

Template Identifier	240-73419711	Rev	2
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Effective Date	23 June 2022		
Review Date	23 June 2025	•	

Project Name: Air conditioning System	<b>Maintenance S</b>	Services in	Simmerpan a	and other
Transmission Sites in Central Region				

**Project Address: Cnr Power & Refinery Road** 

Germiston

14001

Scope of the project: The work comprise amongst others consist of the supervision, labour, plant and equipment necessary to carry out air conditioning system maintenance services on an "as and when required" basis. The *Contractor* to respond within 24 hours, however, should the emergency; arise, the response time to be immediate.

Eskom Facilities Manager	Eskom's Contract Supervisor
Name: Irvin Nhlumayo Signature:	Name: <u>Herbert Lloyd</u> Signature:
Date: 19/09/2022	Date: <u>19/09/2022</u>
Eskom's Safety Officer	
Name: Mangaka Magaoga Signature:	
Date: 27/06/2022	

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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.

This SHE specification is Eskom'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 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.

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

**Note 2:** In terms of Eskom requirements, a section of this professional contract falls within the requirements of the Construction Regulations.

Although there are requirements listed in this specification that do not pertain directly to air charter, the requirements are expect of an air charter contractor business to conform to. These requirements are in line with Eskom's Zero Harm value.

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 the SHE specification, then these must be addressed.

# 2. Supporting Clauses

## 2.1 Scope

This SHE specification 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.

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## 2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom for contracts and standard and NEC 3 contracts

## 2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the contract.

### 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.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] Air Services Licence Act 115 of 1990.

### 2.2.2 Informative

- [1] 32-726 Mandatory SHE Requirements for Eskom Procurement and Supply Chain Management
- [2] 240-62196227 Eskom Life Saving Rules
- [3] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [4] SANS 1186 Symbolic Safety Signs
- [5] Constitution of the Republic of South Africa No 108 of 1996
- [6] 32-95 Eskom Procedure Manual for Performing Occupational Health & Safety Management & Environmental Management: Conducting EH&S Incident Management.

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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
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor – includes appointed contractor	means an employer as defined in section 1 of the Act who performs contract work and includes principal contractors
Consultant	means a person providing professional advice
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)
Eskom requirements	Eskom requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals

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Definition	Explanation
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, containing the information in writing required by the construction regulations.
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 specification	(OHS Act) means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
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.
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
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

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Definition	Explanation
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
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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#### 2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
CR	Construction Regulations
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
EAP	Employee Assistance Program
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
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

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

# 3. Specification

# 3.1 Scope of work

A copy of the scope of works must be retained by the contractor, the work comprise amongst others consist of the supervision, labour, plant and equipment necessary to carry out air conditioning system maintenance services on an "as and when required" basis. The *Contractor* to respond within 24 hours, however, should the emergency; arise, the response time to be immediate

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**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 Legal Compliance

## 3.2.1 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.

## 3.2.2 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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#### 3.2.3 Notification of Construction Work

The Principal Contractor shall notify the relevant Provincial Director of the Department of Labour of the intention to carry out any construction work as defined in the Construction Regulation 4 of the OHS Act, at least 7 days before construction work is to be carried out.

The notification form of construction work is listed as an annexure 2 to the Construction Regulations of the OHS Act.

A copy of the notification letter sent to the DOL shall be forwarded to the project manager on the same day as sent to the DOL. A copy of the letter and their approval must be kept in the SHE file. When the DOL provide a letter of approval, a copy of the approval must be sent to the Eskom project manager and a copy filed in the SHE file

### 3.2.3 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.

## 3.2.4 Construction Professional Registration

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 SACPCMP.

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

SHE professionals (which include Construction Safety Officers) are required to register as professionals with the SACPCMP.

Construction Managers are required to register as professionals with the SACPCMP.

Notwithstanding the provision in the Government Gazette dated 7 February 2014 regulation 34 (2) advising that the registration of Agents with the SACPCMP has an 18 month delay from 7 February 2014, agents are encouraged to register as a professional.

### 3.2.5 Legislative compliance

All contractors will comply with all the legislation pertaining to this contract being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- Compensation for Occupational Injures and Diseases Act.

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## 3.3 Eskom Requirements

All contractors shall, before commencement of the charter insure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to charter services.

## 3.3.1 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.

## 3.3.2 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 SHE plan 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.

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

## 3.3.3 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.

## 3.3.4 Costing for SHE

The Principal Contractor/contractor shall ensure that the submitted tender adequately made provision for the cost of Health, Safety and Environmental measures.

**Note:** the costing for SHE must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

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### 3.3.5 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.

## 3.3.6 Eskom Life-saving Rules

- 1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
- 2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or 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.
- 3. 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.

### 3.3.7 Substance Abuse

- 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.
- 2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- 3. The alcohol and drug permissible level is 0%.
- 4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER"), this means anyone entering the Eskom Real Estate Simmerpan Complex 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.

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6. Test records must be treated as "Confidential" and filed in the employees' personal file.

## 3.3.8 General construction site induction carried out by the Principal Contractor

The Principal Contractor shall ensure that all his employees and contractor employees undergo their company induction with regard to the approved SHE plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects.

Proof of client site specific induction signed by Inductor and trainee must be submitted to the Safety department before an access permit will be issued.

## 3.3.9 Access and Security Control

Access and Security control shall be done according to the Eskom Access Control Policy (32-1134)

Employees, contractors and visitors shall be subjected to induction training and substance abuse tests for the detection of illegal substances when entering Eskom sites, or as and when required whilst on Eskom sites.

It may be required that prior to access being granted that person(s) complete the required training e.g. plant access training, employee training, occupational health and safety training or any other prescribed training.

The following are prohibited items and shall not be allowed on Eskom sites unless the necessary authorisation for possession has been obtained:

- Firearms and ammunition (excludes Eskom official firearms/ ammunition and firearms/ ammunition issued to the South African Security Forces)
- Any person with criminal records
- Liquor/ Alcohol
- Dangerous weapons
- Drugs (excludes items/ substances authorised for use and possession of medical centres or in possession under doctor's prescription)
- Any other items that may be declared prohibited

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## 3.3.10 Performance Measurement & Monitoring

## (a) Site Walkabouts

As part of customer satisfaction and ensuring the facilities are fit for occupancy and OHS requirements Eskom to conducts site walkabouts, the PC and its contactors must take part in these bi-weekly walkabouts as when required by the Facilities Manager.

## (b) Behaviour Based Safety (BBS) & Visible Felt Leadership (VFL)

Eskom has developed interventions to promote a SHE culture within the business those including BBS & VFL.

**Behaviour Based Safety & VFL** is a systematic approach to promote behaviour supportive of injury prevention. BBS & VFL helps us to change unsafe behaviours and embed safe behaviours into the way we do things. BBS & VFL focus on what people do, analyse why they do it and then apply intervention strategies to improve what people do. BBS is conducted by employees and VFL conducted by management. Further training will be done with the PC and its contractor SHE professionals to ensure that the FMS contractor understand how to conduct the above-mentioned interventions. Submissions of the above must be made to the SHEQ Department on a monthly basis.

## 3.3.10 Safe Work Procedures and Practices

There must be approved method statements and written safe work procedures for all the high risk activities as identified in the risk assessment. No work shall be carried out without an approved method statement and written safe work procedure.

The supervisor / team leader shall ensure that all employees are trained on all applicable safe work procedures. Records of training/ awareness shall be kept on site.

Safe work procedures shall be compiled and documented for applicable activities (arising out of the Job Safety Analysis (JSA) and Hazard Identification & Risk Assessment (HIRA.)

### 3.3.11 Planned Task Observations (PTO)

The Principal Contractor shall provide the planned task observation procedure or process covering but not limited to the following:

 Persons responsible for monitoring the task and carrying out the Planned Job Observation must be the supervisor;

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- Planned job observations should be conducted in such a way that the employee is observed against the actual steps (of the written safe work procedure) to be followed when performing a task and be marked against compliance with each step. This will assist in determining employee competence and compliance. Record should be kept at all times.
- The supervisor who conducts the PTO must have a copy of the PTO to ensure that the employee is following the steps.
- Where the employee did not comply or did not follow the required steps, this should be indicated on the report and actions be taken to correct the deviation.

Please refer to Annexure E (Safe Work Procedure and Job Observation Template) as a guideline.

## 3.3.12 Work at Elevated Positions, Air conditioning Work

- 1. All employees working above ground level shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.
- Whenever there is any potential of falling either from or into, a fall protection plan and risk assessment (which includes fall prevention) shall be compiled, implemented and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards.
- 3. The Principal Contractor shall ensure that all work performed at elevated positions shall conform to the requirements of the OHS Act, the relevant SANS standards and Eskom Procedure 32-418 (Working at Height Procedure).
- 4. A fall protection Plan will be compiled, implemented and reviewed, and shall include but not limited to the following:
  - A site and task specific risk assessment covering all work at elevated heights shall be carried out and appropriate mitigation measures to be put in place and communicated to all relevant employees.
  - Appropriate training programme (according to the relevant SAQA NQF unit standards) of all employees working at height and records thereof
  - Legal appointments
  - The process of evaluation of the employees' medical fitness for each employee working at height.

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- The procedure addressing the inspection, testing and maintenance of all fall protection equipment, the withdrawal process of damaged PPE and up to date inspection records.
- A rescue plan detailing the necessary procedure, personnel, and suitable equipment required to affect a rescue of a person in the event of a fall.
- Emergency drills on all developed rescue plans shall be held at least once a year, under the supervision of a competent person.
- o Emergency preparedness procedures.
- 5. The Principal contractor shall review their risk assessment and fall protection plan at least every 3 months.
- 6. The Contractors shall stop all persons working in elevated positions during periods of inclement weather.
- 7. Safety belts are not allowed to be used in Eskom. An appropriate full body safety harness shall be worn when working at an elevated position, refer to SANS 50361.
- 8. Working in elevated positions shall only be carried out under the supervision of a competent person in accordance with SANS 229995.
- 9. Fall arrest/protection plan and equipment shall be implemented where fall prevention is not possible.
- 10. All fall protection equipment shall comply with SANS Standards and other recognised international standards.
- 11. The Principal Contractor and/or his contractor shall compile a fall protection equipment, inspection, testing and maintenance procedure (Refer to SANS 50365 and manufactures requirements for safe use and for inspections).

Provision must be made to prevent objects and or material from falling from elevated areas and the protection of persons working below. A drop zone shall be established with barricading and necessary signs.

### Scaffolding

- 1. All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085 and SANS 51004 (Aluminium and tower scaffold).
- 2. Scaffolding erectors: Training is specified in SANS 10085.

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- 3. All complicated scaffolding and scaffolding higher than 3 meters must be built by a scaffold supplier.
- 4. All scaffolding shall be inspected by a competent person weekly before use and also before use following weather conditions that could have made the scaffold unsafe e.g. which could make ground conditions unstable, after a storm, mishaps, before dismantling and after alterations.
- 5. Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been made.
- 6. The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- 7. Scaffolds that provide access to areas where personnel can fall into a hazard or from a height of greater than 2m shall install a gate at the access point of the hazard that is affixed with a warning sign stating that 100% tie off required past this point.
- 8. The Contractor must give preference to using scaffold stairs instead of ladders for all scaffolds. These scaffolds must be fitted with a kick place at the bottom of each stair section. The kick plate shall be able to prevent a member of contractors' personnel slipping down the staircase and sliding between the floor and the mid-rail.
- An appropriate scaffolding tagging system shall be used to confirm the status of scaffolding for use or not to be used, the inspectors name and surname, signature, date and telephone number must be written on the tag
- 10. Scaffolding access stairs shall be fitted with toe boards at all landings to prevent a person slipping through.
- 11. When employees are working on a scaffold provided with trap doors it must be closed to prevent a person from falling.
- 12. A **design and calculations** shall be done for all scaffolding in excess of 2 meter.
- 13. A Team leader shall be appointed in writing for the erecting and dismantling of all scaffolding.
- 14. Only use steel boards on scaffolding when working in the open.

## Ladders (Portable)

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- 1. All ladders used on the site shall comply with the OHS Act and Regulations.
- 2. All ladders shall conform to the relevant SANS standards or other recognised international standards.
- 3. Damaged ladders shall be marked as "DAMAGED" and removed from the project site.
- 4. Prior to work being performed, an adequate risk assessment shall be conducted, and work shall be conducted in accordance with General Safety Regulation 6 and 13A and Construction Regulation 10 of the OHS Act

## 3.3.13 Forums for SHE Governance and Communication

Effective governance and communication structures shall be established on each project site 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 SHE governance and communication structures.

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 and how they will measure the effectiveness of their SHE communication.

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

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

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

## 3.3.13.1 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

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will be based on SHE 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.

## 3.3.14 Personnel Health / Hygiene Facilities

## **3.3.14.1 Dining areas**

Where employees are required to consume food and refreshments at the food premises, the following must be complied with:

- 1. The contractor must be in possession of the Certificate of acceptability, to comply with Regulation 916.
- 2. Undergone Safety Audit as per SANS 10049: Water Sample tests done, Microbiological tests done, Audit of the food Safety process done.
- 3. Dining areas shall have suitable and sufficient tables and chairs for seating whilst eating.
- 4. Adequate provision for washing, cooking and eating utensils must be provided for.

Dining and kitchen areas shall be kept in a clean, tidy and hygienic manner.

### 3.3.14.2 Ablution facilities

At the workplace, where possible, the all contractors must attempt to provide sufficient portable ablution facilities for the employees. Such facilities must be serviced regularly

## 3.3.14.3 Drinking water

All contractors shall provide suitable drinking water for all their employees I (free of charge) whilst working in the field. Every effort must be made to keep the water as cold as possible.

## 3.3.14.4 Changing areas and lockers

All contractors shall provide suitable changing facilities for employees, irrespective if they change at the premises or at the workplace. Once again, cognisance must be taken of the dignity of fellow workers and members of the public.

## 3.3.14.5 Camp / office welfare

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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:

- a. Shower facilities.
- b. Sanitary facilities.
- c. Changing facilities.
- d. Eating areas.
- e. Drinking water at strategic locations on site.
- f. Safe pedestrians walk ways.
- 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

## 3.4 Food Handling Hygiene

### 3.4.1 Storage

Where camps are established, adequate cold storage must be supplied for the storage of food.

### 3.4.2 Transportation

Where bulk purchasing is carried out, all food must be transported in appropriate sealable containers.

## 3.4.3 Handling

Where camp cooks are employed the appropriate hygienic conditions within the kitchen and utensil washing facilities must be maintained.

### 3.5 Occupational Health, Hygiene and Rehabilitation

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.

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#### 3.5.1 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 under go entry, periodic and exit medical fitness examinations.
- 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.
- 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.

## 3.5.2 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.

### 3.6 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 Evacuation warden, First Aider, 16(2) appointment.

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## 3.7 Roles and Responsibilities

All contractors are required to list employee's roles and responsibilities pertaining to the contract.

## 3.8 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 or 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.

### 3.8.1 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. 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

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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;
- The personal protective equipment to be worn;
- j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

## 3.9 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.

## 3.10 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.

### 3.10.1 Non-Conformance and Compliance

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- 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.
- The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- 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.
- 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.

## 3.10.2 General Requirements for Air Conditioning System Work Maintenance

- 1. The principal contractor or contractor shall register with South African Qualification & Certification Committee (SAQCC).
- 2. The principal contractor or contractor shall ensure that person with a Trade Test has a minimum category B registration.
- 3. The principal contractor or contractor shall ensure that proof of qualifications and competency for air- conditioning & refrigeration resources as state are submitted as part of tender returnable

## 3.10.3 Personal Protective Equipment Requirements

- 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.
- 2. All contractors shall comply with the requirements of GSR 2 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.

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

## 3.10.4 Environmental Management

- 1. Contractor shall be conversant and in the course of carrying out contractor work to ensure that compliance to all provisions of NEMA Act, regulations, by laws, standard and all applicable environmental legislative requirements pertaining to their work activities on site.
- 2. The Contractor shall have an Environmental Management Plan for the Scope of work addressing the following as a minimum:
  - Waste management (reduction, re-use, recycling, disposal).
  - Environmental induction.
  - Environmental incident management.
  - Emergency planning for environmental incidents.
  - Environmental management structure within the Company: Professional Registration of environmental resources(s), responsibility and accountability.
  - Method statements related to activities that have significant environmental impacts (methodology and approach) illustrating how environmental impacts and risks are managed.
  - Approach to ensuring compliance with environmental compliance obligations.
  - Environmental competency, training, appointments
- 3. Identification of Environmental Aspects and Impacts:
  - Identification, assessment and control of activities that have or may have an impact on the environment.

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 The methodology used must be provided together with the identified activities (if applicable) that have been identified, based on the scope of work, that have an impact on the environment and the controls that will be in place in contract execution

## 3.10.5 Safety Data Sheet (SDS)

Must be in English and include information regarding the specific chemical identity and common names. It must be readily accessible to employees in their work area and prepared by the chemical manufacturer or importer and describe:

- Physical hazards, such as fire and explosion
- Health hazards, such as signs of exposure
- · Routes of exposure
- Precautions for safe handling and use
- Emergency and first-aid procedures
- Control measures
- Training is required for employees who are exposed to hazardous chemicals in their work area

### 3.10.6 Machinery, Tools and Equipment

- 1. The Contractor shall ensure that all machinery, tools and equipment are identified, safe to be used and are maintained in a good condition.
- 2. All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts.
- 3. The Principal Contractor shall ensure that all machinery, tools and equipment shall be listed on an inventory list and handed to security with a copy kept on site.
- 4. All machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments, registers of tools shall be kept on the safety file. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- 5. All machinery, tools and equipment shall have the necessary approved test or calibration documentation where applicable prior to being brought onto the premises and the records shall form part of the SHE plan.
- 6. All fuel driven equipment shall be inspected by the Eskom SHE Practitioners prior to mobilizing it onto site.

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- 7. All fuel driven equipment shall be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- 8. The Client reserves the right to inspect items of plant or equipment brought to site by the Contractor for use on this Contract. Should the Client find that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Client/Agent shall advise the Principal Contractor in writing and the Principal Contractor shall forthwith remove the item from the site and replace it with a safe and adequate substitute. In such cases, the Principal Contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by the Client's instructions.
- 9. The Principal Contractor/contractor shall ensure that he has all the necessary registers to record all tools and equipment.
- 10. All employees operating or using machines and tools shall:
  - Be competent.
  - Have a valid certificate.

Have proof of any form of task related training

## 3.10.6.1 Cutting, Welding, and Hot Work

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

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

- Hot work permit must be displayed.
- Employee must be competent.
- All oxy-acetylene welding equipment shall be fitted with a flash back arrestor
- All oxy-acetylene pipes must be clamped with the correct clamps to separate it in an emergency.

## **3.10.6.2 Fire Safety**

The Principal Contractor/Contractor shall develop a fire safety procedure for the specific construction site prior to commencing work. The procedure must take into consideration the size of the site, type of work being done (e.g. cutting, welding, grinding, etc.) and amount of combustible materials. It must be developed in accordance with the hot work permit of the Eskom Plant Safety Regulations, Eskom Fire Risk Management requirements and all other

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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. Pre-existing fire systems in buildings shall be maintained during construction whenever possible. Any changes must be approved by the Client.

## 3.10.6.3 Barricading (Guarding of Excavations, Trenches and Floor Openings)

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

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

- 1. Name and contact detail of person and Contractor Company that is responsible for the barricading shall be posted on the actual barricading.
- 2. All barricading shall be of the rigid type.
- 3. All openings and edges must be barricaded with solid barricading to withstand an impact of at least 200 kg.
- 4. Only solid (scaffolding or stand-alone) barricading with Orange "Snow Netting" will be allowed.
- 5. Ballard's (containers filled with liquid) can be used as solid barricading (exempted for use inside power plant units).
- 6. Physical barriers to prevent persons falling into openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist.
- 7. Contractors must pre-plan the delivery of floor grating, stair treads, landings and handrails to ensure safe access and protection for persons working on structures.

No danger tapes are allowed for barricading purposes.

The contractors barricading standard must accompany the SHE plan

### 3.10.6.4 Boilers, Pressurised Systems and Pressure Equipment

- 1. The Principal Contractor shall ensure that all pressure equipment's are inspected by an Approved Inspection Authority in accordance with the Pressure Equipment Regulations 7.
- 2. All pressure equipment shall be provided with at least one safety valve and such safety valve should be kept locked or sealed in accordance with the Pressure Equipment Regulations 10.
- 3. The pressure equipment shall be provided with a manufacturer's plate in accordance with the Pressure Equipment Regulations 9.
- 4. The pressure equipment should be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial.

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#### Records

- Inspection registers for pressure vessel
- The certificate from the manufacturers
- Registration certificate of an Approved Inspection

## 3.10.6.5 Lifting Machines and Lifting Tackle

## (Mobile Cranes, Crawler Cranes, Tower Cranes, Chain Blocks and Lever Hoists)

- 1. The Principal Contractor shall ensure that the use of lifting machines and tackles conform to the requirements of the OHS Act, the relevant SANS standards and Eskom Procedure 39-98 (Safe use of Lifting machines and lifting tackle).
- A risk assessment shall be conducted prior to commencing with the task to identify the
  risk involved and appropriate mitigation measures must be put in place, and a method
  statement shall accompany the risk assessment detailing the lifting or rigging
  procedure.
- 3. If it is the Principal Contractor's intention is to use lifting machines on site, it should be indicated in the Principal Contractor's SHE plan as well as the inspection so that the Eskom Project/Site Manager can conduct an inspection when equipment is brought onto site. If his/her intention is to use a contractor he shall enter the name of the contractor into the notification letter to the Department of Labour. When equipment is brought onto site it shall be inspected by the contractor crane coordinator as appointed according to SANS 12840-3 clause 4.1 and clause 5.9.
- 4. The Principal Contractor shall ensure that every lifting machine as listed in the National Code of Practice is operated by an operator specifically trained for a particular type of lifting machine and the operator shall be in possession of a valid permit (although the code of Practice has been withdrawn, contractors shall use it as a guideline). The user shall not require or permit any person to operate such a lifting machine unless the operator is in possession of a certificate of training, issued by a service provider registered by the Department of Labour and TETA.
- 5. The facilitator and the assessor must be registered with the TETA.
- 6. Whenever making use of an external contractor to do lifting work the Principal Contractor shall ensure that the operator is competent and if the Principal Contractor is satisfied with the operator's competency after looking at his portfolio he/she should issue a temporary permit to the operator, and contractors are required to conduct audits to ensure that the contractor complies with all safety and legal requirements.
- 7. The Principal Contractor should verify if all ropes, chains, hooks and other attaching devices, sheaves, brakes and safety devices forming an integral part of lifting machines have been thoroughly examined, as prescribed by the standard to which the

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lifting machine was manufactured. This must be carried out by a registered LMI (Lifting Machine Inspector), appointed by a registered Lifting Machine Entity who has knowledge of the erection and maintenance of the type of lifting machine involved at intervals not exceeding six months.

- 8. All the lifting machine and lifting tackle operators should be in a possession of a medical certificate of fitness.
- 9. Before using any lifting machines or tackle the operator should inspect it daily, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- 10. All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, in accordance with SANS 19.
- 11. All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign of such examination, such lifting tackle shall be stored or protected so as to prevent damage or deterioration when not in use.
- 12. Refer to the requirements of the Driven Machinery Regulation 18 and Construction Regulation 19 and 22 of the OHS Act, SANS and ISO standards.
- 13. All lifting tackle should be recorded on a register, refer to the requirements of the Driven Machinery Regulations 18 of the OHS Act 85 of 1993.
- 14. All hooks shall be fitted with a safety latch/catch, and be in a good operational condition.
- 15. A lock out system should be implemented to ensure that only an operator that is competent can draw lifting machines and fork lifts.
- 16. All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.
- 17. No person shall be moved or supported by means of a lifting machine unless such a machine is fitted with a cradle approved for that purpose by an inspector of the Department of Labour.
- 18. A risk assessment should be conducted prior to starting the task:
- 19. Account should be taken of wind forces. Lifting machines are erected taking into account a safe distance from excavations, and with the erection of tower cranes, a tower crane application accompanied by a method statement, risk assessment and geotechnical study shall be given to the engineer for approval.

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- 20. When working in close proximity to power lines, the contractor must apply for a permit. Refer to Eskom Plant Safety Regulations and/or Operating Regulations for High Voltage Systems and Electrical Machinery Regulation 15 of the OHS Act.
- 21. Every employer shall ensure that the employee is adequately and comprehensively informed of the hazards when working in close proximity to overhead power lines and electrical installations
- 22. Account should be taken of the bearing capacity of the ground, on which the tower crane is to stand, and the tower crane should be erected at a distance from excavations.
- 23. Rigging study should be conducted for all critical lifts.
- 24. Principal Contractors and their employees shall keep out from under suspended loads, including excavators, and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or excavator or barricading.
- 25. Guide ropes to be used to prevent loads from swinging. (Manila ropes)
- 26. Only loads of up to 5ton can be lifted by a person with basic rigging, depending on the complexity of the load. Should it be a tandem lift or a complicated lift only a qualified rigger will do such lifts. Above 5Ton a qualified Rigger with a red seal will conduct all the lifts, and should the lift become critical a critical lift procedure will be completed accompanied by a rigging study and risk assessments.
- 27. Hand signals will be displayed and visible on all cranes and the SANS 1029 standard must be used to ensure uniformity. All the crane operators, riggers shall be trained according to the SANS 1029.
- 28. Permits shall be issued by an authorised appointed person when conducting maintenance and inspections.
- 29. An illumination survey should be conducted prior to the start of work where lifting is performed at night.
- 30. Tower Cranes should be earthed in accordance with SANS12480 and this includes crawler cranes.
- 31. All truck mounted cranes and stringing machines shall be fitted with Equal Potential Foot plates when working in close proximity of power lines.

## Record keeping

- Record books and test certificates of lifting machined and tackle should be kept on the safety file on site.
- A copy of the Site and Task specific risk assessment should be kept on the safety file

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- The Principal Contractor shall provide maintenance records of all Cranes (Mobile, Tower, Crawler and Overhead Gantry) to Eskom before the equipment is allowed to operate on the site.
- A certificate of approval for man cages and mobile working platforms shall be obtained from the Department of Labour Inspector.
- Register of all lifting machines and tackle on site (For inspection purposes).
- Training certificates and certificates of fitness for operators of the equipment.
- Legal appointments for riggers, supervisors, crane co-ordinators and operators.
- The Principal Contractor shall provide an emergency rescue plan to Eskom for all tower cranes and man-cages.

### 3.10.7 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

## **3.10.7.1 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.

## **3.10.7.2 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 (unilluminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

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.

### 3.10.7.3 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 Real Estate Project Manager of such function. Contractors shall be aware of the effects of human fatigue and

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regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

## 3.10.8 Omissions from Safety and Health Requirements Specification

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

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

## 3.10.9 Contract Sign-Off

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

## 4 Acceptance

Nill.

### 5 Revisions

Date	Rev.	Compiler	Remarks
August 2015	0	F Pooe	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.
June 22	1	M Magaoga	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 Simmerpan Complex

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