

	The Supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP). SHE SPECIFICATION	Template Identifier	240-73418055	Rev	2
		Document Identifier	GFD_ERE_Corp Security Commodities_SHE Spec	Rev	1
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Project Name: Supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP)

Project Address: 100 Dale Road Glen Halfway House Midrand 1685, 1 Maxwell Drive, Sunninghill & Rosherville, Johannesburg 2075

Scope of the project: The Supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP)

Compiled by :

Eskom's Safety Officer

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Signature *Lmloyi*

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1. INTRODUCTION

This SHE specification is Eskom Real Estate's minimum requirements which are required to be met for the specific 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 Real Estate 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.

This SHE specification reflects minimum requirements and should not be construed as all encompassing.

2. SUPPORTING CLAUSES

2.1 SCOPE

This SHE specification lists the legislative and Eskom Real Estate requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

Ensure compliance to legal and other requirements pertaining to the issued scope of work.

2.1.2 Applicability

This SHE specification is applicable to the contractor tendering for the issued scope of work at Eskom Real Estate Corporate Sites.

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 No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.

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- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 240-62946386 Vehicle and Driver Safety Management Procedure
- [7] 32-520 Risk Assessment Procedure
- [8] ISO 9001; Quality Management System
- [9] ISO 45001: Occupational Health & Safety Management System
- [10] 32-95: Eskom Incident Management Procedure
- [11] 32-727 SHEQ Policy
- [12] Eskom Personal Protective Equipment Standard (240-44175132)
- [13] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [14] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management : Conducting EH&S Incident Management,

2.2.2 Informative

- [15] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [16] 240-62196227 Eskom Life Saving Rules
- [17] SANS 1186 Symbolic Safety Signs
- [18] Constitution of the Republic of South Africa No 108 of 1996

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2.3 Definitions

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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
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
Eskom requirements	a) Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
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 plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
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
Medical certificate of fitness	(OHS Act) means a certificate specific to the work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the construction regulations.
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
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.
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.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation

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Definition	Explanation
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto

2.4 Abbreviations

<i>Abbreviation</i>	<i>Description</i>
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
GAR	General Administrative Regulations
GSR	General Safety Regulations
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement (to be completed by the contract responsible manager).

3. Specification

3.1 Scope of work

Supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP) The specifications for security commodities are critical to ensure they meet the required standards for security operation and included are security aids (i.e. tools, devices, or equipment etc that support security personnel in performing their duties effectively and safely.

Prior to supply and delivery, there are general standards and norms but not limited:

- Industry standards - for performance, safety and reliability
- Regulatory compliance - should comply with relevant laws, regulations and

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guidelines

- Manufacture standards -adherence to manufacture standards for maintenance, operations, and safety

The list for security commodities is enlisted as follows but also not limited:

- Bullet proofs/ vests
- Ammunitions
- Earmuffs/ earplugs
- Firearm lanyards
- Double magazine pouches
- Firearm pouches
- Eye protections/ googles
- Belts (for firearm and magazine pouches)
- Safety shoes
- Firearm cleaning kits
- Helmets (white Eskom branded)
- Alcohol testing equipment
- Vehicle wheel clamps
- Emergency/ barricade cones and tapes
- Loud hailers
- Reflector jackets (Eskom branded)
- Tape measures (Digital)
- Handheld radios
- Base radio for patrol vehicle
- Flashlights or torches
- Handcuffs
- Pepper sprays
- Crowd safety barriers (expanding)
- Flashlights
- Med Gloves

Training: Educating and orientating personnel on the proper use, maintenance and operation of security equipment and systems.

3.2 ROLES AND RESPONSIBILITIES

During the execution of all the activities of the **The Supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP)** the Project Manager, his/her representative(s) and the appointed principal contractor are required to ensure that all activities are executed, maintained and completed in a safe manner; protecting the employees, tenants, contractor and members of the public while not compromising the quality as per Eskom's SHEQ Policy 32-727 and other legal requirements including SANS standards and by-laws.

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The Principal Contractor management must practice its legal obligations one of which is ensuring that competent resources are made available throughout the duration of **The Supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP)**.

3.2.1 .Client Duties: Eskom Real Estate: Project Management Team

The Client must:

- Prepare a site and scope specific SHE baseline risk assessment;
- Prepare a suitable, sufficiently documented and coherent site-specific SHE specification for the intended work activities.
- Include the SHE specification and all supporting documents in the tender documents.
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures.
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out all the expected activities safely.
- Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- Appoint the Principal Contractor in writing. The Principal Contractor will be appointed by ERE assigned section 16.(2), representative.
- Contractors shall not commence with the work until such times as he/she has been appointed in writing in terms of OHS Act Construction Regulation 5(k), by Eskom Representative.
- Stop any contractor from executing any activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site

3.2.2 Principal Contractors and Appointed Contractors

The Principal Contractor carries primary accountability and responsibility for the health and safety of his/her employees and his/her contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act.

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None of the additional safety requirements specified by the Client reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and contractor employees within his working area.

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

The Principal Contractor may appoint contractors to assist in executing the contract. All appointments shall be done in writing.

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:

- 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.
- The principal contractor must notify the Provincial Director of the Department of Employment and Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations;
- 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.
- Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the ERE representative. .
- 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.
- Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
- Give the ERE project managers and line managers / responsible managers their full participation and cooperation.
- Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.

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- The principal contractor must provide the project manager 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 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 from their appointed contractors.
- 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 letter of good standing shall reflect the name of the contractor's company.
- 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.
- Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
- 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.
- Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- Take reasonable steps to ensure cooperation between all their appointed contractors.
- Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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- Provide facilities for principal contractor and contractor employees, in terms of the Facilities Regulations, in the Occupational Health and Safety Act, 1993 (Act No: 85 of 1993).
- 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 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor and SHE Practitioner.

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

- Not victimise or dismiss employees, by virtue of the employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements.
- 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.
- 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 the site against all risks that may arise from such site.
- 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.
- 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.
- Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- 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 SHE Specification.
- Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.

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- Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.
- 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.
- 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.
- Ensure, prior to the commencement of 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.
- Ensure, prior to the commencement of work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
- 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.

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

- 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;

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- Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- Be involved in all of their appointed contractor's investigations.
- Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
- Chair their own health and safety committee meetings and record such meetings.
- 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.
- When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- 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.

3.3 LEGAL COMPLIANCE

3.3.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Eskom and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

The original copy of the section 37(2) agreement must be retained by the contractor and a copy retained by the responsible manager.

A copy all the agreements must form part of the respective contractor's SHE file.

Note: The agreement must be signed by both parties i.e. ERE Project/Contract Manager and Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.

3.3.2 Site Access requirements

The Contractor SHE package must be submitted to the OHS department **2 weeks** before the

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agreed project commencement date.

Before the successful Contractor commences with any work, the Eskom Real Estate Corporate Sites Project

Manager/Contract Manager shall ensure that;

- A copy of the SHE Specification document is in the possession of the responsible person of the contracting company as well as the Eskom Real Estate Corporate Sites baseline risk assessment.
- The responsible person of the contracting company and the Eskom Real Estate Corporate Sites project manager/contract manager have signed the Eskom Real Estate Corporate Sites section 37 (2) agreement.
- The appointment of the Appointed Contractor has been concluded and signed by the Contractor and Appointed Project Manager.
- The Appointed Contractor must submit a SHE Plan/Programme in response to this SHE Specification
- A task specific baseline risk assessment must be part of the SHE programme and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- Where a Subcontractor(s) is appointed by the Appointed Contractor, the contractor supplies the applicable Eskom Real Estate Corporate Sites SHE specifications to the appointed subcontractor.

3.3.3 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

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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.

3.3.4 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.

3.3.5 Legislative Compliance

The appointed contractor and sub- contractors shall have an up-to-date copy of the OHS Act and regulations which will be available to all employees. The appointed contractor and all sub-contractors will comply with all the legislation pertaining to the issued scope of work.

3.4 Requirements specific to the issued scope of work

The supply and delivery of security commodities to support ERE security operations (EAL, ERIC & MWP) falls under medium risk category as per the Eskom risk supply category. In compliance with legal and other requirements, the following requirements must be complied with fully:

Security reserves the right to search every delivery vehicle coming in and out of site, all material needs to be declared before coming in on site.

The drivers must be medically fit and competent to perform their duties.

PPE delivered will be opened for inspection, counting and quality control check at the Employer's stores.

The appointed contractor must submit a detailed SHE plan which must be suitable, practical, site specific, well- documented and a workable SHE documents, compiled to satisfy the requirements of the OHS Act 85 of 1993, the Sub's safety specifications and other relevant legislation. The SHE plan must be aligned in terms of suitability and adequacy to the extent of the scope of work. The SHE plan should detail how health and safety would be implemented while on site looking at the scope of work as well as any legal and other requirements applicable to the project to be carried out.

- Attached proof of driver's license and PDP for the appointed vehicle operators
- Attach proof of company's own induction
- Inspection reports/records of the vehicle used to transport goods
- Methodology/work instruction for off-loading goods
- Route risk assessment
- Where the off-loading is done by the goods operator a task risk assessment must be conducted and authorised by the end user/receiver of the goods

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- Baseline risk assessment addressing all associated activities as per issued scope of work
- Valid Letter of Good Standing
- Proof of company own induction

3.4.1 Appointment of a 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.

3.4.2 Appointed contractor and sub-contractor organogram

The Appointed contractor and subcontractor must provide an organisational organogram related to this contract, 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 organogram must be accompanied by CV's of the workforce as well as proof of competencies. The appointed contractor must ensure that all sub- contractors comply with this requirement. The appointed contractor is responsible 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.

This diagram must be kept up to date and filed in the project SHE file.

3.4.3 SHE Policy

A 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 appointed contractors, if already not in place, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in all the contract SHE files and as an annexure the SHE Plans

3.4.4 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoGS) from such commissioner. The obligation lies with the contractors to ensure that the LoGS remains valid throughout the contract period. A copy of the LoGS must be filed in the entire contract SHE files and as an annexure the SHE Plans.

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3.5 Medicals

Note: Eskom Real Estate Corporate Sites will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

1. Appointed contractors must ensure that their employees have a medical surveillance program whereby their employees undergo periodic medical fitness examinations.
2. 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.
3. The appointed contractor shall provide a documented process for managing those, employees who are issued with a conditional certificate of fitness.

3.6 Requirements for vehicles

1. The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
2. Contractor vehicles can be subject to inspections by the contract/project manager
3. Vehicles which are not roadworthy will not be permitted to be used on site.
4. 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.
5. All vehicles must be fitted with fire extinguisher and first aid kit
6. The delivery vehicle must be fitted with an audible reverse warning/alarm

3.7 OCCUPATIONAL HEALTH, HYGIENE AND REHABILITATION,

Contractors shall develop and implement an Occupational Health, Hygiene and Rehabilitation Programme appropriate to the nature and risks of their work activities. The programme shall ensure that occupational health and hygiene risks are identified, assessed, controlled and

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monitored, and that appropriate rehabilitation and return-to-work measures are implemented where required.

3.7.1 Medicals

Note: Eskom will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health.

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. 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.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.
4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.7.2 Health and wellness HIV / Aids

Contractors shall submit details of their Employee Health and Wellness Programme as part of their Health and Safety Plan which should include awareness training, support for contracted illness and sharing knowledge with members of the public in the immediate work environment.

3.8 APPOINTMENTS

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The 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 statutory appointments should include but not limited to: Fire Fighter and First Aider, 16(2) appointment, vehicle operator.

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3.9 RISK ASSESSMENTS

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 what hazards to the health and safety of persons are attached 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. 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. Prior to start of work, risk assessments on every job / task are ideal 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. In particular, if a job / task is extended over a day or halted due to inclement weather.

3.10 VEHICLE MANAGEMENT

Vehicle management refers to the comprehensive process of overseeing the use, maintenance, and operation of a fleet of vehicles within an organization. It involves tasks such as monitoring vehicle performance, scheduling maintenance, managing fuel consumption, ensuring compliance with safety regulations, and tracking expenses related to vehicle usage. Effective vehicle management aims to optimize fleet efficiency, reduce operational costs, extend vehicle lifespan, and improve safety for drivers. Effective vehicle management includes:

- **Regular Maintenance and Inspections:** All company vehicles must undergo routine maintenance checks and inspections to ensure they are in proper working order. Any issues identified must be addressed immediately.
- **Driver Training and Certification:** All drivers must be properly trained, licensed, and certified for the specific vehicle they operate. Continuous education on defensive driving and safety regulations is required to minimize risks.
- **Compliance with Laws and Regulations:** All vehicles and drivers must adhere to local, state, and federal transportation laws, including speed limits, weight restrictions, and hours-of-service regulations for commercial vehicles.

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- **Emergency Preparedness:** Drivers and staff are trained in emergency response procedures in case of accidents, breakdowns, or hazardous situations. Each vehicle is equipped with safety tools such as first aid kits, fire extinguishers, and emergency contact information.
- **Use of Safety Equipment:** All vehicles must be equipped with proper safety equipment such as seat belts, airbags, and alarms. Drivers and passengers are required to wear seat belts at all times.

3.11 INCIDENT INVESTIGATION

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

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

3.12 EMERGENCY MANAGEMENT

1. 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 supplier must develop their own emergency response in their work premises. The Eskom employees attending training must be made aware of the emergency process and the assembly points. Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness

Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.12.1 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this SHE specification is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include "quality" related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.

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4. Contract management must close out non-conformances issued, in not doing so, will not ensure that any recommendations made have been carried out and or 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 on by the contractor responsible manager to explain the non-conformance issued and what they intend doing to prevent a recurrence of the non-conformance.
6. Contractor failure to provide adequate PPE to their employees for the tasks being performed and/or to visitors and failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Eskom requirements.

4. AUTHORIZATION

Nil

5. REVISIONS

Date	Rev.	Compiler	Remarks
August 2027	01	L Mloyi	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

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