1. An onsite toolbox talk including a risk assessment shall be conducted prior to the commencement of work. The team leader, after conducting pre-task planning and after facilitating the on-site risk assessment shall share all the tasks at hand, the identified risks and control measures with all his team members before commencing a specific task. This shall be done to ensure common understanding of the tasks, risks and control measures required. A copy of the 	Baseline Risk Assessment, OHS Act Sec8 and GSR2, Eskom PPE Standard (240-44175132)

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TASK TO BE PERFORMED	HAZARD / DANGER IDENTIFIED	PREVENTATIVE MEASURES TO BE IMPLEMENTED (INCLUDING PPE TO BE USED)	SAFE OPERATING PROCEDURE (WSOP) OR OTHER ANNEXURES (Guideline only)
		risk assessment report to be kept on site. 4. The Principal Contractor shall ensure that Contractor employees are trained in the correct use, care, maintenance and limitations of PPE. (OHS Act GSR2, Eskom PPE Standard (240-44175132) 5. The safety of the public to be ensured as per the requirements stated in this document. Personal Protective Equipment (PPE) – 2. All staff to be provided with adequate PPE as per their own risk assessment report.	
2. Issue, use and maintenance of PPE	Injuries to staff due to improper and/or lack of use of PPE.	Personal Protective Equipment (PPE) – 1. The following requirements shall be complied with: a. Risk assessment must be conducted at all times and a copy of risk assessment must be kept on project site. b. Staff must be issued with relevant PPE and trained on appropriate use of PPE.	PPE Matrix, OHS Act Sec8 and GSR2, Eskom PPE Standard (240-44175132)

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		c. PPE must be maintained in good working conditions. d. Disciplinary action must be maintained against transgressions.	
3. Safety of the public.	Possible civil action against the Client, Principal or Sub-Contractors due to injuries sustained by members of the public / visitors on site.	The following requirements shall be complied with as to ensure the safety of the public: Substitution – 1. All excavations where applicable which are accessible to the public to be: a. Barricaded by means of a suitable barrier or fence of at least one meter in height to prevent people and / or livestock from falling into; and b. Fitted with warning lights should these excavations be accessible at night; 2. All sites in build-up areas or adjacent to public ways to be fenced of as to prevent unauthorized entry; and 3. Only one controlled access point to be provided through which persons can enter the site. Administrative – 1. All visitors to the construction site to be trained on the dangers and hazards to be	OHS Act Sec8, 9, 13, 14 GSR 2,3

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		anticipated while on site (SHE Induction). 2. Road traffic – specific regulations required. Personal Protective Equipment – 3. Visitors shall only to be allowed to be on site when they are in possession of the relevant required personal protective equipment.	
ON-SITE OPERATIONAL AND OFFICE HAZARDS AND RISKS			
4. Stripping of old copper pipping and re-installation of new pipping.	Corroded old copper pipes can result in copper small particles flying causing accidental ingestion which can cause vomiting diarrhea, nausea.	Engineering – 1. The pipping equipment shall comply with SANS 10147:2014 Refrigerating systems, including plants associated with air-conditioning systems. Elimination – 2. No creation and/or avoid creating copper dust. Administrative –	SANS 10147:2014 Refrigerating systems, including plants associated with air-conditioning systems. OHS ActSec8,9,13

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	Corroded sharp old copper pipes can result in cuts and abrasions. Copper pipes dusts which can result in inhalation of the copper dust resulting in short- and long-term health body effects (i.e. coughing, tasting metallic in the mouth, headache, lung cancer), copper poisoning Heated copper pipes can produce toxic fumes which can cause short term irritation of the eyes, nose,	3. Awareness and training on health and safety hazards and risks associated with copper. 4. Risk Assessment shall be conducted all the time. 5. Medical Screening fitness to be conducted on employees by a qualified registered Occupational Health Practitioner. 6. Ensure all equipment inspected safe prior to work on to ensure that equipment is safe. 7. Ensure all employees are made aware of associated risks and controls in place. 8. Work areas to be properly controlled. PPE – 9. Employees to be issued with relevant PPE (i.e. dust masks and respiratory, shields, goggles, overall, gloves)	RfHCA

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	throat and long term which can result to respiratory health problems.		
5. Stripping of old aircon equipment units.	<p>Ozone refrigerants hazardous agents leaks and spills with a risk of hazardous agents and fumes exposure.</p> <p>Exposure to fumes could possibly cause inhalation of HCA fumes resulting in collapse from toxic HCA, respiratory breathing effects and irritation with possible infection.</p>	<p>Substitution –</p> <p>1. Ventilation and air quality (i.e air vents and extraction fans) installed.</p> <p>Administrative –</p> <p>2. Awareness and training on health and safety hazards and risks associated with copper.</p> <p>3. Risk Assessment shall be conducted all the time.</p> <p>4. Medical Screening fitness to be conducted on employees by a qualified registered Occupational Health Practitioner.</p> <p>5. Ensure all equipment inspected safe prior to work on to ensure that equipment is safe.</p> <p>6. Ensure all employees are made aware of associated risks and controls in place.</p> <p>7. Work areas to be properly controlled.</p>	<p>SANS 10147:2014 Refrigerating systems, including plants associated with air-conditioning systems.</p> <p>OHS ActSec8,9,13 RfHCA</p> <p>Hazardous Chemical Substance Regulations 7, PPE Specification 240-44175134, 34-369</p> <p>Monitoring of</p>

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		PPE – 8. Employees to be issued with relevant PPE (i.e. dust masks and respiratory, shields, goggles, overall, gloves) 9. Awareness on wearing correct PPE	Occupational Hygiene factors
6. Manual loading and offloading of tools and equipment.	Incorrect lifting technique can cause injury to the body (i.e. spinal injury). Slipping and falling of equipment whilst loading can in Accidental equipment damage, spills and body injuries	Substitution – 1. Provision and use of trolleys and other lifting aids to carry heavy tools and equipment. Administrative – 2. Awareness and training on health and safety hazards and risks associated with lifting ad manual handling. 3. Risk Assessment shall be conducted all the time. 4. Medical Screening fitness to be conducted on employees by a qualified registered Occupational Health Practitioner. 5. Ensure all equipment inspected safe prior to work on to ensure that equipment is safe.	OHS ActSec8,9,13 RfHCA

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		6. Ensure all employees are made aware of associated risks and controls in place. PPE – 7. Employees to be issued with relevant PPE (i.e. dust masks and respiratory, shields, goggles, overall, gloves)	
7. Lifting operations	1. Non-competent staff incorrectly lifting equipment and not following instructions could in injury to personnel or damage to plant. 2. People injured by falling objects. 3. Defective equipment causes injury to persons	Substitution – <ul style="list-style-type: none"> • Use safety nets or barricading or barricading tape to enclose work area. Suspended loads must be guided with a guide rope that is attached to the load. No one is to touch a suspended load or place any body parts under a load. • Ensure equipment to be used is suitable for the job - the correct. No non approved equipment to be used. • Guide ropes to be used when lifting operation takes place to guide lead. • Area where lifting operations took place to be barricaded. • Signals only to be given by rigger to crane operator. • Adequate warning by means of blowing whistle to be given when lifting takes place to warn 	OHS Act Sec8, 9, 13, 14 GSR 2,3

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	and damage to plant. 4. The initial danger when lifting a load is limbs being caught in nip points when tension is applied to the lifting device. 5. Should a load become adrift while hoisted, injury to persons or damage to plant can occur. 6. Inadequate inspection of lifting equipment 7. Unsafe use of lifting equipment. Hoisting, rigging and	<ul style="list-style-type: none"> • Rigger to make sure to use correct sling/chain for specific load task. • Mobile Crane to be set up, level and in safe manner for lifting purposes. • Hoisting motion to be in control at all times. The load must be prevented from violent swinging by attaching guide ropes to it. Administrative – <ul style="list-style-type: none"> • Responsible person to ensure that: <ul style="list-style-type: none"> - only people competent in rigging activities are involved in the activity. - The scope of work is discussed with all parties involved, highlighting the possibility of accidents /incidents. - One person is identified to perform duty as communicator. This person shall not be involved in operating lifting equipment whilst monitoring the load being lifted and checking the routing of the winch cable (where applicable). The communicator shall relay. - Lifting instructions from the load area to the person operating the lifting equipment. 	

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	lifting operations 8. Non-competent staff 9. Defective equipment causes injury to persons and damage to plant. 10. The initial danger when lifting a load is limbs being caught in nip points when tension is applied to the lifting device. 11. Should a load become adrift while hoisted, injury to persons or damage to plant can occur. 12. Inadequate inspection of	<ul style="list-style-type: none"> - All persons working on the activity shall personally be responsible to use the correct protective equipment. This includes safety harness as required. • Ensure that all employees involved in hoisting and rigging activities are trained. • The hoist slings, including shackles, have load test certificates by an accredited company. • Conduct visual inspection of all equipment to be used. Pay specific attention to the condition of slings, hoist cables and check Crosby clamps to be secure. Certificates must be inspected of each sling before it can be used. No certificate no use. • Lifting tackle shall each have a unique permanent number for identification. • Stand clear of area where hoisting is being conducted. • Any person, who notices a potential hazard during the hoisting motion, shall notify the operator of the lifting device immediately and activity must be stopped until hazards can be mitigated effectively. • Truck mounted-cranes are tested for load, the slings are load tested and 	

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	lifting equipment. Unsafe use of lifting equipment.	inspected. • Mobile crane inspected and load tested. • All lifting equipment is to be inspected, identified and logged in the appropriate inspection. • Rigging study to be compiled by rigger depending on weight and difficulty of hood. • Emergency preparedness plan is reviewed and discussed before any work commences. Personal Protective Equipment – • Use correct PPE issued and sunscreen.	
8. Confined space(s) and/or awkward work environments entry.	Working in awkward confined positions can result to oxygen deficiency resulting in body exhaustion including unconsciousness,	Substitution – 1. Occupational Hygiene Ergonomics and ventilation and air quality surveys. Administrative – 2. Training and Supervision. 3. Awareness and training on health and safety hazards and risks associated with	OHS ActSec8,9,13, GSR Reg5, Ergonomics Regs, ERfW Reg5

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	death and musculoskeletal injuries. Struck by objects and bumping into objects	lifting ad manual handling. 4. Risk Assessment shall be conducted all the time. 5. Medical Screening fitness to be conducted on employees by a qualified registered Occupational Health Practitioner. 6. Ensure all confined spaces and environments are inspected safe prior to work on to ensure environment is safe. 7. Ensure all employees are made aware of associated risks and controls in place. Personal Protective Equipment (PPE) – 8. Employees to be issued with relevant PPE (i.e. Respiratory, gloves, hard-hat)	
9. Drilling.	Defective faulty electrical equipment and loose and exposed electrical cables can result in equipment damage, electrical shock body injuries and fire risk.	Substitution – 13. Faulty equipment to be removed from being used and signage note stucked on faulty equipment until such time the equipment has been fixed. Administrative – 14. All staff to receive induction training prior to being allowed on site. 15. All work to be done under the general supervision of competent persons; and	OHS ActSec8,9,13, GSR

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		16.All equipment to be inspected and declared safe prior to staff members being allowed to use the equipment or machinery. 17.An onsite toolbox talk including a risk assessment.	
	Noise from the drilling equipment could cause possible hearing loss.	Administrative – 18.Training and awareness on health and safety hazards of being exposed to noise. 19.Medical Surveillance Programme. 20.Occupational Hygiene Surveys (i.e noise). 21.Risk Assessments.	Noise Induced Hearing Loss Regulations 6(1) and 7(1), 34-369 Monitoring of Occupational Hygiene factors, PPE Specification 240-44175132
10.Wiring	Exposed electrical cables and contact with live electricity can result in electrical shock resulting in possible body injuries and/or fatality.	Substitution – 1. Comply with the SANS 10142-1:2021 Low-voltage installations (The wiring of premises requirements), ORHLVS requirements. Administrative – Implement Plant Safety Regulations requirements. Supervision, proper training and authorization before work commences.	OHSACT 1993 (Act no.85 of 1993) Section 8, SANS 10142-1:2021 Low-voltage installations (The wiring of premises requirements).

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			ORHLVS requirements.
	Untrained personnel operating voltage equipment can lead to possible electrocution and electric shock.	Implement Plant Safety Regulations requirements. Comply with the ORHLVS requirements. Supervision, proper training and authorization before work commences	ORHLVS requirements, PPE Specification 240-44175132
11. Driving on and off site.	<ul style="list-style-type: none"> Pre-trip inspection not done to identify substandard condition of the vehicle. Vehicle(s) not meeting the national road worthiness safety requirements and Eskom minimum vehicle specification. 	Engineering – <ul style="list-style-type: none"> All vehicles used for Eskom business to comply with Eskom Vehicle Safety Specification 32-345 Procedure (i.e. the vehicle must be fitted with airbags, ABS, power steering, fitted with seatbelts, etc). Substitution – <ul style="list-style-type: none"> Vehicles must be provided with first aid kit, 2 x warning triangle and fire extinguisher. Substitution – <ul style="list-style-type: none"> Ensure compliance to Eskom Vehicle Driver Safety Management Procedure 240- 	K53 Systematic Procedure to Ensure Professionalism in Vehicle Handling and Preventive Maintenance in Terms of the National Road Traffic Act 93 of 1996. National Road Transport Act 93 of 2008.

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	<ul style="list-style-type: none"> Excessive travelling causing fatigue and vehicle accidents. Overtaking unsafely Talking on cellphone while driving Poor visibility due to rain, mists, etc. Collision with an object while reversing. Driver error due to fatigue and substance abuse. Non-adherence to road safety rules. Negligence and reckless 	62946386. <ul style="list-style-type: none"> All drivers before allowed to drive for Eskom business must do driver risk assessment, under medical surveillance and be in possession of valid driver licence. Drivers must undergo advance driver training and driver evaluation before issued with Eskom driver permit or authorised to drive for Eskom business. Training on defensive driving and 4x4 driving course must be provided to individuals as per job requirements. Monitor and analyse driver behaviour on EKS system formerly known as MIX Telematics System and encourage good driving. Discuss Eskom driving pledge during statutory safety meetings / Departmental meetings. Drivers are limited to three people per vehicle as per TEXCO decision. Drivers are encouraged to inform their Managers/ Supervisors of any health conditions that render them unfit to drive. 	32-345: Eskom Vehicle Safety Specifications. 240-88365419: Eskom Driver Training Standard.

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	poor observation and judgement <ul style="list-style-type: none"> • Poor road condition • Driver inexperience • Health Condition • No Risk Assessment • Cellphone usage • Impatience and road rage • Driving at excessive speed 	<ul style="list-style-type: none"> • Pre –trip inspections to ensure that the vehicle is in good condition before driving. • Drivers to take regular rest for long distance driving. • Drivers to conduct Travel Route Risk Assessment prior embarking on any business journey. 	
12.Working at a height (elevated positions)	Possible injuries and fatalities due to staff falling from heights.	The following requirements to be complied with as to prevent injuries: Substitution – <ol style="list-style-type: none"> 1. Work done in an elevated position to be done from a safe fall prevention equipment (i.e scaffolding or ladders) 2. Where the structures cannot be safeguarded by means of guardrails and handrails fall arrest equipment (Safety harnesses) to be provided and used by 	Eskom Life Saving Rules (Rule2) OHS Act – GSR Reg6, 13A Eskom Work at Height Standard (32-418)

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		<p>staff.</p> <p>3. Employees who perform work at a height will at all times be required to utilize and keep the fall arrest systems properly secured to the structures.</p> <p>Administrative –</p> <p>1. All staff who are required to work at height shall be competent and trained and have relevant proof of competency and training.</p> <p>2. Eskom Life Saving Rule2 of Hook Up at Height to be adhered to.</p> <p>3. All work conducted at a height to be performed under the direct supervision of a competent person who has been appointed and made responsible for employees' safety.</p> <p>4. The requirements as per the Health and Safety & Fall Protection Plan to be complied with at all times.</p> <p>5. All staff who perform work at a height must be in possession of a medical certificate of fitness which has been issued by a registered Occupational Health Practitioner after evaluating employees physical and psychological fitness.</p>	Contractor Fall Protection Plan and Rescue Plan

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		6. Fall Arrest Systems shall be SABS approved. 7. Training for use of FAS and rescue procedures to be in place and FAS rescue kit to be available on all work sites. Personal protective Equipment (PPE) – 8. All working at height employees must be issued with working at height and Fall Arrest Systems equipment.	
13. Stacking and storage of material.	Incorrect stacking and storage could cause trips, slips and falls. Inadequate space planning and storage facilities could result in inhabiting vectors (i.e. rats, mices, lices) causing allergies, stings,	Substitution – 1. Storage facilities provided. Administrative – 2. Building Inspections conducted. 3. All employee to ensure corridors are free of obstruction. 4. Cleaning contract - Daily cleaning plan is available with Fumigation plan. 5. Eskom Inspections and Audits on Contractor 6. Keep safe working space around the material. 7. Keep good housekeeping by implementing the Housekeeping Audits.	OHS Acts 85 of 1993 Section 8 & 14. Environmental Regulations for Workplaces Regulation: 6. Housekeeping. General Safety Regulations Reg2 & 8 Eskom signed contract,

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	diseases. * Pests and insects bites. Bumping into and struck by objects due to material poor housekeeping which could result in body injuries.		Policies and Procedures
14.Walking around indoor and outdoor workplace ground floor surfaces.	Walking on uneven terrain can result in slips, trips and falls. Slippery / Wet floors surface. Loose running cables and tiles on the floor.	Elimination - 1. Loose and running cable/ cords, scattered cables shall be placed appropriately/ away from the walkways and trunked or tied together. 2. Reporting and fixing of loose cables and tiles effective turnaround times on reported issues. Administrative - 3. Awareness to all employees through OHS inductions, safety Bulletins.	34-369 Monitoring of Occupational Hygiene Factors, 34-370 Management of Ergonomic hazard exposure in the workplace, Pre task risk

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	Darkness due to defective or no lights (no lighting).	4. Daily and monthly inspections. 5. Reprimand employees through BSO's and VFL when caught walking on slippery floor. PPE - 6. Obey barricades & sign posting, 7. PPE to be worn, be aware of where you are stepping, clean up spills immediately, Safety talks, 8. Putting up warning signage when working on slippery.	assessment 32-520
15.Walking up and down the stairways.	<ul style="list-style-type: none"> Not holding on to handrail whilst ascending and/or descending the stairs. Ascending or descending holding boxes/ material that is obstructing your view. 	Substitution – 1. Installation and maintenance of emergency lights in case of power failure. 2. Fixing of loose handrails and unlighted areas. Administrative – 3. Awareness to all employees through SHE inductions, safety Bulletins. 4. Illumination surveys to ensure all areas are always lighted as per requirements. 5. Putting up warning signage when working on slippery	OHS Acts 85 of 1993 8 &14. Environmental regulations for workplaces Regulation 3: Lighting Regulation: 6. Housekeeping.

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	<ul style="list-style-type: none"> Running whilst ascending or descending the stairways. Loose handrails. Falling objects. No or loose rubber endings at the edges of each stair could all result in slip, trip and falls. 		Eskom NEC, Policies and Procedures
16. Working on motors and doors (mechanical) and cables in trenches	<ul style="list-style-type: none"> Caught in between, cables might snap leading to serious injuries Exposure to Legionella Bacteria on the old equipment possible 	Administrative – <ol style="list-style-type: none"> Implement OHS requirements. Following Safe Work procedure. Training and direct Supervision. Medical Surveillance Programme. Risk Assessment 	OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9

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	inhalation leading to pneumonia — lung inflammation usually caused by infection.		
WORK RELATED TO THE INSTALLATION OF ELECTRICAL SYSTEMS			
17.Erection of Equipment	Equipment may topple and fall and cause damage to equipment and injury to staff or staff may fall from height. Tools may fall from a height and cause injury to staff working on ground level.	The following requirements to be complied with: 1. Work to be supervised by the site Supervisor. 2. All bolts and to be torqued to manufacture’s specifications. 3. FAS shall be used by all staff members who are erecting the equipment and working on structures in elevated positions. 4. All staff on ground level to have their hard hats on. 5. Staff on ground level to move off when equipment is bolted to position.	OHS Act Sec8, 9, 13, 14 GSR 2,3
18.Working at Heights	Defective equipment; Collapsing of ladder; falling	<ul style="list-style-type: none"> • Use of ladder for light work of short duration. • All access equipment suitable for purpose checked before use and maintained in 	Eskom Life Saving Rules (Rule2)

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<ul style="list-style-type: none"> Ladders 	objects; Use of incorrect equipment (desk, chair, etc.); Inappropriate use of access equipment (Overreaching, stretching etc.); Uneven floor causing instability which could result in losing footing and fall from ladders; and serious to fatal injuries to employees.	good condition. <ul style="list-style-type: none"> Frequent documented checks on ladder to ensure safe working condition (6 monthly / termly) Reporting procedure in place for identified defective items with prompt removal /remedial action User trained in use of ladders for minor inspection / maintenance tasks. Access equipment restricted to those trained and competent in use. Maximum working height not exceeded. Ensure correct angle of ladder (1M out for 4M up) Secure ladder No lone working when using ladders. Staff to re-position ladder rather than overstretch. Floor surfaces suitable to use (firm and even surface) Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles) 	OHS Act – GSR Reg6, 13A Eskom Work at Height Standard (32-418) Contractor Fall Protection Plan and Rescue Plan

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		<ul style="list-style-type: none"> Securely stored when not in use to avoid unauthorised use. Consideration given to environmental conditions prior to starting work. No work to be undertaken in adverse weather conditions (wind, rain, snow etc.) Ensure rungs are clear of slippery substances, ice, mud etc. Emergency preparedness plan is reviewed and discussed before any work commences. 	
19. Working at Heights <ul style="list-style-type: none"> Management and Supervision: investigations Scaffolding Work: <ul style="list-style-type: none"> Erecting 	<ul style="list-style-type: none"> Falling objects; fall from heights; slip, trip and fall same level which could lead to Injury to employees, possible fatal injuries and damage to property. Fall from Scaffolding; struck by falling equipment 	Substitution – <ul style="list-style-type: none"> Scaffolding to be erected in accordance with SANS Standard. Performance test of scaffolding to be done as per DMR Regulations. Performance test of Aerial man lift devices to be done as per DMR Regulations. Administrative – <ul style="list-style-type: none"> Only trained, authorised employees to be allowed to work in elevated positions. Induct employees on safe work procedures. Conduct regular inspections. Fall Protection procedure must be communicated to all employees and 	Eskom Work at Height Standard (32-418) Fall Protection Plan and Rescue Plan

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Scaffolding. - Inspecting - Scaffolding. - Dismantling Scaffolding.	and tools; • Contact with overhead electrical services which could result in serious to fatal injuries to employees, damage to equipment, electrocution, burns. • No competency and training on erection, dismantling and inspection of scaffolding • Equipment failure • Struck by falling equipment and tools. • Contact with overhead	implemented to any working at heights activities. • Adhere to Life Saving Rules Procedure: 240-62196227. • Exercise the right to refuse to work in an unsafe work environment as stipulated in procedure 240-53716047. • Scaffold Erectors and inspectors should be trained and authorised. • Scaffold should be inspected before use. • Aerial man lift operator should be trained and authorised. • A body harness shall be inspected before use. • Aerial man lift devices should be inspected before use. • Employees to ensure access equipment are of adequate height. Personal Protective Equipment – • All employees working on Scaffolding must wear fall protection and tie onto structure or guard rail. • A body harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.	

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	electrical services.	<ul style="list-style-type: none"> Hard hats must be worn at all times to provide protection from falling objects. 	
USE OF TOOLS AND EQUIPMENT			
20. Use of electrical equipment such as portable electrical equipment and temporary electrical installations.	Possible injury due to electric shock or the use of unsafe or unguarded machines.	The following requirements to be complied with: Substitution – 1. All portable electrical equipment used will be: a. Linked to a functional earth leakage system; or b. Be double insulated. 2. Only portable electrical tools which are fitted with an on / off switch on the tool may be used. 3. All electrical cables and plugs must be in a good condition and free from any defects or breakages; and 4. All breakers on temporary electrical equipment to be marked. Administrative – 1. All temporary electrical installations to be inspected weekly by accredited person.	OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9

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		2. All portable electrical equipment to be inspected daily or before use by accredited person. 3. The outcome of all inspections conducted should be recorded in a register kept for this purpose. The register must be kept on site. Personal Protective Equipment – 4. Relevant PPE to be used when using equipment.	
21.Hand tools	Possible injury due to the use of unsafe hand tools, or due to tools falling from a height.	Substitution – All hand tools used in elevated positions to be properly secured. Personal Protective Equipment – Relevant PPE to be used when using tools and equipment.	OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9
22.Jack hammers and paving breakers.	Possible foot injuries to the operator or other persons due to the equipment being used incorrectly. The use of the equipment may also	The following requirements to be complied with: Administrative – Refer to work instruction. Medical Screening and fitness. Personal Protective Equipment –	Work instruction for use of jackhammers OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9

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	result in illnesses due to the vibration generated by the equipment or noise being exposed to.	Relevant PPE to be used when using tools and equipment.	
23. Hydraulic power tools and equipment.	Possible hand injuries due to moving machine parts. Employees may also be injured should items unexpectedly be discharged from the machine.	The following requirements to be complied with: Substitution – 1. Safety guards are to be used; and Administrative – 2. Only skilled and competent operators to be allowed to operate the equipment. 3. The operator is required to inspect the equipment before use as to ensure that the equipment is safe for use. Personal Protective Equipment – 4. Employees who are required to operate these machines should be provided with and be required to use the following personal protective equipment: a. Overall;	OHS Act Sec8, 9, 13, 14 GSR 2,3

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		b. Safety boots; c. Eye protection; and d. Leather gloves where necessary.	
24. Operating Construction vehicles	Possible injury to persons due to the use of construction vehicles.	The following requirements to be complied with: Substitution – 1. Ensure that all employees, including contractor employees will not be transported in the back of vehicles closed by means of canopies. 2. The safety signs, speed limits and rules of the road or rules as specified for the premises are to be complied with at all times. 3. All tools and equipment transported on vehicles are to be secured as to prevent items from moving. Administrative – 4. All construction vehicles to be inspected on a daily basis by a competent persons appointed for this purpose in writing. 5. The outcome of all inspections to be recorded in a register kept for this purpose.	Eskom Vehicle and Driver Safety Management EPC 32-93 (Specifically refer to 2.2.11 and 2.2.12) CR21 CR1 32-93

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		6. Only trained, competent and properly licensed persons to be allowed to operate construction vehicles. 7. All construction vehicles are to be: <ul style="list-style-type: none"> a. Maintained in a safe working condition. b. Fitted with signaling equipment. c. Fitted with structures that will prevent items from falling onto the operator. d. Fitted with an acoustic signaling device and a reversing alarm. e. Fitted with a seat which is securely affixed into position. 8. All operators of construction vehicles must be in possession of a medical certificate of fitness which was issued by an Occupational Health Practitioner after evaluating employees physical and psychological fitness. 9. The operator of the vehicle must take care as to ensure that vehicles are not overloaded. Personal Protective Equipment – 10. Employees who perform work in close proximity of public roads are to be	

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		provided and be required to wear reflective indicators.	
25. Use of portable gas containers	Possible dangers include: 1. Falling gas containers; 2. The uncontrolled release of high concentrations of gas; and or 3. Explosions due to the unsafe storage of these containers.	The following requirements to be complied with: Substitution – 1. All portable gas containers to be stored in well-ventilated area. 2. Gas bottles used will always be stored in: a. An upright position; and / or b. In a trolley or in a position where it cannot fall or roll and must be chained. c. Away from open flames or other sources of ignition; and d. Ensure that gas containers are transported in safe manner as per the requirements of the PER. Administrative – 3. Staff to be trained in the emergency procedure to be followed when portable gas containers leak or are damaged.	OHS Act Sec8, 9, 13, 14 GSR 2,3 OHS Act PER17, 18

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26. General safeguarding of machinery.	Possible injury to staff due to the use of unguarded or poorly guarded machines.	<p>The following requirements will be complied with as to ensure that machines used are properly guarded:</p> <p>Substitution –</p> <ol style="list-style-type: none"> All machine parts which are within normal reach to be guarded and placed outside of normal reach (This will not apply to machine parts that cannot be guarded due to the blade being used for cutting). Employees will not be allowed to remove machine guards. <p>Administrative –</p> <ol style="list-style-type: none"> Operators of machinery to inspect machines prior to use as to ensure the machines are safe for use and properly guarded. Only competent persons to be allowed to operate equipment. 	GMR 2-7
OCCUPATIONAL HEALTH AND HYGIENE			
27. Use of Hazardous Chemical Agents and exposure to	Occupational infections and/or diseases contracted by staff due to the hazardous	<p>The following requirements to be complied with:</p> <p>Administrative –</p> <ol style="list-style-type: none"> Safety Data Sheets to be obtained for all hazardous chemical agents used 	OHS Act Sec8, 9, 13, 14 GSR 2,3 RfHBA,

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Hazardous Biological Agents.	chemical agents and biological agents exposed to.	<p>on site. Copies of all Chemical Safety Data Sheets to be kept on site as to ensure that emergency information is available at all times.</p> <ol style="list-style-type: none"> All staff to be trained on the dangers posed by the hazardous chemical agent used and exposure to the hazardous biological agents. Medical screening of such persons to be done as per OHS requirements. <p>Personal Protective Equipment –</p> <ol style="list-style-type: none"> All staff that uses hazardous chemical agents and exposed to hazardous biological agents shall be provided with the relevant PPE and be required to wear the required PPE (i.e. respiratory protective equipment, gloves, etc). 	RfHCA
28.Exposure to noise	Noise induced hearing loss suffered by staff due to insufficient precautionary measures implemented.	<p>The following requirements to be complied with as to prevent employees from contracting noise induced hearing loss when exposed to noise in excess of the prescribed noise rating limit of 85dB(A):</p> <p>Administrative –</p> <ol style="list-style-type: none"> All staff exposed to noise in excess of the prescribed noise rating limit to be trained on the dangers of noise and the need for hearing conservation. 	OHS Act Sec8, 9, 13, 14 GSR 2,3 NIHLR 6 NIHLR 8

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		2. All staff exposed to high noise rating levels to be subjected to audiometric tests as per frequency in NIHLR to determine and prevent possible hearing loss. Personal Protective Equipment – 3. All staff to be provided with and be required to use suitable hearing protectors when performing tasks which may result in them being exposed to excessive noise.	
29. Health and safety of shared facilities, safekeeping cabinets and eating and accommodation Camp.	Ill health effects suffered by staff due to poor health and safety standards maintained in housing complex.	The following requirements to be complied with: Substitution – 1. Suitable eating areas, sanitation and housing to be provided to staff. 2. Sanitary facilities as per the requirements stated in this Health and Safety Plan to be provided. 3. Ample quantities of drinking water to be available in the housing complex; and 4. Sufficient quantities and types of fire-fighting equipment to be available in the housing complex.	OHS Act Sec8, 9, 13, 14 GSR 2,3 Facilities Regulations

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30. Work performed in hot / rainy and windy environments	Possible ill health effects such as heat stroke or skin cancer due to prolonged exposure to direct sunlight. Possible ill health due to colds and fever from working in cold environments	The following requirements to be complied with: Substitution – 1. First aid equipment and qualified first aiders to be available at all times. 2. Employees to be acclimatized prior to being required to perform work in hot environments. 3. Ample quantities of drinking water to be available on site. Administrative – 4. All staff members to be trained in the dangers of exposure to excessive heat and the illnesses associated with heat exposure. 5. Employees to be provided and be required to wear the required personal protective equipment and sun creams. 6. Flue vaccines to be encouraged in projects that will be working through winter and rainy seasons	OHS Act Sec8, 9, 13, 14 GSR 2,3 Facilities Regulations7
HOUSEKEEPING AND FIRE PRECAUTIONARY MEASURES			

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31.Storage of flammable / Hazardous Chemical Agents	The storage of flammable liquids could increase the risk of fires and result in spillages.	<p>The following requirements to be complied with:</p> <p>Substitution –</p> <ol style="list-style-type: none"> 1. Sufficient amounts of firefighting equipment to be kept available on the premises. 2. Fire extinguishing equipment to be serviced by accredited service provider and must be readily available to be used at all times. <p>Administrative –</p> <ol style="list-style-type: none"> 3. Not more than 40 litres to be stored as per SANS 10400. Quantities in excess of 40 liters are to be stored in a flammable liquid store or cabinet specially constructed for this purpose. 4. All staff to be trained in the use of the firefighting equipment; and 5. All firefighting equipment to be inspected by a competent person appointed for this purpose. 6. All flammable liquids to be labeled properly. 7. Work instruction on how to deal with the spillage to be available. 	OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9 FR 7, GSR 4 RfHCA SDS

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32.Fire prevention.	High risk of fires and property damage.	The following requirements to be complied with: Substitution – 1. Sufficient amounts of firefighting equipment to be kept available on the premises. 2. Fire extinguishing equipment to be serviced by accredited service provider and must be readily available to be used at all times. Administrative – 3. All staff to be trained in the use of the firefighting equipment. 4. All firefighting equipment to be inspected by a competent person appointed for this purpose. 5. The presence of all fires to be reported to the client immediately. 6. Staff to be trained in the correct firefighting procedure. 7. Fire risk survey to be done and staff only to be allowed to smoke in designated areas.	OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9
33.Stacking of articles	Possible injury to persons due to items falling, moving	The following requirements to be complied with: Substitution –	OHS Act Sec8, 9, 13, 14 GSR 2,3

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	or rolling.	1. Storage areas are to be kept clean and orderly at all times. 2. Stacked items are to be secured as to prevent items from falling or rolling. 3. Items not to be stored higher than three times the smallest dimension of the underlying base unless prior approval has been obtained from the Department of Labour. Administrative – 4. All stacking to be done under the supervision of a person appointed in writing and assigned the duty of ensuring safe stacking on site.	ERfW 6,9 GSR 8
34. Housekeeping	Possible injury to staff due to poor housekeeping. Poor housekeeping practices may also increase the risk of fires.	The following requirements to be complied with as to ensure good housekeeping practices on site: Administrative – 1. Waste items will not be disposed of from site and all tools and equipment to be kept neatly in a safe manner at all times. 2. Excess material, scrap, waste or debris will be removed and be disposed of regularly.	OHS Act Sec8, 9, 13, 14 GSR 2,3 ERfW 6,9

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		3. Good housekeeping to be maintained on site at all times.	
GENERAL			
35. Staff performing work while intoxicated.	Possible injuries to staff due to the operation of equipment while under the influence of alcohol or drugs. Intoxicated employees could also pose a danger to others.	Elimination – Staff members who are or who appear to be under the influence of alcohol or drugs are not to be allowed on site.	Eskom substance abuse procedure OHS Act GSR 2A
36. Poor ergonomics.	Possible injuries due to staff: 1. Taking an awkward position; and/or 2. Having to move or carry heavy objects.	The following requirements to be complied with as to minimize ergonomically risks: Substitution – 1. Where possible manual handling will be limited and lifting machines be use. Administrative – 2. Staff will be encouraged to use the correct method when lifting and / or carrying items.	OHS Act Sec8, 9, 13, 14 Ergonomics Regulations.

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		3. Ergonomics Risk Assessment to be done. 4. Medical Surveillance Programme.	
37.Toilet, change and dining room facilities	Possible pollution to the environment and / or complaints being lodged with the client due to the action on the part of the contractor's staff.	The following facilities are to be provided: Substitution – 1. One (1) toilet for every 30 staff members. 2. One (1) shower for every 15 employees. 3. Sheltered dining room facilities and 4. Change room facilities.	OHS Act Sec8, 9, 13, 14 FR
38.Environmental pollution	Environment being polluted due to oil or chemical substances being spilled.	The following requirements to be complied with: Administrative – 1. To be implemented as per EMP.	OHS Act Sec8, 9, 13, 14
39.Review of document and general compliance	Possible non-compliance with the provisions of the OHSA due to the Health and Safety Plan not being	Administrative – 1. All health and safety documents to be evaluated and amended as and when required. 2. Where possible the provisions as per the Clients Work Instructions to be complied	OHS Act Sec8, 9, 13, 14

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	revised regularly.	with.	
40.Handover of contract	Possible civil action against the client or principal contractor due to poor workmanship.	The following requirements to be complied with: Administrative – 1. All installations to be inspected by a competent person after completion and before use. 2. A completion certificate to be issued by the designer after construction and before use. 3. All construction work to be done as per the designer's specifications. 4. Implementation of Eskom Handover specification.	OHS Act Sec8, 9, 13, 14. Eskom SHE Specifications.
41.Emergency Preparedness (Add to first aid)		Administrative – 1. Staff to be trained on evacuation routes. 2. Staff to be trained on handling of all types of emergencies. 3. Equipment to be provided as to enable staff to effectively deal with emergencies. 4. Emergencies numbers to be available on site. 5. Transport to be reasonably made available.	OHS Act Sec8, 9, 13, 14. Eskom Emergency Planning Procedure 32-123, 124.

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		6. All of the above to be part of the SHE Plan.	

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3.3 Legal Compliance

3.3.1 Section 37(2) (Legal) Agreement

A OHS section 37(2) agreement must be signed between Eskom and the Principal Contractor at the time of awarding the contract using the **Eskom Occupational Health and Safety Act: Section 37(2) Agreement Form Rev6 – (240-43921804)** template.

The Principal Contractor must ensure that a section 37(2) agreement is compiled between the Principal Contractor and all their Appointed Contractors for the duration of the contract as per contract requirements dictates.

The original copy of the section 37(2) agreement must be retained by the Contractor and a copy retained by the responsible Project Manager.

A copy all the agreements must form part of the respective Principal Contractor and Appointed Contractors SHE file.

3.3.2 Hazardous work by children (Child Labour)

The Constitution of the Republic of South Africa, in the “Bill of Rights” is clear on the rights of children, especially when it comes to:

1. being protected from exploitative labour practices.
2. not to be required or permitted to perform work or provide services that:
 - i. are inappropriate for a person of that child’s age; or
 - ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development:

and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the Constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation. Eskom does not condone the use of child labour and therefore all effort must be exercised, and child labour should not be used.

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3.3.3 OHS Act

The Principal Contractor and Appointed Contractors shall have an up-to-date copy of the OHS Act and regulations which will be available to all employees.

3.3.4 Legislative compliance

All Contractors shall comply with all the legislation pertaining to this contract being and not limited to:

- Basic Conditions of Employment Act, 1997 (No. 75 of 1997)
- Employment Equity Act, 1998 (Act No. 55 of 1998)
- Constitution of the Republic of South Africa Act, 1996 (No. 108 of 1996) particularly Section 24 of the Bill of Rights.
- Occupational Health and Safety Act, 1993 and Regulations (Act No. 85 of 1993)
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- National Environmental Management Act, 1998 (Act No.107 of 1998)
- National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
- Environment Conservation Act, 1989 (No. 73 of 1989)
- Tobacco Products Control Act, 1993 (Act No 83 of 1993) – Updated 2011.05.19.
- National Water Act,1998 (Act 36 of 1998)
- Civil and Building Work Act.
- National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)
- National Road Traffic Act, 1996 (Act No. 93 of 1996)
- National Environmental Management: Air Quality Act, 2004 (Act No 39 of 2004)
- Plant Safety Regulations
- Operating Regulations for Low Voltage Systems (ORLVS)
- SAWIS: South African Waste Information System
- SANS ISO 9001: 2015 – Quality Management Systems
- SANS ISO 14001: 2015 – Environmental Management Systems
- SANS ISO 45001:2018 – Occupational Health and Safety Management Systems
- SANS 10400-A: 2022 Ed2.2 – General principles and requirements.
- SANS 10400-O: 2011 – Lighting and ventilation.
- SANS 10147:2014 – Refrigerating systems, including plants associated with air-conditioning systems.
- SANS 1238:2005 – Airconditioning ductwork.
- SANS 1186-1:2022 Symbolic Safety Signs – Standard signs and general requirements.
- SANS 10142-1:2021 Low-voltage installations – The wiring of premises.

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- Applicable South African National Standards (SANS) – Contractor shall use the relevant standards applicable to the project.
- Applicable local and municipal by-laws standards applicable to the project
- Applicable Eskom Standards and Procedures applicable to the project.

3.3.5 Professional Registration

The Principal Contractor and all his/her Appointed Contractors shall be registered in their respective levels as Professionals where applicable in terms of the requirements of the applicable relevant professional affiliate council bodies as per the scope of work of this contract requires and as per the applicable professional scope of work requires.

3.3.5.1 South African Council for the Project and Construction Management Professions (SACPCMP)

The Principal Contractor and all his/her Appointed Contractors shall be registered in their respective levels as professionals in terms of the requirements of the Construction Regulations with the SACPCMP council.

The SACPCMP web address is <http://www.sacpcmp.org.za>

- Health and Safety professionals which include Construction Health and Safety Officers are required to register as professionals with the SACPCMP.
- Construction Managers are required to register as professionals with the SACPCMP.
- Construction agents are required to register as a professional with the SACPCMP.

The SACPCMP is an industry-elected body established to ensure that individuals working within Construction sector in the industry have the appropriate competence through training, qualifications, and experience in compliance with the relevant legal requirements.

The Council was accredited by the Department of Employment and Labour to establish and implement procedures for the qualification and certification of authorised persons in order to ensure safety, quality of work and high standards of excellence within the industry. It is therefore required that the tendering Suppliers/Contractor be registered with this accredited council.

3.3.5.2 South African Qualification & Certification Committee (SAQCC) Gas

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The Principal Contractor and all his/her Appointed Contractors shall be registered in their respective levels as Professionals where applicable in terms of the requirements of the applicable relevant Professional Affiliate Council bodies as per the scope of work of this contract requires and as per the applicable Professional scope of work requires.

The SAQCC-Gas web address is <http://www.saqccgas.co.za>
The SARRACA web address is <http://www.saracca.co.za>

The [South African Qualification & Certification Committee \(SAQCC\) Gas](#) is an industry-elected body established to establish and implement procedures for the qualification and certification of authorised persons in order to ensure safety, quality of work and high standards of excellence within the industry. It is therefore required that the tendering Suppliers / Contractor be registered with the relevant council and/or association.

The SAQCC Gas has been officially appointed and mandated by the Department of Employment and Labour to register Gas Practitioners, on their behalf, within the following gas industries:

- Natural Gas
- Liquefied Petroleum Gas
- Air Conditioning and Refrigeration Gas
- Compressed Industrial and Medical Gases

The Member Associations are:

- * [LPGSA – Liquefied Petroleum Gas Association of South Africa](#)
- * [SACGA – Southern Africa Compressed Gases Association](#)
- * [SARACCA – South African Refrigeration & Air Conditioning Contractors Association](#)
- * [SAGA – Southern African Gas Association](#)

Registering with SAQCC-Gas is crucial for compliance with the Pressure Equipment Regulations. It also ensures both a high and uniform standard of competency in the air-conditioning and refrigeration industry.

All Gas Practitioners must be trained and assessed in the safe handling of refrigerants as competent in either synthetic refrigerants or the natural refrigerants e.g. Hydrocarbon, ammonia and/or carbon dioxide. It is required by law to ensure that the Practitioners proves their competency and knowledgeable in the legal requirements of OHS Act, Pressure Equipment Regulations and SANS applicable to refrigeration.

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3.3.6 Notification of Construction Work

Unless otherwise contractually agreed upon, the Principal Contractor must notify the relevant Provincial Director of the Department of Employment and Labour (DoEL) of the intention of carrying out any construction work as defined in the Construction Regulation⁴ of the OHS Act.

The notification form of construction work is listed as an annexure to the Construction Regulations of the OHS Act.

A copy of the notification letter sent to the DoEL shall be forwarded to the Project Manager on the same day as sent to the DoEL. When the DoEL provide an acknowledgement letter of Construction work approval, a copy of the approval must be sent to the Eskom Project Manager and a copy kept and filed in the Contractor site SHE file.

3.3.7 SHE Policy

SHE policy is a statement of intent and a commitment by the Organisation's CE 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.

The Principal Contractor and all its appointed Contractors, if already not in place, will be required to compile their Organisational OHS policy in line with their OHS responsibilities. The policy must be signed by the Organisation's CE or the appointed assistant to the CE OHS Act Section 16(2) as per the requirement of Sec16 of the OHS Act. The Contractor must submit in their SHE file a company signed OHS Policy document which must comply to OHS Act Section⁷ or SANS ISO 45001:2018 (signed by the CEO).

The SHE policy shall be communicated with all appointed Contractors and all Contractor employees on site and where possible, the policy must be displayed in a prominent place within the workplace. Proof thereof SHE policy communication shall be kept and filed in the Contractor site SHE file and attached as an annexure in the SHE Plan.

3.3.8 COID

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The Principal Contractor and all his/her appointed Contractors shall be registered with an appropriate employment Compensation Commissioner and have at all times of the duration of the project available a valid letter of good standing (LoG) from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the Contractor SHE files.

3.3.9 Costing for SHE within the Project

The Principal Contractor shall submit costing for OHS management activities as an Annexure in the Contractor OHS File. OHS costing must reflect the amount of funds that will be allocated for OHS when the contract commences (This is a breakdown of the bulk OHS costing in the bill of quantities) and it must be itemised based on the overall scope of the project and the associated risk.

The items which can be included are not limited to the following:

- Personal Protective Equipment (PPE),
- OHS trainings,
- OHS Professionals,
- First aid equipment,
- Facilities and ablution facilities,
- Safety signs,
- Safety campaigns or interventions,
- OHS equipment/ instruments,
- Medical examinations
- OHS Management system
- OHS Audits
- OHS travels etc

3.3.10 SHE Appointments

The Principal Contractor and appointed Contractors must make the relevant legislative and non-statutory appointments, which will be required to remain valid throughout the life of the project.

The responsibilities of the individual appointments made must reflect the requirements as listed in the respective Acts/ Regulations and form a part of the appointment.

All appointees shall be suitably trained and found to be competent for the responsibilities assigned and/or informed of their responsibilities before getting them to accept such appointment.

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Copies of all the signed appointments must be kept in the relevant Contractor site SHE files.

Relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles.

The under mentioned appointments which may be required where applicable and not limited to the following:

3.3.10.1 Statutory Appointments

The statutory appointments should include but not limited to the following:

- OHS Act: Construction Regulation 8(1) – Construction Manager (Full time)
- OHS Act: Construction Regulation 8(7) – Construction Supervisor (Full time)
- OHS Act: Construction Regulation 8(8) – Assistant Construction Supervisor (Full time)
- OHS Act: Construction Regulation 8(5) – Construction Health and Safety Officer (Full / Part time)
- OHS Act: General Administrative Regulation 9(2) – Incident Investigator
- OHS Act: Section 19 (3) – Health and Safety Committee Member
- OHS Act: Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act: Section 17 – Health and Safety Representative.
- OHS Act: General Safety Regulations 3(4) – First Aider(s)
- 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: General Safety Regulations 13A – Inspector of Ladders
- OHS Act: Hazardous Chemical Agents Regulation 3(3) – Hazardous Chemical Agents Co-ordinator
- OHS Act: General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act: CR 5(1)(k) – Appointment of the Principal Contractor by the Eskom Client/Agent (to be done when contract is awarded)
- OHS Act: Construction Regulation 7(1)(v) – Appointment of a Contractor (if appointing subcontractors)
- OHS Act: Construction Regulation 9(1) – Person to Compile Risk Assessments
- OHS Act: Construction Regulation 10(1) – Competent Person to Compile Fall Protection Plan (Fall Protection Plan Developer)
- OHS Act: Construction Regulation 10(2)(d) – Inspector of Fall Arrest Systems
- OHS Act: Construction Regulations 11(1) – Person to Supervise Excavation Work

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- OHS Act: CR 14 (1) Demolition Work Supervisor
- OHS Act: Driven Machinery Regulations 18(5) – Lifting Machinery Inspector (External Lifting Machine Inspector – LMI)
- OHS Act: Driven Machinery Regulation 18(10) (e) – Lifting Tackle Inspector
- OHS Act: DMR18 (11) Lifting Machinery Operator (Appointment or Permit)
- OHS Act: DMR 17(2) Goods Hoist Inspector
- OHS Act: Construction Regulations 16(1) – Scaffolding Supervisor
- OHS Act: Pressure Equipment Regulations 11 & 12 – Portable Gas Container Inspector
- OHS Act: Construction Regulations 23(1)(d)(i) – Construction Vehicle and Mobile Plant Operator
- OHS Act: Construction Regulation 24(c) – Electrical Installations and Machinery
- OHS Act: Construction Regulation 24(d) – Temporary Electrical Installations Inspector
- OHS Act: Construction Regulations 28(a) – Stacking and Storage Supervisor
- OHS Act: Construction Regulations 29(h) – Firefighting Equipment Inspector
- OHS Act: Construction Regulation 12(2) – Temporary Works Supervisor
- OHS Act: EMR 9 – Portable Electrical Equipment Inspector
- OHS Act: ER 12(1) Responsible Person in the Use of Explosives and development of the method statements.
- OHS Act, CR 21 (2) (b) Explosive Powered Tool Inspector
- OHS Act, CR 24 (e) Temporary Electrical Installation Controller

3.3.10.2 Non-statutory appointments

- Eskom OHS Roles & Responsibilities and statutory appointments standard (240-62582234) – Appointment as Responsible Managers for OHS and Environmental Responsibilities
- Eskom OHS Roles & Responsibilities and statutory appointments standard (240-62582234) – Appointment as non-Statutory Health and Safety Committee meetings Chairperson.
- Eskom Emergency Planning Standard (32-123) – Emergency Planning Co-coordinator
- Eskom Emergency Planning Standard (32-123) – Emergency Preparedness appointment as Evacuation Official

Notes to the appointments listed above:

The Principal Contractor shall ensure that competent persons are appointed in writing in accordance with all applicable appointments:

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(Note: If there are any appointments that are not applicable, then a brief explanation as to why they are not applicable should be made, but should an appointment become applicable during the duration of the contract work, then these appointments are to be made available)

Chief Executive Officer (OHS Act Sec16.1):

- Section 16(1) creates a legal presumption, and therefore no appointment is required.
- The Contractor shall provide the full names, contact telephone numbers and business address of the Chief Executive Officer.

OHS Act: Sec 16(2) – Assistant to Chief Executive Officer required competencies:

- COID Act training
- OHS Act training
- Legal liability training

OHS Act: Sec17 Health & Safety Representative required competencies:

- General Health and Safety Training
- Health and Safety Representative Training
- Hazard Identification and Risk Assessment Training
- Incident Investigation and Root Cause Analysis Technique Training

Health & Safety Rep Staffing:

- At least One trained Health and Safety Representative for every site, one for every 20 or part thereof:
- To be elected and appointed per work area and discipline and comply with OHS Act Section 17 and 18 and GAR Section 6.

Competencies for Short-Term Contractors (working on site for less than 30 days)

Indicate which competent person will perform these duties:

- General Health and Safety monitoring
- Health and Safety Representative duties
- Hazard Identification and Risk Assessment duties
- Incident Investigation and root cause analysis duties

OHS Act: Sec19 – Health and Safety Committee Member (if there are 2 or more Health and Safety Representatives then there will be a Health and Safety committee)

Chairperson of Health and Safety Committee

OHS Act: General Safety Regulations 3(4) – First Aider(s) required competencies:

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Eskom requires at least **Level 2** First Aid training.

First Aid certificates issued by any one of the following: The SA Red Cross Society; the St John's Ambulance; the SA First Aid League; or a person or organisation approved by the Chief Inspector for this purpose.

First Aider Staffing:

One first-aider trained to Level 2 per team (as per OHS Act or project risk profile of workers).

OHS Act: CR 8(7) – Construction Supervisor required competencies:

- Environmental Law – Eskom certificate
- Copies of valid **ORHVS** certificates (**with validation letter**)
- Planned Task Observation
- Hazard Identification and Risk Assessment Training
- OHS Act and Regulations course (latest version of the Act and regulations)
- Incident Investigation and Root Cause Analysis Technique Training
- Attended an accredited Supervisor's safety course
- Legal Liability course

OHS Act: CR 8(8) – Assistant Construction Supervisor required competencies:

- Environmental Law – Eskom certificate
- Copies of valid **ORHVS** certificates (**with validation letter**)
- Planned Task Observation
- Hazard Identification and Risk Assessment Training
- OHS Act and Regulations course (latest version of the Act and regulations)
- Incident Investigation and Root Cause Analysis Technique Training
- Attended an accredited Supervisor's safety course.
- Legal Liability course

OHS Act: GAR 9(2) – Incident/Accident Investigator required competencies:

- Incident Investigation and Root Cause Analysis Technique training

OHS Act: CR 10(1) – Competent Person to compile Fall Protection Plan (Fall Protection Plan Developer) required competencies:

- Fall Protection Planner certificate (**SETA accredited, Assessor No. & Unit Standard No**)

OHS Act: CR 9(1) – Person to compile Risk Assessments (Risk Assessor) required competencies:

- Hazard Identification and Risk Assessment (HIRA) training

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OHS Act: HCAR 3(3) – Hazardous Chemical Agents Co-ordinator

- HCS training certificate

OHS Act: CR 23(1)(d) – Construction Vehicle and Mobile Plant Operator

- Crane operator training certificate
- Hazard Identification and Risk Assessment (HIRA) training
- Valid Medical fitness for duty certificates including;
- Person Job Specs (employee Risk Profiles)

OHS Act: CR 8(5) – Construction Health and Safety Officer Appointment required competencies:

- National Diploma in Safety Management or Environmental Health
- A recognised safety certification (minimum: of 2 weeks training) (e.g., SAMTRAC / Modern SHEQ Management course) and registration and accreditation from a recognised Health and Safety Professional Body.
- All **Construction Health and Safety Practitioners** shall be registered with a Statutory Body - **SACPCMP** from August 2015 or a recognised Health and Safety Professional Body as applicable.
- OH&S Act and Regulations (latest version of the Act and regulations);
- COID Act (latest version of the Act);
- Incident Investigation and Root Cause Analysis Technique training;
- Hazard Identification and Risk Assessment training;
- Health & Safety Auditing training.
- Environmental Compliance Recognised course;
- Emergency Preparedness Coordination Training

SHE Officer Staffing:

In determining the number of appointed competent Health and Safety Practitioners to the number of employees, the nature and scope of work being performed shall be taken into consideration.

The Contractor is to appoint a suitably qualified experienced person to co-ordinate the organisations safety effort on the site.

NB: All non – Eskom Safety certificates should have at least the following information on for it to be accepted:

- **SETA number, Unit Standard number, Assessors number & Date of issue.**

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All appointment letters shall be completed and signed by appointers and appointees. Eskom requires that all OHS Act legal appointments be signed only by the company CEO and/or 16.2 appointees.

For new contracts: To meet all requirements prior to commencement of work.

For those Contractors that do not meet the minimum competencies: full compliance to the above competencies would be expected within 6 months after the contract is placed. A weekly status report on meeting 100% compliance shall be submitted to the SHE Manager/Practitioner for tracking.

3.4 Appointment of the Principal Contractor

The Principal Contractor will be appointed by Eskom on the awarding of the contract and will be responsible and accountable for all legislative and Eskom requirements for the duration of the contract.

3.5 Appointment of Sub-Contractors

The Principal Contractor may appoint Contractors to assist in the contract. All appointments shall be done in writing and will form part of the Contractor's SHE File that is required to be submitted to Eskom. Adequate training and instruction must be given to the appointees and the Principal Contractor must ensure that all the appointed Contractors understand their roles and responsibilities and have the relevant skills, experience, ability and competency to do their job.

Note: Copies of Contractor appointments must be kept in the respective Contractor SHE file.

3.6 Appointments and Supervision

The Contractor shall in writing appoint as per the OHS Act requirements and shall ensure that all his 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.

The Contractor shall provide and keep up to date an outlined Organogram and a list of names and contact telephone numbers of all appointments as required.

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The Contractor shall keep a record of all Contractors' personnel, indicating their date of induction, relevant skills and licenses, and be able to produce this list at the request of the Eskom Project Manager.

The Contractor shall ensure that the performance of all specified work is supervised throughout the duration of the Contract by a sufficient number of competent appointed representatives of the Contractor, who have experience in the type of work specified.

No work shall commence and / or continue without the presence of an appointed Contract Manager, Health & Safety Manager or Officer, Contract Supervisor or appointed Contract Supervisor Assistants as per these OHS Requirements during execution of the work. The Supervisors shall be fluent in the language for communications as defined under the Contract.

In determining the number of appointed competent Supervisors, the nature and scope of work being performed shall be taken into consideration and consented to in writing by the Eskom Project Manager. The required appointed Construction Supervisor shall not leave the Project Site during working hours unless there is a sufficient number of appointed competent Construction Supervisor Assistants to assist with supervision.

Appointment letters and competency certificates of the persons appointed as Construction Supervisor or Construction Supervisor Assistants shall be signed by persons who are suitably qualified. Relevant training certificates and proof of experience of assignees shall be submitted with the SHE Plan.

In determining the number of appointed competent Contract Health and Safety Officers to the number of employees, the nature and scope of work being performed shall be taken into consideration. Contract Health & Safety Officers must be available for health and safety meetings and shall participate fully in all activities outlined in these OHS Requirements and, in the Contractor's SHE Plan.

3.7 Contractor organisational Structure

3.7.1 Principal Contractor Organogram

The Principal Contractor must provide an organisational organogram related to this contract and for the project specific scope of work, depicting all the levels of responsibility from the CE down to the Supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The Principal Contractor must ensure that all Appointed Contractors are also indicated on the Organogram and comply with this requirement. The Principal Contractor is responsible

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for keeping copies of all the Organograms' as well as submitting them with the SHE Plan. All Organograms shall be updated timeously when appointments are changed.

The Organogram diagram must be kept up to date and filed in the project SHE files.

3.7.2 Appointed Contractor/s Organogram

Appointed Contractors are required to compile their company Organogram for the project, listing the reporting structure from their CE down to their project Supervisors. The diagram must list the names, positions held and any appointments made.

The Organogram diagram must be kept up to date, a copy of which must be given to the Principal Contractor and a copy filed in the relevant project SHE files.

3.8 Eskom Requirements

All Contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to contract services. The Contractors shall ensure before of any commencement of work activities on site, all employees on this project, site visitors and any other party who may be affected by the Contractors site activities are always receiving SHE induction to make them aware of the risks and hazards relating to this project.

Note: All Contractors shall, before commencement of work at the allocated Eskom site area of responsibility, visit such site area at least one (1) week prior to entering, advising the Project Manager/ Supervisor and Complex Manager of their intention to perform work in the area.

3.8.1 Disciplinary process

The Principal Contractor is required to implement a disciplinary process within his/her organisation to enforce conformance to SHE requirements, similarly, Appointed Contractors must do the same.

The Principal Contractor shall follow the applicable disciplinary procedure in instances of all disciplinary measures.

In the event of a major safety or health transgression whilst conducting work witnessed by a member of the Eskom's staff or the Contractors' own supervision, the Principal Contractor shall ensure that the individual, or individuals, transgressing (including Supervisors) stop the

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operation as soon as it is safe to do so and ensure that the situation is safe. A breach of Eskom's Life Saving Rules would constitute a transgression of this magnitude. Other transgressions of this type would include failure to exclude those not involved in the work activity from dangerous areas such as below personnel working at height or other serious hazards.

The Principal Contractor is expected to deem a serious transgression of the nature described above as a lack of competence to conduct the task safely. Therefore, it is necessary to immediately eliminate further risks to their workers and other site personnel. The Principal Contractor shall adhere to the following steps:

1. Start preliminary investigations.
2. Investigate the acts or omissions of any employee.
3. Conclude the investigation.
4. Submit the investigation for the approval of the Eskom Project Manager/Supervisor.
5. Await the outcome of the disciplinary process of those individuals.
6. Conduct retraining if required.
7. Restart activities.
8. Eskom has the right to communicate lessons learnt to other Contractors on site

The Principal Contractor may in the time taken to follow the above steps use a different group or workers if they are suitably trained and competent.

In the case of a serious transgression that is evidently a result of an individual's act or omission, for example not sober or driving without a seatbelt, the disciplinary process may apply to the individual alone and works may continue without the individual.

The Principal Contractor shall comply with the Occupational Health and Safety Act 85 of 1993 ("OH&S Act") and all applicable regulations promulgated under the OH&S Act, all as amended from time to time. The Contractor shall furthermore comply with applicable South African National Standards or International Standards, South African legislation, applicable Municipal By-Laws and with Employers Policies and Procedures.

It is the duty of the Contractor and his Sub-Contractors to ensure that they are familiar with all applicable Law, SANS standards and these requirements at all times.

The Principal Contractor shall compile and maintain an up to date an OHS file and include updated legal register listing all applicable Law and SANS standards.

Contractor will be expected to form part of the SHE management system that the Client is conform to.

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3.8.2 Eskom Life-saving Rules

- Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
- 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 appointed 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.
- If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any Contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP 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.
Rule 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.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

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3.8.2.1 Consequences of violating a Life Saving Rule(s)

- Eskom will take a stance of zero tolerance on violation of these rules.
- In terms of general health and safety in Eskom, if any of the Life-saving Rules are violated, it will be treated as a serious misconduct, and result in a **disciplinary hearing**, which may include dismissal in accordance with the Eskom Disciplinary Code and Procedure.
- It must be highlighted that Eskom takes a **ZERO TOLERANCE** stance to violation of these rules and will, therefore recommend dismissal as a sanction during a disciplinary hearing.
- Depending on the circumstances, Eskom reserves the right, where a Contractor Manager / Supervisor allows the violation of a Life-Saving Rule, to **suspend the Contractor’s activities** while determining an appropriate sanction.
- Alternatively, where a Contractor employee violates a Life-saving Rule, Eskom also reserves the right **not to allow the applicable Contractor employee on any Eskom site**.

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

3.8.3 Substance Abuse (linked Eskom Life Saving Rule4 – Be Sober)

- Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
- The OHS Act - General Safety Regulations2A is clear on the legal stance regarding intoxication.
- The alcohol and drug permissible level is 0% at all Eskom sites and vehicles.
- All Contractors shall comply with Eskom’s Procedure 32-37 (Substance Abuse Procedure), taking into account that this is an Eskom Life-Saving Rule number4: BE SOBER”), this means anyone entering the Eskom will be subjected to ad-hoc alcohol testing.
- Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
- Test records must be treated as “Confidential” and filed in the employees’ personal file.

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3.8.4 Working at Heights (linked Eskom Life Saving Rule2 – Hook up at Heights)

3.8.4.1 Working at Height work general requirements

Working at height is regarded in Eskom as one of Eskom high risk activities as a result, all safety precautions must be taken to prevent incidents while working at height. Wherever reasonably practicable, preference must be given to the performance of work at ground level as opposed to work in an elevated position. Where work in an elevated position is necessary, the requirements in Eskom working at Height Procedure (32-418) and all working at height requirements as detailed in this SHE specification and the Project Baseline Risk Assessment shall be complied with at all times.

All person who will be working at height or who will be required to rescue at height shall receive three (3) days of Fall Arrest Systems (FAS) training and two (2) days of rescue training in accordance with Unit Standard 229998 and 229995

The Contractor must ensure that all persons who work at height and those who will be required to do rescue at height shall receive training according to the relevant Unit Standards. As a minimum, individuals who work at height and are not responsible for performing a rescue must undergo three (3) days of FAS training (Unit Standard 229998) and the rescuers furthermore undergo two (2) days rescue training in accordance with Unit Standard 229995. Rescuers must be appointed in writing for that particular site/project.

Official FAS training shall not have an expiry date on the Certificate. Only the date of the training shall be indicated on the certificate.

A minimum of one (1) job observation shall be conducted on each person working at height.

All employees required to perform rescuers shall be trained in First Aid Level 2 before attending rescue training.

Documentation training records for all work at height training must be kept and filed for auditing purposes on the site SHE file.

Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.

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2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

Every employer shall ensure that work at height is:

1. properly planned;
2. appropriately supervised; and
3. carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

3.8.4.2 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.

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4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

3.8.4.3 Scaffolding

1. Scaffolding use shall conform to the requirements of CR14, Eskom procedure 32-418 and used in terms of GSR6.
2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of CR16 shall be carried out.
4. Scaffolding shall be erected and inspected by the competent personnel.
5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.

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7. A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site SHE files.

3.8.5 Construction vehicle and driver safety (linked Eskom Life Saving Rule 3 – Buckle up)

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two-way radios whilst driving, unless a hands free kit is used.
3. All drivers of construction vehicles are to have valid medical fitness certificates.
4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. 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
7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be 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.

3.8.6 Project site(s)

Note1:No area is to be stripped of vegetation to create firebreaks, 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.

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

3.8.7 Emergency Preparedness and Response

The art of Emergency Preparedness and Response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The Contractors must familiarise themselves with the Eskom Emergency Planning Standard (32-123) and Eskom Fire Risk Management (32-124). In the event that the Contractor will be on-site on a day when an emergency drill is undertaken to test the effectiveness of the EP Plan, the Contractor shall form part of that on-site emergency drill where applicable and required.

3.8.7.1 Emergency Response Plan

The Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan on the SHE file. The plan shall be amended as applicable and required. The Contractor shall ensure that all Contractors' personnel are aware of and trained in the execution of the emergency plan.

Periodic emergency drills will be undertaken by the Employer or Eskom Project Manager.

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

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3.8.7.2 Fire Risk and Safety Management

The Contractors shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire. Ideally, all employees should receive basic training in fire prevention and use of fire equipment.

The Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of any work thereon. The procedure shall take into consideration the size of the area, types of work being done, amount of combustible materials present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's personnel entering and working on the Project Site, and other places, if any, as may be specified under the Contract as forming part of the Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g. Fire Warden.

Existing fire management systems in buildings shall be maintained whenever possible. Any changes shall be approved by the Eskom Project Manager before implementation.

The Contractor shall be at all-times available for any meetings and interventions that are arranged by the Eskom Project Manager in the sake of fire and emergency safety.

3.8.7.3 Fire Safety Plan

The Contractor shall prepare a Fire Safety Plan which shall include:

1. The designation and organisation of Contractors' personnel to carry out fire safety duties, including fire watch service, if applicable.
2. Emergency procedures to be used in the case of fire, including:
 - method of sounding the fire alarm.
 - notifying the fire Department.
 - instructions to Contractor's Personnel.
 - firefighting procedures.
 - evacuation routes.
 - location of assembly points, and
 - Integration with existing emergency procedures.
3. The control of fire hazards in and around buildings.
4. Maintenance of firefighting facilities.
5. Display in strategic places a site plan that will illustrate the assembly points, locations of means of raising the alarm and extinguisher media. A plan shall be drawn up for each

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area under the Contractors control and shall, where appropriate, include office and welfare facilities.

3.8.7.4 Fire Equipment and maintenance

1. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited Supplier.
3. Results entered in the register and signed by competent person.

3.8.8 Hazardous Chemical Agents

National Regulations will apply with regards to the classification of chemicals and substances in terms of the hazards they present. The requirements of the OHS Act Regulations for Hazardous Chemical Agents, Regulations for Hazardous Biological Agents, National Environmental Management Act and any other applicable legislation relating to hazardous substances.

There are requirements for the provision of information to the users of chemicals, e.g. labelling of chemicals and by Safety Data Sheets.

3.8.8.1 Product Labels

Substances that are classified (by international or national regulation) as dangerous for supply is to carry a product label, which must give the following:

1. Name, address, and telephone number of the Supplier.
2. The nominal quantity of the substance / mixture (though this may be elsewhere on the package) – but only where it is made available to the general public.
3. Product identifiers:
 - for substances this would be: name, identification number (EC number, CAS number or inventory number).
 - for mixtures this would be: trade name and then the identity of all the substances (maximum of 4) in the mixture which contribute to its classification.

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4. Hazard pictograms.
5. Signal word (as applicable).
6. Hazard statements (as applicable).
7. Precautionary statements (as applicable).
8. Supplementary information.

3.8.8.2 Safety Data Sheets

National or local regulations will require information about hazardous substances to be provided on the Safety Data Sheets. Safety Data Sheets are intended to provide the users with sufficient information about the substance for them to take appropriate steps to ensure safe use, handling, transportation and disposal.

It is generally the responsibility of the Supplier to provide the SDS, either as hard (paper) copies or in electronic format free of charge the first time the Hazardous Substance is supplied to the user. They must be kept up to date by the Supplier and revised and re-issued accordingly.

Information typically to be included by the Supplier on Safety Data Sheets:

1. Identification of the substance or preparation, and supplier name, address and emergency contact details.
2. Hazard identification – a summary of the most important features, including likely adverse human health effects and symptoms.
3. Composition and information on ingredients – chemical names, classification code letters and risk phrases.
4. First Aid measures – separated for the various risks, and specific, practical and easily understood.
5. Fire- fighting measures – emphasising any special requirements.
6. Accidental release measures – covering safety, environmental protection and clean up.
7. Handling and storage – recommendations for best practice, including any special storage conditions or incompatible materials.
8. Exposure controls and personal protection – any specific recommendations, such as particular ventilation systems and Personal Protective Equipment (PPE).
9. Physical and chemical properties – physical, stability and solubility properties.
10. Stability and Reactivity – conditions and materials to avoid.
11. Toxicological information – acute and chronic effects, routes of entry and symptoms.
12. Ecological information – environmental effects of the chemical, which could include patterns of degradation and effects on aquatic, soil and terrestrial organism. etc.
13. Disposal considerations – advise on specific dangers and legislation.

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14. Transport information – special precautions.
15. Regulatory information – e.g. labelling and any relevant national laws.
16. Other information – e.g. list of relevant risk phrases, any restrictions on (non-statutory supplier recommendations).

3.8.8.3 Flammable and Combustible Liquids

1. 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.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. All fuel storage areas must comply with the following requirements: -
 - a. Storage should be well clear of buildings.
 - b. Storage areas must be kept free from all combustible materials.
 - c. All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - d. Adequate firefighting equipment must be available.
5. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
6. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.
7. Bunded area shall have a drain valve.
8. No other material/equipment shall be stored in the bunded area.

3.8.8.4 Refuelling at the project site

With the exception of construction vehicles and mobile equipment, before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas

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and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.8.9 Incident Management

The Contractor shall compile and implement procedure for managing workplace incidents. The Contractor Incident Management Procedure must address the following:

1. Reporting and investigation of incidents – this document sets out the process to be followed when reporting, recording and investigating incidents that occur on a site.
2. Workplace injury and disease recording – the purpose of this document should be a guide to the Principal Contractor on how to accurately evaluate, define and categorise fatalities, injuries and occupational diseases in a data format for the calculation of performance indicators for health and safety.

All incidents relating to the contract (i.e. fatalities, lost time, medical treatment, first aid, vehicle accidents, damage to equipment, near misses and environmental issues) shall be reported and investigated in terms of the section 24, 25, GAR Reg8 and Reg9 of the OHS Act.

Copies of the investigation reports must be filed in the Contractor SHE file.

All incidents of a serious nature shall be reported to the Eskom Contract Responsible Manager as soon as practicably as possible.

All incident reporting, recording, classification and investigation will be done according to the requirements set out in the Eskom Incident Management procedure (32-95 - latest revision).

Ensure that all incidents are reported and investigated timeously by competent Incident Investigators.

If it is found that the Principal Contractor or his Contractor are hiding/ not reporting incidents then steps (which may include disciplinary action) shall be taken against the Line Management of the Principal Contractor and Contractor.

A comprehensive and detailed investigation report shall be submitted to the Eskom Project Manager within 7 -14 days after the incident.

The Client/ Agent shall be allowed to participate in any accident/ incident investigation if the accident/ incident is directly linked to any activity within the scope of the project scope of work.

The Principal Contractor shall provide OHS related statistics to the Client at the end of each month.

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Please note that providing the accident/ incident investigation report does not exempt the Principal Contractor from providing accident reports required by statutory Authorities, in particular, the Contractors' responsibility for reporting accidents in accordance with the requirements of the OHS Act and COID Act.

Contractors shall also review and analyse all incidents; to establish trends that may indicate deviations from established work standards and safe working procedures/practices. The Contractor shall take appropriate corrective action and submit report to Eskom Project Manager.

Note: Eskom has the right to be involved in any contract related serious incident investigations.

3.8.9.1 Incident Reporting

All incidents including near misses occurring at work shall be reported to the relevant site contract Supervisor / Manager as soon as practicable but before the end of the shift and where injuries as contemplated in Sec24 and Sec25 have been sustained, be reported to the Department of Employment and Labour.

Note 1: If it is found that the Principal Contractor or his appointed Contractors are hiding/ not reporting incidents then steps (which may include disciplinary action) would be taken against the Line Management of the Principal Contractor and Appointed Contractor in terms of 32-1034 Eskom Procurement and Supply Management Procedure.

All section 24 incidents shall be reported to the Provincial Inspector of the DoEL and section 25 incidents shall be reported to the Chief Inspector of the DoEL.

3.8.9.2 Incident Investigation

All incidents related to work being performed for Eskom shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9 and conducted in terms of Eskom Incident Management Procedure (32-95 - full title is listed in Normative References).

1. Investigations shall be conducted by appointed competent incident Investigator who will compile the appropriate incident report form as listed in the OHS Act Annexure1.
2. A comprehensive and detailed investigation report shall be submitted to the Eskom Project Manager within 7 -14 days after the incident.
3. All incidents that were in contravention of any one of Eskom's Life-Saving Rules must be presented by the relevant Contractor Manager to the Project Manager and where required to the Cluster Responsible Manager.

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4. Contractors shall ensure the incident/ accident scene is not disturbed to preserve evidence for investigation purposes unless it is done to prevent further injury or for rescue purposes (OHS. Act, Section. 24(2) applies). Investigation shall begin promptly after the incident/ accident. Where applicable and with proper authorization, photographs may be taken of the scene of the incident as well as any equipment involved in the incident. The results of the investigation together with the Root Cause Analysis of the incident and the committee's recommendations for preventative action(s) shall be submitted to Eskom Project Manager, within 3 days after the incident occurred unless proof can be given that due to technical or other difficulties, more time is needed.
5. The Contractor shall investigate all incidents immediately and give the Eskom Project Manager a report within the specified time frame, which shall include:
 - a. Date, time and place of incident;
 - b. Description of incident;
 - c. Root cause of incident/accident;
 - d. Type of injury (if any);
 - e. Medical treatment provided (if any);
 - f. Persons involved;
 - g. Names of witness/s;
6. Eskom must be permitted to participate in investigations if the incident is directly linked to any activity within the scope of the construction project. 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.

3.8.9.3 Incidents Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the OU Risk Manager. Close out procedure ideally must be done as soon as practicable. Undue time delays must be avoided.

It is essential that the Principal Contractor demonstrate that corrective action has been taken and that correction action is communicated by a predetermined means to all Contractors staff affected. All corrective actions must be closed within 3 months from the date of issuing of investigation report.

Feedback on the status of close out of corrective actions must be communicated at the relevant forums.

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3.8.10 Occupational Health, Rehabilitation and Hygiene facilities

All Contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

3.8.10.1 Employee Health and Wellness Programme

The Principal Contractor shall submit details of his employee Health and Wellness Programme as part of his SHE Plan which shall include a Medical Surveillance Program and an Employee Assistance Program as detailed below.

3.8.10.2 Employee Assistance Programme

Where Principal Contractor or appointed Contractors do not have Employee Assistance Programme (EAP) service providers, the Employer's EAP service provider, may be available to provide assistance. All arrangements shall be made by the Contractor. All costs in this respect shall be borne by the Contractor.

3.8.10.3 HIV / Aids Awareness Programme

An HIV/AIDS Awareness programme shall be implemented by the employer. This will include voluntary counselling and testing (VCT) of individuals, HIV/AIDS awareness training and access to ongoing support for affected individuals. The Contractor shall ensure that the Contractor's personnel are aware of this programme.

3.8.10.4 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. First aid appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.

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5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box where more than 5 employees are employed at their workplace and thereafter have one First Aider where more than 10 employees are employed ensure that for every group of up to 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams have at least one First Aider readily available on site.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Principal Contractor and appointed Contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.8.10.5 First Aid kit boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

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A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.8.10.6 Occupational Hygiene

Identification:

The Principal Contractor shall identify the occupational stressors which could include exposure to chemical and biological hazards, noise, dust, vibration, heat, etc., to which any person may be exposed as a result of his work activities.

Risk assessment:

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

Control measures:

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

Monitoring:

The Principal Contractor shall provide and adhere to effective monitoring procedures. These procedures shall include the planning, carrying out and recording of the results of the measurement programme. This is to confirm the effectiveness of the implemented control measures and the results shall be made available to the Project Manager on request.

3.8.11 Medical Surveillance Programme

The Principal Contractor shall ensure that all Contractors' Personnel are registered on a medical surveillance programme appropriate to their occupational exposures and in possession of a valid medical health certificate. The certificate of fitness shall also be required that is relevant to the type of work (risk based) that the employee will be performing. The Eskom Project Manager will only accept medical surveillances conducted by Registered Occupational Health Practitioners who hold valid qualifications in occupational health.

In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.

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The Contractor shall provide a documented process for managing those Contractor's personnel 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 submit a declaration signed by the Contractor's Personnel in question indicating that she or he did not suffer any illness or injuries which occurred in the period of absence, which may affect his ability to work on the Project Site (or at such other places, if any, as may be specified under the Contract as forming part of the Site).

3.8.11.1 Pre-employment medicals

The Principal Contractor shall ensure that all Contractor's personnel have undergone pre-entry medical examination before starting work on Project Site (or on other places, if any, as may be specified under the Contract as forming part of the site).

The valid medical certificate from a registered Occupational Health Practitioner(s) to show fitness for duty shall be issued before the employee commences work and shall be filed on the Contractor's SHE file. If the Contractor does not provide proof of valid certificates of fitness for a Contractor's personnel, then such Contractor's personnel shall not be permitted access to the Project site (or such other places, if any, as may be specified under the Contract as forming part of the site).

3.8.11.2 Periodic medicals

Periodic medical examination shall be done by all Contractors' personnel during the execution of the contract as the project site (or other places, if any, as may be specified under the Contract as forming part of the site) and at as per frequency time frames determined by the employee's Occupational Job Specification and Occupational Health Practitioner.

The progress medical certificate shall be renewed annually (for personnel who are not office bound including drivers) and as per the employee medical report from Registered Occupational Health Practitioners requires.

3.8.11.3 Exit medicals

An exit medical examination shall be done by all Contractors' personnel before leaving the Project Site (or other places, if any, as may be specified under the Contract as forming part of the Site).

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Exit medicals shall be conducted immediately prior to the termination of the employee's engagement at the Project Site (or at such other places, if any, as may be specified under the Contract as forming part of the Site) unless otherwise advised by Eskom.

All Contractor's Personnel shall be issued with the required medical records to prove medical status at the time of exiting the Project site (or such other places, if any, as may be specified under the Contract as forming part of the site).

3.8.12 Welfare of facilities

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

- b. Shower facilities.
 - c. Sanitary facilities.
 - d. Changing facilities.
 - e. Eating areas.
 - f. Drinking water at strategic locations on site.
 - g. Safe pedestrians walkways.
1. Water for drinking/consumption purposes shall be drawn only from taps in dining areas and ablution blocks and at points on Site marked "drinking water".
 2. No equipment or system shall be connected onto the drinking water system without prior approval of the Client/Agent's representative.
 3. All Contractors must supply a sufficient amount of (cool) potable water on each worksite and in vehicles.
 4. The Contractor will be required to provide their own accommodation for the workers.

3.8.13 Forums for OHS Governance and OHS Communication systems

Effective governance and communication structures shall be established for the project sites where project SHE matters shall be discussed.

Attendance registers shall be kept for all the health and safety meetings. The terms of reference shall be established for each governance structure on the project.

Eskom Project team shall define the project OHS governance and communication structures.

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The Principal Contractor/s and their Contractor/s shall provide a communication plan outlining the discussions and decisions to their staff, the mediums they will employ to communicate OHS issues to their staff and how they will measure the effectiveness of their OHS communication.

Every meeting conducted on site shall include OHS as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

NOTE: These meetings do not replace or act as a substitute for the required OHS statutory meetings.

Statutory OHS Committees in terms of Section 19 and 20 and General Administrative Regulations 5 of the OHS Act and Eskom requirements shall be established where applicable.

3.8.13.1 Statutory Health and Safety Committees

1. The Principal Contractor shall establish statutory health and safety committee where applicable in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed Contractors shall be members of the Principal Contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.

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7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.8.13.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee.

3.8.13.3 Agenda

1. The following serves as the guideline for the SHE Committee meeting agenda.
 - List of agenda items:
 - Matters arising from previous minutes
 - Matters arising from Contractor's SHE meetings.
 - Audit results and feedback
 - Review Health and Safety Representative Inspection Reports
 - Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)

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- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
 - Planned Job Observations
 - OHS Training
 - Protective clothing and equipment
 - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.8.13.4 Minutes and action items for all health and safety committee meetings

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non–statutory health and safety committee meeting minutes shall be kept for the duration of the project or a minimum period of 12 months.

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5. All other meeting minutes where OHS is on the agenda, shall be kept for a minimum period of 12 months.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.
7. The relevant project manager and principal contractor shall endorse the relevant minutes with his/her recommendations and return the minutes to the relevant Contractors chairperson within 14 calendar days of the meeting.

3.8.13.5 Tool-box talks / Daily team talks / pre job meetings

1. A meeting must be 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, safety measures, i.e., the task risk assessments shall be discussed. Each employee who attends the briefing shall sign an attendance list of that pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, tool-box talks can be included in the pre-job brief meetings. If this does not occur, then weekly tool-box talks must be conducted. The toolbox talk topics will be based on OHS issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.8.14 SHE Trainings

1. The Principal Contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements and the costing of such requirements. Similarly, appointed contractor must provide the same requirements when bidding with the Principal Contractor.
2. The scope of 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 Principal Contractor and appointed Contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.

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4. When there is an amendment to the Acts and/or to the regulations SHE Specification requirements and SHE Plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. The Principal Contractor shall keep record of the Training Needs analysis/ Matrix of all employees as provide in the Annexure OHS1 attached document or in a similar Contractor document.
7. Records of all training and qualifications and Training Matrix of all Contractor employees must be kept on the SHE file.

3.8.14.1 Induction training

1. The Principal Contractor shall ensure that all his / her employees, appointed Contractors and their employees have undergone the Eskom Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.

3.8.14.2 Site specific induction training

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

3.8.14.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.

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2. 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 work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.8.14.4 General training

The Principal Contractor will be required to ensure that before an employee commences work on the project, the respective Supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

3.8.15 Contractor Site Establishment

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas.

3.8.16 Record Keeping

Refer to above sections of OHS communication systems requirements.

The Contractor shall keep and maintain an SHE File at his Project site office in which records of these SHE requirements and the Contractor SHE Plan shall be kept in accordance with these requirements and requirements of the OH&S Act.

All information required in this SHE Specification and Contractor SHE Plan shall be recorded in the SHE file for the duration of the contract.

The Contractor shall also record in the SHE File:

- Information about removal or dismantling of installed plant and equipment.

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- SHE information about equipment cleaning and maintenance programmes.
- Nature, location and markings of services.

The SHE file must be kept on site and must be available on request for Audit, document verification and inspection purposes.

The SHE File shall be handed over to the Eskom Project Manager on completion of the last of the Defects Notification Periods and prior to the issue of the Performance Certificate.

3.8.17 Site roads

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

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

3.8.18 Housekeeping and Order

All Contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.

Prompt disposal of waste materials, scrap and rubbish is essential.

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

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

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

On completion of his / her work, the 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.

In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Eskom Project/ site Manager in the second instance.

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The Eskom Project/Site Manager has the right to instruct the principal contractor and appointed contractors 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 with this requirement will result into site cleaning by another cleaning contractor company at the cost of the Principal Contractor.

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

3.8.19 Stacking

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

Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.

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

3.8.20 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: Construction 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.
7. 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.
8. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
9. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

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3.8.21 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Eskom reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Eskom personnel find any item that 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 Eskom personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Eskom's instructions.

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.8.21.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
2. Tools with sharp points in toolboxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No makeshift tools are permissible on the project.

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3.8.22 Smoking

The national notice relating to smoking of Tobacco products in public and smoking policy must be observed and adhered to. Smoking in Eskom is only permitted in designated areas (Eskom Smoking Policy 32-1126) shall be adhered to at all times by all smokers on Eskom sites.

Principal Contractor shall also develop their own policy for the control and management of smoking within their respective project site.

3.8.23 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

3.8.24 Personal Protective Equipment requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site. The Principal Contractor, when making a bid for this project shall provide a breakdown list of the PPE requirements and the costing of such requirements.
2. All contractors shall comply with the requirements of GSR2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards and Eskom PPE specification.

Where deemed as a requirement, then high visibility vests shall be worn

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3.8.24.1 Issue, Replacement and Control of PPE

1. The Principal Contractor must provide a detailed procedure with a matrix on the issuing, maintenance and replacement of PPE for all his employees and contractors on site.
2. The Principal Contractor is required to keep an updated register of all PPE issued, including that of his employees and contractors.

3.8.25 Employee Engagement and Behaviour Based Safety

The Contractor shall ensure that all personnel are participating in a suitable Employee Engagement Programme.

The Contractor shall ensure the employee engagement programme includes for adequate training for Supervisors to conduct wholesome observations and feedback to employees conducting work on site.

This training shall focus primarily on unsafe behaviours of employees as opposed to unsafe conditions on the Project Site.

It is also important for the Contractor to recognize those individuals who are performing their work in an exemplary safe manner.

The Contractor shall retain suitable anonymous data from the programme and use these leading indicators to support their safety programme.

The Contractor shall establish a system that fully encompasses their subcontractors and applicable service providers and shall ensure that the engagement programme prioritises high risk activities.

The contractor will make sure that this data is available to the Eskom when requested.

3.8.26 Contractor Auditing

3.8.26.1 Approval and compliance of Principal contractor SHE Plan

The Contractor's SHE Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Eskom SHE Specification requirements. Once there is compliance only then will the Principal Contractors, SHE Plan be approved by the Project Manager or an appointed Eskom Contract Custodian. The implementation of the SHE Plan shall be assessed / audited by Eskom personnel on a regular basis. This will include physical conditions evaluation.

3.8.26.2 Eskom OHS audits.

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Eskom shall evaluate all Contractors' SHE performance on an ongoing basis against the legal, Eskom SHE requirements and the Contractors Contractor's SHE Plan.

Note: Eskom reserves the right to conduct unannounced Audits on Contractors

There will be monthly audits conducted by Eskom on the Principal Contractor/s and/or appointed Contractors. These audits shall be attended by the Contractor's Site Manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this Eskom SHE Specification requirements.

3.8.26.3 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors 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 Eskom Project Manager within one week after completion of the audit. Where appointed contractors are audited by the Principal Contractor a copy of the audit report shall be submitted to the appointed Contractor within 7 days of the audit.

3.8.26.4 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this Eskom SHE Specification requirements 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

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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.

3.8.27 Site Rules

3.8.27.1 SHE File

An SHE file means a file or other record in permanent form, containing the information about the safety and health management system during work and all information relating to the post-work phase after handover to the Client, so that the Client can maintain the works in a healthy and safe way.

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 work sites and shall be available on request for audit and inspection purposes.

The SHE file shall consist of the requirements in terms of this project's OHS Requirements, the Contractor's safety and health Plans.

The sequence of filing the documentation must be kept in the same sequence as listed in this OHS Requirements and the SHE Plan.

Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

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 lists of materials used, and other applicable information about the completed structure, as well as the list of Sub-Contractors, the agreement, and the type of work completed.

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.

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3.8.28 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 OHS 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.

3.8.29 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.

3.8.29.1 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.

3.8.29.2 Night work

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.

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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.

3.8.29.3 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.

3.8.30 Omissions from these OHS Requirements

By drawing up these OHS Requirements Eskom has endeavoured to address the most critical aspects relating to OHS issues in order to assist the Contractor to adequately provide for the health and safety of employees on site.

Should Eskom not have addressed all OHS 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.

3.8.31 Contract Sign-off

On completion of the project, all Appointed Contractors shall close out their project documentation; OHS files and forward such to the Principal Contractor. The Principal Contractor shall likewise close out his/her project documentation and SHE files and forward such to the Eskom Contract Manager.

4. ACCEPTANCE

This SHE Specification requirements has been seen and accepted by:

- Siphamandla Ndabana – Project Manager
- Spindile Zinto – Procurement Manager
- Margaret Mandere – Procurement Officer
- Xolile Myoyo – OHS Manager

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5. Revisions

Date	Rev.	Compiler	Remarks
February 2024	0	V. Meke	<p>This provides the initial OHS requirements that must be met by all the Principal Contractors, Contractors, Service Providers and Suppliers who intends tendering for this contract and all the Principal Contractor/s, Contractor/s, Service Provider/s and Supplier/s who will be awarded the contract for works of replacing of air-conditioning units at Sunilaws Operations Data Centre in Eastern Cape Coastal Cluster.</p> <p>This document shall be reviewed and amended to align with the scope of work/ identified risks as when required.</p> <p>Next revision date: Feb 2025</p>

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Addendum – OHS SHE File evaluation checklist.

	SHE File Evaluation Checklist	Document Identifier	DXSHEQSF0014
		Revision	11
		Authorisation Date	1 March 2021
		Review Date	1 March 2024
Contractor			
Contact Person			
Contact Details			
Project Duration			
Brief Description of work / activity			
Task Order Number			
Project Co-ordinator			

A SHE FILE WILL NOT BE EVALUATED IF THE DOCUMENTATION IS NOT IN THE FOLLOWING ORDER.

HARD / ELECTRONIC COPY OF FILE EVALUATED

No:	Criteria	Ye s	No	N/A	Comments
1	Letter of good standing relevant to work.				
2	Notification of construction work forms (Notification to Department of Employment and Labour (DEL) with Acknowledgement of acceptance by DEL				
3	Site based company organogram				
4	SHE Plan (including Covid 19)				
5	SHE Policy signed by CEO/MD				
6	Fall Protection Plan – relevant to Scope of Work				
7	Valid Medical Certificates - Including Person Job Specs (Employee Risk Profiles). - Medicals to be in Annexure3 format. - Inclusive of Accreditation details of Occupational Health Practitioner.				
8	OHS Act Section 37.2 Agreement (Signed)				
9	Signed Legal Appointments, Agreements and Training Records				
9.1	Principal Contractor appointment 5(1)(k) (Signed)				

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9.2	16.2 appointee (Assistant to Chief Executive Officer)				
9.3	CR 8(1) Construction Manager - Hazard Identification and Risk Assessment Training - OHS Act and Regulations course - Legal Liability course - SACPCMP Registration (valid certificate)				Validation letter can be obtained by forwarding a colour copy for the certificates to Facilitators@eskom.co.za
9.4	CR 8(5) – Construction Health and Safety Officer: - A recognized safety qualification (e.g., Diploma/ Degree/ SAMTRACT/ SHEMACT/ NEBOSH, etc.) - Registered with SACPCMP? - OHS Act and Regulations - Incident Investigation and Root Cause Analysis - Hazard Identification and Risk Assessment Training - Environmental Law (Eskom course/certificate) - Emergency Preparedness coordination training				
9.5	CR 8 (7) Construction site Supervisor - Environmental Law (Eskom course/certificate) - Copies of valid ORHVS certificates (with validation letter) - Planned Task Observation - Hazard Identification and Risk Assessment Training OHS Act and Regulations				
9.6	CR 8 (8) Assistant Construction site Supervisor - Environmental Law (Eskom course/certificate) - Copies of valid ORHVS certificates (with validation letter) - Planned Task Observation - Hazard Identification and Risk Assessment Training OHS Act and Regulations course				
9.7	CR 9(1) Risk Assessor - HIRA				
9.8	CR10(1)(a) Fall Protection Plan Developer - Fall Protection Planner Certificate (SETA Accredited, Assessor No. & Unit Standard No)				
9.9	CR 13(1) Excavation work Supervisor - Excavation certificate				
9.10	CR16 (1) Scaffolding Erector - Scaffolding Erector and/or Inspector certificate				
9.11	CR16 (1) Scaffolding Inspector - Scaffolding Erector and/or Inspector certificate				

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No:	Criteria	Ye s	No	N/A	Comments
9.12	CR 28 Staking and Storage supervisor - Staking and Storage certificate				
9.13	CR 29 (h) Fire-Extinguishing Equipment Inspector Basic Firefighting Certificate				
9.14	CR 24 (e) Electrical Installations and machinery Inspector - Wireman's licence				
9.15	OHS Act Sec 17 Health and Safety Rep - Health and Safety Representative Training. - Hazard Identification and Risk Assessment Training				
9.16	OHS Act Sec. 19 Chairman and Members of the Health and Safety Committee (if there are 2 or more Health and Safety Representatives then there will be a Health and Safety committee)				
9.17	OHS Act, HCA Regs 3(3) Hazardous Chemical Agents Co-ordinator - HCA Training certificate				
9.18	OHS Act GSR 3 first Aider - Eskom Requires at least Level 2 competency				
9.19	OHS Act GAR 9 Incident/Accident Investigator - Incident Investigation and Root Cause Analysis Training (3 days training certificate)				
9.20	GSR 13A Ladder inspector - Ladder safety Certificate				
9.21	EIR 6 (1) Electrical Contractor Registration - Proof of Registration Electrical Board				
9.22	FAS & Climbing irons inspector. - FAS & Climbing Iron training certificate				
9.23	Work at Height Rescuer (As per organogram) (FAS training unit standards 229998) & Rescue training unit standard 229995) (valid for 3 years) - First Aid certificate – level 2				
9.24	Work at Height Training for Linesmen/ All Persons Working at Height (As per organogram) - Training certificates (FAS training unit standards				

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No:	Criteria	Yes	No	N/A	Comments
	229998) & Rescue training unit standard 229995)				
9.25	DMR 18 (5) Lifting Machinery / Equipment Inspector - Crane operator certificate				
9.25a	DMR 18 (11) Lifting Machinery / Equipment Operator - Training Certificates for Crane operators - HIRA				
9.25b	CR 23(1) Construction vehicle and/or Mobile Plant Operator (E.G TLB, Earthmoving Equipment, ETC.) - Training Certificates for Mobile Plant operators - HIRA				
9.26	Compliance Officer – Update legislation			N/A	
10	Covid-19 workplace plan				
11	Incident reporting and Investigation procedure				
12	Monthly Health and Safety agenda				
13	Site Induction Manual				
14	Substance Abuse Procedure				
15	Life Saving Rules Acknowledgment				
16	Vehicles and Traffic Rules/ policy signed by CEO/ MD				
17	Smoking Policy signed by CEO/ MD				
18	Self -Audit Programme				
19	Baseline Risk Assessment inclusive of Covid-19 Risk Assessment and physiological factors signed by CEO/ MD				
20	SWP relevant to the Risk Assessment				
21	Inspection Registers/ checklist: Monthly Health and safety rep, Safety Harness (monthly & daily)/Lifting equipment/ Ladders/ Climbing irons (monthly & daily), Portable Electric Equipment/ Hand Tools/ Fire Fighting Equipment/ First Aid Box, PPE issuing & Monthly inspection.				

NB!! All non – Eskom Safety certificates should have at least the following information on for it to be accepted:

**SETA number, Unit Standard number, Assessors number & Date of issue.
All appointment letters to be signed by appointers and appointees.**

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Comments :

INITIAL SUBMISSION DATE	1ST RE-EVALUATION DATE	2ND AND FINAL RE EVALUATION DATE

Accepted	Not Accepted X	SHE Officer Name and Signature VUYOKAZI MEKE	Date
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