



## C3.1: EMPLOYER'S SERVICE INFORMATION

### Contents

|                                                                                                 |    |
|-------------------------------------------------------------------------------------------------|----|
| Part 3: Scope of Work.....                                                                      | 1  |
| C3.1: Employer's service Information .....                                                      | 2  |
| 1 Description of the <i>service</i> .....                                                       | 4  |
| 1.1 Executive overview .....                                                                    | 4  |
| 1.2 <i>Employer's</i> requirements for the <i>service</i> .....                                 | 4  |
| 1.2.1 Resources – Contract Personnel Administrator.....                                         | 5  |
| 1.3 Detailed Requirements of the Technical Resource Required.....                               | 7  |
| 1.3.1 Role's definition.....                                                                    | 7  |
| 1.3.2 Authorisations .....                                                                      | 12 |
| 1.3.3 Skills Transfer .....                                                                     | 12 |
| 1.3.4 Reports and Documentation .....                                                           | 12 |
| 1.4 Interpretation and terminology .....                                                        | 13 |
| 2 Management strategy and start up. ....                                                        | 13 |
| 2.1 The <i>Contractor's</i> plan for the <i>service</i> .....                                   | 13 |
| 2.2 Management meetings .....                                                                   | 13 |
| 2.3 <i>Contractor's</i> management, supervision and key people.....                             | 14 |
| 2.4 Provision of bonds and guarantees .....                                                     | 14 |
| 2.5 Documentation control .....                                                                 | 14 |
| 2.6 Invoicing and payment.....                                                                  | 14 |
| 2.7 Contract change management.....                                                             | 15 |
| 2.8 Records of Defined Cost to be kept by the <i>Contractor</i> .....                           | 15 |
| 2.9 Insurance provided by the <i>Employer</i> .....                                             | 15 |
| 2.10 Training workshops and technology transfer .....                                           | 15 |
| 2.11 Design and supply of Equipment .....                                                       | 15 |
| 2.12 Things provided at the end of the <i>service period</i> for the <i>Employer's</i> use..... | 15 |
| 2.13 Management of work done by Task Order .....                                                | 15 |
| 3 Health and safety, the environment and quality assurance.....                                 | 16 |
| 3.1 Health and safety risk management .....                                                     | 16 |
| 3.2 Environmental constraints and management .....                                              | 16 |
| 3.3 Quality assurance requirements .....                                                        | 16 |
| <b>4 Procurement</b> .....                                                                      | 17 |
| <b>4.1 People</b> .....                                                                         | 17 |
| <b>4.1.1 Minimum requirements of people employed</b> .....                                      | 17 |

|       |                                                                                        |    |
|-------|----------------------------------------------------------------------------------------|----|
| 4.1.2 | BBBEE and preferencing scheme .....                                                    | 17 |
| 4.1.3 | Accelerated Shared Growth Initiative – South Africa (ASGI-SA) .....                    | 17 |
| 4.2   | Subcontracting .....                                                                   | 17 |
| 4.2.1 | Preferred subcontractors .....                                                         | 17 |
| 4.2.2 | Subcontract documentation, and assessment of subcontract tenders .....                 | 17 |
| 4.2.3 | Limitations on subcontracting .....                                                    | 18 |
| 4.2.4 | Attendance on subcontractors .....                                                     | 18 |
| 4.3   | Plant and Materials .....                                                              | 18 |
| 4.3.1 | Specifications .....                                                                   | 18 |
| 4.3.2 | Correction of defects .....                                                            | 18 |
| 4.3.3 | Contractor's procurement of Plant and Materials .....                                  | 18 |
| 4.3.4 | Tests and inspections before delivery .....                                            | 18 |
| 4.3.5 | Plant & Materials provided "free issue" by the <i>Employer</i> .....                   | 18 |
| 4.3.6 | Cataloguing requirements by the <i>Contractor</i> .....                                | 18 |
| 5     | Working on the Affected Property .....                                                 | 19 |
| 5.1   | <i>Employer's</i> site entry and security control, permits, and site regulations ..... | 19 |
| 5.2   | People restrictions, hours of work, conduct and records .....                          | 19 |
| 5.3   | Health and safety facilities on the Affected Property .....                            | 19 |
| 5.4   | Environmental controls, fauna & flora .....                                            | 19 |
| 5.5   | Cooperating with and obtaining acceptance of Others .....                              | 20 |
| 5.6   | Records of <i>Contractor's</i> Equipment .....                                         | 20 |
| 5.7   | Equipment provided by the <i>Employer</i> .....                                        | 20 |
| 5.8   | Site services and facilities .....                                                     | 20 |
| 5.8.1 | Provided by the <i>Employer</i> .....                                                  | 20 |
| 5.8.2 | Provided by the <i>Contractor</i> .....                                                | 20 |
| 5.9   | Control of noise, dust, water and waste .....                                          | 20 |
| 5.10  | Hook ups to existing works .....                                                       | 21 |
| 5.11  | Tests and inspections .....                                                            | 21 |
| 6     | List of drawings .....                                                                 | 22 |
| 6.1   | Drawings issued by the <i>Employer</i> .....                                           | 22 |
| 7     | Annexure A: Safety, Health, Environment and Quality Specification .....                | 23 |

# 1 Description of the service

## 1.1 Executive overview

Kusile Power Station, situated in the Nkangala district of Mpumalanga province, is a coal fired power station generating 4 800MW with six (6) units. It operates with a super-critical boiler and abatement technology of Pulse Jet Fabric Filter Plant (PJFFP) as well as the Wet Flue Gas Desulphurisation (WFGD) Plant. Reliable and sustainable supply of electricity to the grid is a priority with the station working toward meeting the long term design operational performance envelope of 92:6:2 (EAF:PCLF:UCLF) and 85:10:5 (EAF:PCLF:UCLF) in the interim.

One of the key areas identified to improve the station performance is the requirement for operating and commissioning support personnel that will be available to support daily operations, outage activities, commissioning activities and any related excursions as determined by the Employer.

## 1.2 Employer's requirements for the service

The Employer requires the Contractor to supply identified technical support resources to capacitate technical skills as per the scope of work, for Kusile Power Station, for a duration of five (5) years.

The Contractor is responsible for management and administration of the onsite resources to comply with all the Employer's requirements for the duration of the contract.

The Employer runs 24 hours 7 day a week operation and has a combination of shift work with respective operating hours and weekly operations operation that run from 7h00 to 16h30.  
Overtime time – The Contractor is required to make provision for overtime during outages and callouts for identified resources and shall ensure compliance to all labour related regulations to comply with the Employer's requirements.

The Contractor's resources will be allocated to the relevant departments and adopt the respective working hours for the section and reporting to the allocated Employer's management.

List of available skilled resources, together with CV's, to be submitted as tender returnable, as well as to be re-submitted at contract award for approval by Kusile Power Station Management

Resources on the accepted list to be available within 14 days unless agreed in writing between the Employer and Contractor

Resource list to be updated quarterly with Kusile Power Station Management inputs to ensure that resources still meet requirements of the scope.

Contractor's performance measure

Kusile Power Station is expected to meet or exceed its annual KPIs targets therefore Contractor's execution approach on the related services must support this obligation.

| Parameter              | Immediate                           | Medium to Long Term |
|------------------------|-------------------------------------|---------------------|
| EAF                    | 85% ( or As per station annual KPI) | 92                  |
| PCLF                   | 10% ( or As per station annual KPI) | 6                   |
| UCLF                   | 5% ( or As per station annual KPI)  | 2                   |
| UAGS (and Other trips) | As per station annual KPI           | 12                  |

**The Plant area is limited to Kusile Power Station Units, WFGD and Balance of Plant.**

## 1.2.1 Resources – Contract Personnel

### 1.2.1.1 Site Personnel or resources

The Contractor employs one (1) administrator for the duration of the service period.

The administrator will work a day shift system from Monday to Friday to cover during the weekday administration duties.

- The Contractor obtains the Curriculum Vitae (CV) of the administrator showing the following as a minimum:

Name and surname,

- Date of birth,
- ID number (attach ID copy),
- Residential address,
- Highest qualification obtained (attach, minimum Grade 12, & Administration National Diploma/NQF5)
- Administration work experience with computer skills,
- Next of kin details.

The Contractor employs **one (1) health and safety representative** for the duration of the service period. The Contractor obtains the Curriculum Vitae (CV) of the representative showing the following as a minimum:

Name and surname,

- Date of birth,
- ID number (attach ID copy),
- Residential address,
- Minimum Experience of 2 years
- Highest qualification obtained,
- Minimum requirements: (attach proof)
  - OHS Diploma/NQF 5 (applicable to 3–5-year contract)
  - Hazard Identification and Risk Assessment
  - Incident Investigation
  - Knowledge and understanding of ISO 45001

#### **1.2.1.2 High level requirements – Technical and non-Technical Support Services**

The Contractor employs resources to fulfil the roles below for the duration of the service period. The Contractor obtains the Curriculum Vitae (CV) of the resources showing the following as a minimum:

- **Name and surname,**
- **Date of birth,**
- **ID number (attach ID copy),**
- **Residential address,**
- **Next of kin details,**
- **Qualifications (Certified)**
- **Related Experience with verifiable references (email address, or Contact numbers)**
- **List of previous employment**

The Contractor shall conduct a background check (here to check requirement for criminal checks), verifies qualifications and obtains a clearance certificate for the people. The Contractor provides the CV and clearance certificate to the Contracts or Service Manager for acceptance before employing the people or within five (5) working days from the starting date if the people are already employed.

The Contractor notifies the Service Manager of any changes in the information provided within 5 (five) working days of the change taking place.

The Contractor provides the necessary site-specific training for plant access as required by the Employer's regulations.

The Contractor's resources sign off daily attendance register and submit daily attendance time sheets to the Service Manager.

## **1.3 Detailed Requirements of the Technical Resource Required**

### **1.3.1 Role's definition**

For each of the defined roles, supply of operational and commissioning experience will be an advantage.

#### **1.3.1.1 Senior Advisors Operating, 24 hours shift support.**

National Diploma Technical / NQF 5 (Fossil Power Plant Process Control) and ten years after qualification commissioning experience. Kusile & Medupi commissioning experience will also be considered if the person doesn't have the relevant qualifications. [x5]

One Senior Advisor is to work as a Supervisor and have the following requirements as a minimum:

- HIRA, Incident investigation training, Supervisory Safety, Legal liability.

Contractor as part of the team to ensure that as a minimum:

- First aider is appointed and trained
- Fall protection planner is appointed and trained on 229994
- All employees working at heights are to be trained on 229998
- All employees working on confined space to be trained

#### **Scope includes Units, FGD, BOP and Auxiliary boiler plants:**

- Understanding of Kusile's DCS logics and ability to conduct online fault finding.
- Work on a shift roster bases as per the Services Managers discretion.
- Address and offer support to running units during operations.
- Actively support shift in prevention of trips and load losses. Develop relevant OE's and share with the departments.
- Take lead in addressing excursion in the units.
- Identify risks and run with the plan to manage identified risks in liaison with the shift manager, engineering, and maintenance (e.g excessive loss of demin water, management of boiler temperature excursions)
- Advise and assist with shutdowns and return to service of units, FGD and BOP plants.
- Develop simulation, out of normal, specific instruction and temporary operating instruction management.
- Advise and control the commissioning of modifications.
- Perform Administration Activities.
- Investigate recurring operational problems.
- Coordinate multi-disciplinary projects.
- Develop and improve Commissioning work instructions.
- Skills transfer and coaching.
- Attend meetings as and when required.
- Perform task issue baseline risk assessments.
- Apply Eskom quality control processes.
- Report to Operating Commissioning Manager and the Shift manager

- Identify and submit plant defects prior and during unit outages and follow up.
- Lead investigations.
- Collaborate with outage Management.
- Comply with Eskom policies and work instructions.
- Housekeeping and foreign material exclusion.

#### **1.3.1.2 Senior Advisors Operating, 24 hours shift support.**

Senior Technicians Operating & C&I Commissioning with minimum requirements National Diploma Technical or NQF 5 with C&I trade test. Five years after qualification C&I commissioning experience at Kusile or Medupi. Commissioning experience will also be considered if the person doesn't have the relevant qualifications. [x4]

Contractor as part of the team to ensure that as a minimum:

- First aider is appointed and trained
- Fall protection planner is appointed and trained on 229994
- All employees working at heights are to be trained on 229998
- All employees working on confined space to be trained

#### **Scope includes Units, FGD, BOP and Auxiliary boiler plants:**

- Co-ordinate and perform outage activities (Operating and C&I commissioning and re-commissioning of plants).
- Assume supervisory responsibilities as and when required.
- Apply/remove simulations.
- Perform instrumentation loop checks.
- Stroke checking valves.
- Instrumentation calibrations.
- C&I plant maintenance.
- Assist with shutdowns and return to service of units, FGD and BOP plants.
- Attend to plant defects.
- Submit and follow up on defects.
- Plant fault finding.
- Plant standby making and Test running of plant.
- Perform Administration Activities.
- Apply and accept plant permits (RP).
- Perform task issue baseline risk assessments.
- Assist with investigations.
- Apply Eskom quality control processes.
- Skills transfer and coaching.
- Review and compile work instructions.
- Comply with Eskom policies and work instructions.
- Housekeeping and foreign material exclusion.

### **1.3.1.3 Senior Technician Operating Commissioning.**

Senior Technician Operating Commissioning. Qualified Unit Controller with National N Diploma or NQF5 with 15 years commissioning or operating experience. Commissioning experience will also be considered if the person doesn't have the relevant qualifications. [x3]

Contractor as part of the team to ensure that as a minimum:

- All employees working at heights are to be trained on 229998
- All employees working on confined space to be trained

### **Scope includes Units, FGD, BOP and Auxiliary boiler plants:**

- Co-ordinate and perform outage activities (Operating commissioning and re-commissioning of plants).
- Assist with shutdowns and return to service of units, FGD and BOP plants.
- Attend to plant defects.
- Submit and follow up on defects.
- Plant fault finding.
- Plant standby making and Test running of plant.
- Operate the plants (FGD and Units).
- Perform Administration Activities.
- Issue plant permits (AP)
- Perform task issue baseline risk assessments.
- Assist with investigations.
- Apply Eskom quality control processes.
- Skills transfer and coaching.
- Comply with Eskom policies and work instructions.
- Housekeeping and foreign material exclusion.

#### **1.3.1.4 Electrical and Operating Commissioning Technician.**

Electrical and Operating Commissioning Technician. Qualified Electrical Maintenance Artisan (Trade Test) / Technician National N Diploma or NQF5 qualification. Minimum 5 years electrical experience at Kusile or Medupi. [x1]

Contractor as part of the team to ensure that as a minimum:

- All employees working at heights are to be trained on 229998
- All employees working on confined space to be trained

##### **Scope includes Units, FGD, BOP and Auxiliary boiler plants:**

- Co-ordinate and perform running units and outage activities (Operating commissioning re-commissioning of plants).
- Assist with shutdowns and return to service of units, FGD and BOP plants.
- Attend to plant electrical defects.
- Submit and follow up on defects.
- Plant fault finding.
- Plant standby making and testing of plant.
- Perform Administration Activities.
- Issue plant permits. (AP)
- Perform task issue baseline risk assessments.
- Assist with investigations.
- Apply Eskom quality control processes.
- Skills transfer.
- Comply with Eskom policies and work instructions.
- Housekeeping and foreign material exclusion.

#### **1.3.1.5 Senior Plant Operator Commissioning**

Senior Plant Operator Commissioning with NQF4 and 5 years' commissioning experience. Relevant commissioning experience will also be considered if the person doesn't have the relevant qualifications. [x2]

Contractor as part of the team to ensure that as a minimum:

- All employees working at heights are to be trained on 229998
- All employees working on confined space to be trained

##### **Scope includes Units, FGD, BOP and Auxiliary boiler plants:**

- Perform running plant and outage activities (Operating re-commissioning of plants).
- Assist with shutdowns and return to service of units, FGD and BOP plants.
- Submit and follow up on defects.
- Plant fault finding.
- Plant standby making and test running of plant and complete plant standby check sheets.

- Operate Auxiliary boilers.
- Perform Administration Activities.
- Apply plant isolations and de-isolations.
- Perform task issue baseline risk assessments.
- Apply Eskom quality control processes.
- Skills transfer and coaching.
- Comply with Eskom policies and work instructions.
- Housekeeping and foreign material exclusion.

#### **1.3.1.6 Oil burner/Milling Plant Technician**

Oil burner team. Grade 12 with 5 years Kusile or Medupi oil burner maintenance experience & Mechanical or C&I trade test. 5 years relevant Kusile and Medupi experience will also be considered if the person doesn't have the relevant qualifications. [x6]

##### **Scope includes Units 1-6 and Auxiliary boiler plants:**

- Ensure oil burner availability per unit for both light up and mill changes.
- Perform fault finding and resolve related defects.
- Plant standby making and test running of plant and complete plant standby check sheets.
- Apply plant isolations and de-isolations.
- Perform task issue baseline risk assessments.
- Apply Eskom quality control processes.
- Skills transfer and coaching.
- Comply with Eskom policies and work instructions.
- Housekeeping and foreign material exclusion.
- Operate the plants (FGD, and Units)

### 1.3.2 Authorisations

Key duties expected from the resources listed include and are not limited to(Contractor must ensure that relevant authorisations are obtained at Kusile ):

| Positions                         | Systems Responsible for:                                                                                                                                                                                                                                                        |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PTW coordinators                  | Manage outage permits to work system                                                                                                                                                                                                                                            |
|                                   | Manage Appointed and Responsible Persons                                                                                                                                                                                                                                        |
|                                   | Keep a register of all permit to work issued / cleared                                                                                                                                                                                                                          |
|                                   | <b>Note:</b> this role will be covered by the Commissioning advisors                                                                                                                                                                                                            |
| Appointed / Authorise Person (AP) | Perform the duties of an Appointed Person (AP) as stipulated in the Generation Plant Safety Regulations (240-150642762) and/or the duties of an Authorise Person as stipulated in the ORHVS (20240-114967625). <b>Note:</b> The Commissioning Technician will fulfil this role. |
| Responsible Persons (RP)          | Perform the duties of an Responsible Person (RP) as stipulated in the Generation Plant Safety Regulations (240-150642762) and in the ORHVS (20240-114967625). <b>Note:</b> The RP's to be made available from Outages Department.                                               |

### 1.3.3 Skills Transfer

The Employer requires its identified resources to be trained, coached, and mentored by the identified Contractor.

Skills transfer plan has to be shared by the Contractor after Contract Award.

Specific operating, commissioning, maintenance strategy reports and documentations are required periodically as part of identified disciplines output.

The full detailed reports and documents required will be detailed after contract award.

### 1.3.4 Reports and Documentation

Specific operating, commissioning, maintenance strategy reports and documentations are required periodically as part of identified disciplines output.

The full detailed reports and documents required will be detailed after contract award.

## 1.4 Interpretation and terminology

| Abbreviation & Acronyms | Description                      |
|-------------------------|----------------------------------|
| EAF                     | Energy Availability Factor       |
| UCLF                    | Unplanned Capability Factor      |
| PCLF                    | Planned Capability Loss Factor   |
| FGD                     | Flue Gas Desulphurization        |
| PJFFP                   | Pulse Jet Fabric Filter Plant    |
| WFGD                    | Wet Flue Gas Desulphurization    |
| RTS                     | Return to Service                |
| DHP                     | Dust Handling Plant              |
| BOP                     | Balance of plant                 |
| CV                      | Curriculum Vitae                 |
| ID                      | Identification                   |
| NQF                     | National Qualification Framework |
| C&I                     | Control and Instrumentation      |
| AP                      | Appointed Person                 |
| RP                      | Responsible Person               |
|                         |                                  |

## 2 Management strategy and start up.

### 2.1 The Contractor's plan for the service

The *Contractor* is to provide a proposed plan on how the resources will be allocated and be integrated into the daily operations.  
The report must be submitted to the *Service Manager* 1 week after contract award.

A technical systems report is to be generated by the *Contractor* monthly and shared to the Service Manager to be distributed to the identified Employer management team.

### 2.2 Management meetings

Regular meetings of a general nature may be convened and chaired by the *Service Manager* as follows:

| Title and purpose                       | Approximate time & interval     | Location             | Attendance by:                         |
|-----------------------------------------|---------------------------------|----------------------|----------------------------------------|
| Project Kick-off Meeting                | 3 days Contract Award           | Kusile Power Station | Employer, Contractor and Others        |
| SHEQ Requirements Clarification Meeting | 3 days after Kick – off meeting | Kusile Power Station | Employer, Contractor and Others        |
| Execution Progress Meeting              | Bi-weekly                       | Kusile Power Station | Employer, Contractor and Others        |
| Overall contract progress and feedback  | Monthly on Monday               | Kusile Power Station | <i>Employer and Contractor</i>         |
| Risk register and compensation events   | Monthly                         | Kusile Power Station | Employer, Contractor and Others        |
| Other                                   | as and when required            |                      | <i>Employer, Contractor and Others</i> |

Meetings of a specialist nature may be convened as specified elsewhere in this Service Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the service. Records of these meetings shall be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings shall be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register shall not be used for the purpose of confirming actions or instructions under the contract as these shall be done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

## 2.3 Contractor's management, supervision and key people

The Contractor submits an organogram as part of the tender deliverables clearly depicting his/her people and their line of authority/ communications.

The Contractor appoints personnel to fulfil all legal requirements in writing in line with the OHS Act 85 of 1993, Factories Regulations

## 2.4 Provision of bonds and guarantees

Not Applicable

## 2.5 Documentation control

Documentation shall be identified with an alpha numeric which indicates source, recipient, communication numbers etc.

All contractual communications shall be in the form of a properly compiled NEC TSC 3 forms or letters on a company letter head or forms attached to an e-mail, and not as a message in the e-mail itself.

## 2.6 Invoicing and payment

Within one week of receiving a payment certificate from the *Service Manager* in terms of core clause 51.1, the *Contractor* provides the *Employer* with a tax invoice showing the amount due for payment equal to that stated in the *Service Manager's* payment certificate.

The *Contractor* shall address the tax invoice to

and include on each invoice the following information:

- Name and address of the *Contractor* and the *Service Manager*;
- The contract number and title;
- *Contractor's* VAT registration number;
- The *Employer's* VAT registration number 4740101508;
- Description of service provided for each item invoiced based on the Price List;
- Total amount invoiced excluding VAT, the VAT and the invoiced amount including VAT;
- The invoice is to be submitted to **invoiceseskomlocal@eskom.co.za** once confirmed with the payment certificate.

## 2.7 Contract change management

All changes to the Contract, such as *Contractor* management changes or Compensation events shall be communicated through standard NEC TSC 3 forms.

## 2.8 Records of Defined Cost to be kept by the *Contractor*

Not applicable

## 2.9 Insurance provided by the *Employer*

As stated in the Contract Data

## 2.10 Training workshops and technology transfer

The Contractor shall provide on job trainings for technology and skill transfer for to the *Employers* personnel for the service duration of the contract.

## 2.11 Design and supply of Equipment

Not Applicable

## 2.12 Things provided at the end of the *service period* for the *Employer's* use

### 2.12.1 Equipment

None

### 2.12.2 Information and other things

Clause 70.2 The Contractor is to provide all the technical reports and Occupational Health and Safety documents, as well as Quality reports, developed during the contract period.

## 2.13 Management of work done by Task Order

The *Employer* is to issue a monthly Task Order for acceptance by the *Contractor* prior to any services in the particular month.

### 3 Health and safety, the environment and quality assurance

#### 3.1 Health and safety risk management

A Safety, Health, Environment and Quality (SHEQ) specification is Kusile Power Station's minimum requirements detailing also constraints, which are required to be met for the specific contract and for the duration of the contract period by the *Contractor*.

The *Contractor* is expected to develop a SHEQ plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Kusile Power Station 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 SHEQ specification reflects minimum requirements and should not be construed as all encompassing. The Contractor shall comply with (SHEQ) requirements contained in Annexure A of this Service Information.

#### 3.2 Environmental constraints and management

A Safety, Health, Environment and Quality (SHEQ) specification is Kusile Power Station's minimum requirements detailing also constraints, which are required to be met for the specific contract and for the duration of the contract period by the Contractor.

The Contractor is expected to develop a SHEQ plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Kusile Power Station 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 SHEQ specification reflects minimum requirements and should not be construed as all encompassing. The Contractor shall comply with (SHEQ) requirements contained in Annexure A of this Service Information.

#### 3.3 Quality assurance requirements

A Safety, Health, Environment and Quality (SHEQ) specification is Kusile Power Station's minimum requirements detailing also constraints, which are required to be met for the specific contract and for the duration of the contract period by the Contractor.

The Contractor is expected to develop a SHEQ plan which meets these requirements as well as relevant and other legal and other requirements applicable to the issued scope of work.

Kusile Power Station 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 SHEQ specification reflects minimum requirements and should not be construed as all encompassing. The Contractor shall comply with (SHEQ) requirements contained in Annexure A of this Service Information.

## 4 Procurement

There is a cross reference from the core clause 11.2(6) definition of Disallowed Cost to the Service Information regarding procurement procedures. This part of the Service Information MUST include any such procedures to be able to administer Disallowed Cost.

### 4.1 People

#### 4.1.1 Minimum requirements of people employed

Specify any constraints relating to people employed to Provide the Service; for example permits for foreigners, training (other than H & S), use of labour from designated areas and industrial relations.

#### 4.1.2 BBBEE and preferencing scheme

Specify constraints which *Contractor* must comply with after contract award in regard to any Broad Based Black Economic Empowerment (B-BBEE) or preferencing scheme measures.

#### 4.1.3 Accelerated Shared Growth Initiative – South Africa (ASGI-SA)

If the ASGI-SA requirements are to be included in this contract specify constraints which *Contractor* must comply with after contract award in regard to any ASGI-SA requirements. The ASGI-SA Compliance Schedule completed in the returnable tender schedules is reproduced here. If ASGI-SA does not apply, delete this paragraph.

The *Contractor* complies with and fulfils the *Contractor's* obligations in respect of the Accelerated and Shared Growth Initiative - South Africa in accordance with and as provided for in the *Contractor's* ASGI-SA Compliance Schedule stated below

[Insert the agreed ASGI-SA Compliance Schedule here]

The *Contractor* shall keep accurate records and provide the *Service Manager* with reports on the *Contractor's* actual delivery against the above stated ASGI-SA criteria. [Elaborate on access to and format of records and frequency of submission etc.]

The *Contractor's* failure to comply with his ASGI-SA obligations constitutes substantial failure on the part of the *Contractor* to comply with his obligations under this contract.

### 4.2 Subcontracting

#### 4.2.1 Preferred subcontractors

Not applicable

#### 4.2.2 Subcontract documentation, and assessment of subcontract tenders

Not applicable

#### **4.2.3 Limitations on subcontracting**

To be discussed as part of SD&L

#### **4.2.4 Attendance on subcontractors**

Not applicable

### **4.3 Plant and Materials**

#### **4.3.1 Specifications**

Not applicable

#### **4.3.2 Correction of defects**

Not applicable

#### **4.3.3 *Contractor's* procurement of Plant and Materials**

Not applicable

#### **4.3.4 Tests and inspections before delivery**

Not applicable

#### **4.3.5 Plant & Materials provided "free issue" by the *Employer***

Not applicable

#### **4.3.6 Cataloguing requirements by the *Contractor***

Not applicable

## 5 Working on the Affected Property

### 5.1 Employer's site entry and security control, permits, and site regulations

The Contractor is to inform the Service Manager of the request for access to Site prior to the date of reporting to Site.

The Contractor to report to the Kusile Power Station Security gate on arrival, to comply with all security requirements.

- Lifesaving rules to be adhered at all times
- All personnel must attend induction before working on site and must obtain gate permits via the Service Manager.
- Contractor to comply to the Eskom values and rules, e.g No taking Pictures without approval, no walking and texting
- Access is limited and controlled by Plant Safety Regulations requirements.
- No employee will be allowed to access the plant or to work without access permit issued.
- All personnel to work on the plant must be registered on the Worker's Register by the Responsible Person.
- Each personnel to have an Identification card at all times
- Unauthorized access to site is prohibited. The personnel are expected to be at their working site area at all times.
- No recruitment on site or at the main access gates or any Premises of the Employer is allowed.
- All activities to comply with the OSHACT and Regulations
- All activities on plant must be preceded by a plant risk assessment – Risk assessment as per the standard of the Employer, to be current at all times ( Live Document)
- All work to be done according to the construction regulations at all times

### 5.2 People restrictions, hours of work, conduct and records

The Contractor is responsible for management and administration of the onsite resources to comply with all the Employer's requirements for the duration of the contract.

Normal working hours: 07h00 to 16h30 (Monday to Thursday)  
07h00 to 12h00 Fridays

Shift working hours: to follow Kusile Shift Roster to be shared after Contract Award.

The *Contractor* keeps records of his people working on the Affected Property  
Time sheets to be controlled weekly and signed of by the *Employer*. It is very important that, including those of his Subcontractors. The *Service Manager* shall have access to them at any time.

No valuable assets of the Contractor to be left onsite without security approval.

### 5.3 Health and safety facilities on the Affected Property

Refer to Section 3.1 references

### 5.4 Environmental controls, fauna & flora

Refer to Section 3.2 references

## 5.5 Cooperating with and obtaining acceptance of Others

- 1) As per core clause 25.1 the *Contractor* will be required to work with Others with whom the *Contractor* may be required to share the Affected Property.
- 2) Requirements for liaison with and acceptance from statutory authorities or inspection agencies will be communicated when required.

## 5.6 Records of *Contractor's* Equipment

Not applicable

## 5.7 Equipment provided by the *Employer*

The *Employer* is to provide equipment (if any) required for commissioning works.

## 5.8 Site services and facilities

### 5.8.1 Provided by the *Employer*

This is a mandatory cross reference form clause 25.2 in TSC3. State what the

The *Employer* will provide the *Contractor* with the following services whilst doing work on the Affected Property

1. Water
2. Electricity
3. Ablution Facilities
4. Fire Protection equipment
5. Waste disposal Facilities
6. Other facilities e.g., Canteens for personal accounts are available on site.

*Contractor* shall provide everything else necessary for Providing the Service.

### 5.8.2 Provided by the *Contractor*

The *Contractor* is to provide for himself the following:

1. Vehicles
  2. Own Computers and Laptops
  3. Stationery
  4. Personal Protective Equipment (branded with the *Contractor's* name) as per safe work requirements.
- Contractor* shall provide everything else necessary for Providing the Service.
5. Site Establishment (Work Area/Office)

## 5.9 Control of noise, dust, water and waste

Refer to Section 3.1 references

## 5.10 Hook ups to existing works

Not applicable

## 5.11 Tests and inspections

### 5.11.1 Description of tests and inspections

Test and inspections will be carried out as per the scope of work issued with the task order. Periodic Safety, Health, Environment and Quality compliance inspections will be conducted by the *Employer* and a notification will be sent by the *Service Manager*

### 5.11.2 Materials facilities and samples for tests and inspections

Test and inspections will be carried out as per the scope of work issued with the task order. Any materials facilities and samples for tests and inspections required from the *Contractor* and the *Employer* will be communicated prior to inspection dates..

6 List of drawings

6.1 Drawings issued by the Employer

This is the list of drawings issued by the Employer at or before the Contract Date and which apply to this contract.

| Drawing number                                                       | Revision | Title |
|----------------------------------------------------------------------|----------|-------|
| All applicable drawings to be issued in request after Contract Award |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |
|                                                                      |          |       |

## **7 Annexure A: Safety, Health, Environment and Quality Specification**

### **1. Introduction**

This SHE specification is Kusile Power Station'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 relevant and other legal and other requirements applicable to the issued scope of work.

Kusile Power Station 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.

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**

#### **a) 2.1 Scope**

This SHE Specification lists the legislative and Kusile Power Station requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

#### **b) 2.1.1 Purpose**

Ensure compliance to legal and other requirements pertaining to the scope of work for the sourcing of technical support services in operating and engineering.

#### **c) 2.1.2 Applicability**

This SHE Specification is applicable to Kusile Power Station.

#### **d) 2.2 Normative/Informative References**

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

**e) 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] 32-37 Eskom Substance Abuse Procedure.
- [5] 32-136 Contractor Health and Safety Requirements
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Occupational Health and Safety Incident Management
- [8] 240-131838225 Occupational Health and Safety Incident Management Definitions and Classifications Parameters
- [9] 32-727 SHEQ Policy
- [10] 32- 418 Working at Heights Procedure
- [11] 240-62946386 Vehicle and Driver Safety Management Procedure
- [12] 32-520 Risk Assessment procedure
- [13] Plant Safety Regulations.
- [14] ISO 9001: Quality management system
- [15] ISO 45001:2018 Occupational Health and Safety Management System
- [16] Eskom's Covid-19 Health and Safety Policy statement
- [17] 240-156025414 Generation Covid-19 Work instruction

**f) 2.2.2 Informative**

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996

**2.3 Definitions**

|                                 |                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appointed contractor</b>     | Means the main contractor awarded the contract                                                                                                                                                                                                                                                                                                              |
| <b>Baseline risk assessment</b> | (32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business                                                                                                                                                                                                      |
| <b>Client</b>                   | (OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract. |
| <b>Competent person</b>         | (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)                                                                                                                                                                                                                     |
| <b>Contractor</b>                     | (OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors                                                                                                                                                                                                    |
| <b>Employer</b>                       | (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) |
| <b>Hazard</b>                         | (OHS Act) means a source of, or exposure to, danger                                                                                                                                                                                                                                                                               |
| <b>Hazard identification</b>          | (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                                                                                                         |
| <b>Health and safety file</b>         | (OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.                                                                                                                                                                                                        |
| <b>Lifesaving Rules</b>               | (240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people                                                                                                                                                                                                                                  |
| <b>Medical Certificate of fitness</b> | (OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa                                                                                                                 |
| <b>Method statement</b>               | (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                                                                                                                                                   |
| <b>Risk assessment</b>                | (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.                                                                                                                                  |

#### g) 2.4 Abbreviations

| Abbreviation    | Description                                                    |
|-----------------|----------------------------------------------------------------|
| <b>AIA</b>      | Approved Inspection Authority                                  |
| <b>BU</b>       | Business Unit                                                  |
| <b>COID Act</b> | Compensation for Occupational Injuries and Diseases Act        |
| <b>EP</b>       | Emergency Preparedness                                         |
| <b>ERfW</b>     | Environmental Regulations for Workplaces                       |
| <b>GAR</b>      | General Administrative Regulations                             |
| <b>GSR</b>      | General Safety Regulations                                     |
| <b>LDV</b>      | Light Delivery Vehicle                                         |
| <b>LoG</b>      | (COID) Letter of Good Standing                                 |
| <b>NEMA</b>     | National Environmental Management Act                          |
| <b>OHS</b>      | Occupational Health and Safety                                 |
| <b>OHS Act</b>  | Occupational Health and Safety Act and Regulations, 85 of 1993 |

#### h) 2.5 Roles and Responsibilities

##### 2.5.1 Appointed contractors and sub- contractors

**Note 1:** Most of the roles and responsibilities listed apply to both appointed contractors and any sub- contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

- a) Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act.
- b) Carry accountability and responsibility for the safety and health of their employees and their sub- contractors within their working area, as contemplated by section 37(2) of the OHS Act;
- c) Shall keep a record of all employees including the sub- contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Kusile Power Station Project Manager.
- d) 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.
- e) Ensure that the minimum legislative, regulatory and Kusile Power Station SHE requirements are complied with on all work sites.
- f) Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
- g) The sub- contractor must hand over a consolidated (to include any sub- contractor's files) health and safety file to the Kusile Power Station project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of sub- contractors, the agreement, and the type of work completed.
- h) The appointed 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. The nature of business reflected on the issued Logs must be in line with the issued scope of work. Similarly, the appointed contractor must provide the Kusile Power Station project manager with all the valid letters of good standing from their sub- contractors.
- i) 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.
- j) 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 sub- contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
- k) Co-ordinate the activities of all the sub- contractors in the interests of safety and health.

- l) 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.
- m) Stop his /her employees and any sub- contractors if project work is not in accordance with the safety health and environmental plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
- n) Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
- o) Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

**Note 2:** No work may commence and or continue without the presence of the project manager or project supervisor during performance of the contracted work.

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

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

- a) Appoint a safety officer full time as per project risk.
- b) 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.
- c) Follow a process of disciplinary action if any of their employees or their sub- contractor employees has transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
- d) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- e) 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.
- f) Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
- g) Provide any sub- contractor who is making a bid or is sub- to perform work on Kusile Power Station's behalf, with the relevant sections of the documented Kusile Power Station's SHE Specification.
- h) Principal contractors are required to approve sub- contractor's health and safety plans if they meet all the requirements.
- i) 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.

- j) 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.

**Note 5:** should the appointed contractor or his/her sub- contractors host visitors on site, they will be held responsible for the provision and wearing PPE.

- i) Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
- j) Must have a substance abuse program which must be in line with the requirements of the OHS Act.
- k) Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

**Note 6:** Kusile Power Station 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.

- a) 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.
- b) Ensure that all incidents are reported and investigated timeously by competent incident investigators.
- c) Be involved in all of their sub- contractor's investigations.
- d) Establish health and safety committees, hold such committee meetings on all sites, and ensure that sub- contractors participate in their health and safety meetings.
- e) Chair their own health and safety committee meetings and record such meetings.
- f) Appoint sufficient number of health and safety representatives in terms of legislative requirements and ensure that the sub- contractors appoint health and safety representatives for their work sites.
- g) When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
- h) Shall keep a record of all employees including the sub- contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Kusile Power Station Project Manager.

### **2.5.2 Site Managers**

- a) Assist the contractor and/or the safety officer in conducting site induction training for new staff and site visitors.
- b) Communicate to all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
- c) Ensure that the minimum legislative and Kusile Power Station SHE requirements are complied with on all work sites;
- d) Stop any work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;

- e) Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
- f) Inspect such PPE on a regular basis and record the inspections;
- g) Ensure that all incidents are reported to the client and are investigated as stipulated in the Incident Management procedure (32-95).
- h) Be involved in all investigations that occur within their area of responsibility.
- i) Carry out audits and or inspections on their sub- contractors on instructions of their contractor.
- j) Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
- k) Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
- l) Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
- m) Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
- n) Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management.
- o) Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
- p) Not victimise their employees by virtue of their employee's divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
- q) Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
- r) Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.

### **2.5.3 Contractor site supervisor or Contract Supervisor**

Must:

- a) Be competent to perform the required supervisory tasks; have attended a safety for supervisors, OSH Act 85 of 1993 and legal liability training and a 3-year supervision experience.
- b) Ensure their employees and all sub- contractors comply with the required statutory and Kusile Power Station requirements;
- c) Inspect all work done by the employees and all sub- Contractors to ensure adherence to Kusile Power Station's standards and specifications
- d) Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
- e) Ensuring a safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.
- f) Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Kusile Power Station project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits, and inspection schedules.
- g) Ensuring that quality records are maintained in accordance with legislative and Kusile Power Station requirements.
- h) Continual liaison between the appointed contractor, sub- contractors, and employees.
- i) Ensures that employees and sub- contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Kusile Power Station:
- j) Conduct site Inspections for compliance to SHE requirements and compiles the relevant inspection reports.
- k) Participate in all sub- contractor incident investigations.
- l) Participate in the appointed contractor's emergency preparedness planning.
- m) Ensure that their own employees and those of any sub- contractor are competent to perform the tasks assigned.
- n) Issue site instructions on behalf of the appointed contractor where and when the sub- contractors deviate from safety requirements.

- o) Assist the appointed contractor with the handing over process, in particular the SHE File and relevant documentation.

#### **2.5.4 Contractor Health and Safety officer**

- a) The Safety Officer must be suitably qualified with recognised safety qualification and relevant experience.
- b) Must be full time on site as per project risk.
- c) Promote a SHE Culture within the organisations involved in the project / contract.
- d) The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
- e) Be involved in the developing the project SHE Plan and SHE policy.
- f) Be in constant liaison and cooperate with Kusile power station's SHE professionals responsible for providing them with a health and safety service.
- g) Ensure that this SHE specification is adhered to by his/her appointed contractor and is submitted to any sub- contractors.
- h) Conduct audits and inspections of all work sites for the duration of the project.
- i) Be involved in the organisations incident investigations when required.
- j) Participate in the organisation's statutory and non-statutory health and safety committees' meetings.
- k) Conduct organisational, site and visitor induction training.
- l) Stop any employee or contractor from performing work which is not in accordance with the appointed contractor's and or sub- contractors' health and safety plan which poses a threat to the health and safety of persons.
- m) Carry out audits and or inspections on their contractors at least monthly and any sub-contractors on instructions of their contractor;
- n) Carry out frequent behaviour observations of employees under their control at least monthly and any sub- contractors on instructions of their contractor.

### 3. Specification

#### l) 3.1 Scope of work

Kusile Power Station, situated in the Nkangala district of Mpumalanga province, is a coal fired power station generating 4 800MW with six (6) units. It operates with a super-critical boiler and abatement technology of Pulse Jet Fabric Filter Plant (PJFFP) as well as the Wet Flue Gas Desulphurisation (WFGD) Plant. Reliable and sustainable supply of electricity to the grid is a priority thus Energy Availability Factor (EAF) of 85% is the station target to be achieved.

One of the key areas identified to improve the station performance is the requirement for specialised technical support services to assist in execution of works and turnaround strategies for performance improvement as well as skills transfer in various areas.

**Note:** The contractor who will be awarded this contract will be known as the "appointed contractor" and any contractor who be working for the appointed contractor will be known as the "sub-contractor".

#### m) 3.2 Legal Compliance

##### n) 3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Kusile Power Station and the appointed contractor at the time of awarding the contract. The appointed contractor must ensure that a section 37(2) agreement is compiled between the appointed contractor and all their sub-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 project manager.

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

**Note:** The agreement must be signed by both parties i.e., Kusile Power Station (GX) Project Manager and the Appointed Contractor. The authorization shall not be issued to the appointed contractor without the signed 37(2) document.

##### o) 3.2.2 Site Access requirements

The OHS file package must be submitted to the OHS department electronically **4 weeks** before the agreed project commencement date.

Before the successful contractor commences with any work, the Kusile Power Station Project Manager/Contract Manager shall ensure that;

- a) A copy of the SHE Specification document is in the possession of the principal contractor as well as the Kusile Power Station baseline risk assessment.
- b) The responsible person of the contracting company and the Kusile Power Station project manager/contract manager have signed the Kusile Power Station section 37 (2) agreement.

- c) The appointment of the appointed contractor has been concluded and signed by the contractor and appointed Project Manager.
- d) The SHE Plan has been discussed with the responsible person of the contracting company and approved in writing by the Kusile Power Station Contract Manager.
- e) A task specific baseline risk assessment must be part of the SHE Plan and accompanied by a risk assessment procedure applied. A monitoring and review plan must form part of the baseline risk assessment
- f) Where a Sub Contractor(s) is appointed by the Appointed Contractor, the Contractor supplies the applicable Kusile Power Station SHE specifications to the Sub Contractor(s).
- g) Where a Sub Contractor(s) is appointed by the Appointed Contractor, the safety file for the sub-contractor must also be submitted to safety department for approval
- h) The OHS department shall assess and give written feedback to the contract manager.
- i) The safety file shall be approved by a form of a written letter, the letter shall authorise the appointed contractor to commence with site establishment.

**p) 3.2.3 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:

- a) being protected from exploitative labour practices.
- b) 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. Kusile Power Station does not condone the use of child labour and therefore all effort must be exercised, and child labour should not be used.

**3.2.4 OHS Act**

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.

**3.2.5 Legislative compliance**

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

The appointed contractor and all sub- contractors which may be appointed by the principal contractor will comply with all the legislation pertaining to the issued scope of work.

**q) 3.3 Requirements specific to the issued scope of work**

- a) The issued scope of work falls under a high-risk category as the contractor employees will be tasked Commissioning for normal operations and during outages as well as engineering services at Kusile Power Station.

**In compliance with legal and other requirements, the following requirements must be complied with fully:**

- b) Medical certificates of fitness that are valid must be part of the safety file package including identification documents of the employees and their competency certificates.
- c) 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 OSH Act 85 of 1993, the Sub-'s safety specifications and other relevant legislation.
- d) 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.
- e) The SHE Plan must show and describe the assignment of responsibilities, procedures and actions to be taken in the process of implementing and maintaining the SHE Plan as well as include how deviations/non-conformances shall be managed.
- f) The SHE Plan must be approved by the Kusile project manager/contract manager in writing before it is submitted to OHS department.
- g) The method statements must be approved in writing by the project manager from Eskom Kusile Generation Division.
- h) The contractor must identify suitable PPE required for the activities including the identification of appropriate tools
- i) The contractor must submit job descriptions supported by proof of competencies for all employees.
- j) First aid appointments must be made to meet the requirements, appointees must be trained to level 2 from SAQA approved training provider.
- k) Applicable legal appointments must form part of the safety file with competency certificates per appointment.
- l) No vulnerable employees are allowed to come to Kusile site as identified by the Department of Employment and Labour
- m) The appointed contractor must supply hand gloves and hand sanitizers to the employees
- n) The transport used to transport employees must be disinfected as per prescribed frequency
- o) All risk assessments must be compiled by competent person, who has a certificate of competency for Risk Assessment from SAQA approved training provider.

**r) 3.4 Safety, Health and Environmental file package requirements**

**The following documentation must form part of the SHE File:**

- a) The appointment contractor shall each have a SHE Policy that shall be duly signed by an authorised signatory concerning the protection of the health and safety of contractor's personnel and others in and about the execution of the Works, including a description of his organisation and the arrangements for carrying out and reviewing such policy.
- b) A copy of the SHE Policy shall be provided as a tender returnable. Tenderers shall furthermore supply method statements containing sufficient detailed information to demonstrate compliance to this Schedule.
- c) Proof of communication of the SHE policy to employees must be attached with the submitted signed SHE policy.
- d) All contractors shall prominently display a copy of the policy in the workplace where the contractor's personnel normally report for service.

- e) The sub- contractor's SHE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to requirements listed in this schedule and other contract documents requirements.
- f) These management processes shall identify each activity, the foreseeable internal and external hazards, the specific precautions, and controls that shall be necessary to ensure that the Works commence and continue safely and without risks to health or to adjacent operations
- g) The SHE Plan shall further demonstrate the Contractor's commitment to safety, health and environmental requirements and shall, as a minimum include the following elements:
  - h) Compliance to this SHE specification
  - i) Relevant applicable legal and other requirements as per issued scope of work
  - j) Roles and responsibilities
  - k) Process for hazard identification and risk assessment including monitoring and review plans, a further identification of opportunities must be part of the process. Interested and affected parties must be clearly outlined.
  - l) Process for change management
  - m) Process for employee training, competency, communication, awareness, and participation
  - n) Process for incident management and investigation
  - o) Process for setting objectives and programmes
  - p) Process in place to review the SHE Plan
  - q) Process for performance management and monitoring
  - r) Process for internal audits
  - s) Process for document and records management
  - t) Planning of conduct of work activities including planning for changes and emergency work
  - u) Personal Protective Equipment procedure and rules.
  - v) Emergency planning and fire risk management
  - w) Vehicle and driver behavior safety
  - x) Competency, training, appointments
  - y) Communication and awareness
  - z) Identification of Environmental Aspects, their associated impacts, mitigation measures and management thereof.
- aa) Management commitment and visible leadershipThe sub- contractors SHE Plan shall be reviewed from time to time (and in any event as and when required by the client) to ensure that it fully addresses all the issues and complies with these requirements to the satisfaction of the client.

### **s) 3.5 Costing for SHE within the Project**

The SHE costs must be itemised and must take into consideration the scope of work. The appointed contractor must make sure that he/she made adequate provision for the cost of health and safety measures during tendering process. However, this does not replace the normal SHE requirements pertaining to the organisation in terms of the OHS Act, General Safety Regulations 2, and Section 8 (2)(e).

**t) 3.6 COLD**

The appointed contractor and all his/her sub- contractors shall be registered and in good standing with 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). The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor SHE files.

**u) 3.7 Legal and other Appointments**

- a) For the duration of the contract, the appointed contractor and all sub- contractors shall appoint competent employees who will meet the requirements of the OHS Act.
- b) 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.
- c) 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 must reflect the extent of the scope of work issued.

**v) 3.8 Eskom Life-saving Rules**

- a) Six 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 an Appointed Contractor or sub- contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
- b) If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The Life-saving rules are:

| RULE   | DESCRIPTION OF RULE                                                                                                                                                                                                           |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule 1 | <b>OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH</b><br>(That is plant, any plant operating above 1000 V)                                                                                                    |
| Rule 2 | <b>HOOK UP AT HEIGHTS</b><br>Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into. |

|        |                                                                                                                                                                 |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rule 3 | <b>BUCKLE UP</b><br>No person may drive any vehicle on Eskom business and/or on Eskom premises:<br>Unless the driver and all passengers are wearing seat belts. |
| Rule 4 | <b>BE SOBER</b><br>No person is allowed to be under the influence of intoxicating liquor or drugs while on duty                                                 |
| Rule 5 | <b>PERMIT TO WORK</b><br>Where an authorisation limitation exists, no person shall work without the required permit to work.                                    |
| Rule 6 | <b>NO REVERSING WITHOUT A SPOTTER/FLAGMAN</b><br>Whenever a construction vehicle has to reverse, there must be a flagman to guide the driver at all times.      |

Eskom will take a stance of zero tolerance on these rules.

Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

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

#### w) 3.9 Substance Abuse

- a) 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.
- b) General Safety Regulation 2A is clear on the legal stance regarding intoxication.
- c) The alcohol and drug permissible level is 0%.
- d) All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking into account that this is an Eskom Life-saving Rule number 4: BE SOBER).
- e) Due to COVID-19, ESKOM as suspended adhoc alcohol test at entry points. Alcohol tests will only be performed when there is reasonable evidence that an employee is under the influence of alcohol.
- f) Contractors are encouraged to compile their own manual and to carry out alcohol testing of their own employees when there is reasonable evidence that the employee is under the influence of alcohol. The legislative alcohol level is deemed to be zero.
- g) Test records must be treated as "Confidential" and filed in the employees' personal file.

**x) 3.10 Contractor organisational Structure**

**3.10.1 Appointed Contractor Organogram**

The Appointed contractor 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 CVs 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 files.

**3.10.2 Sub- Contractor/s Organogram**

- a) Sub- contractors are required to compile their company organogram for the project, listing the reporting structure from their CE down to their project supervisors. The diagram must list the names, positions held, and any appointments made.
- b) This diagram must be kept up to date, a copy of which must be given to the appointed contractor and a copy filed in the relevant project SHE files.
- c) This diagram must be kept up to date and filed in the project SHE files.

**y) 3.11 Risk assessment (refer sec 8 & 9 of the OHS Act)**

- a) It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported.
- b) Kusile Power Station shall prepare and provide a Baseline Risk Assessment for an intended work as per the scope of work to the contractor as part of the contract package.
- c) The appointed contractor shall develop a Risk Assessment in line with Section 8 (2)(d) of the OHS Act, in alignment to Eskom 32-520 procedure. Emerging risks and hazards must be managed during the duration of the contract. This means that if there are significant changes to a process or activity, or any new process, then these should also be subjected to risk assessment.
- d) All risks must be rated. Activity based risk assessments shall be conducted by a competent person of the Appointed Contractor.

**3.11.1 High Risk Activities**

When the appointed contractor and/or his contractors are working in an area where a high health and safety hazard exists, the appointed contractor shall:

- a) Ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted.
- b) Ensure correct PPE is worn for the task
- c) Provide, erect, and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.
- d) Maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry.
- e) Provide any temporary protective shielding required for protecting nearby operations, at his own cost.
- f) The appointed contractor shall on a daily basis and for every task to be performed, conduct an issue-based risk assessment with all contractors' personnel involved with the task(s). The issue-based risk assessment shall form the basis of the daily pre-job briefings / tool box talks prior to the start of work. Proof of communication that contractor employees were involved in the assessment will be noted on a standard form, which shall be kept at the job site during the job execution.
- g) The completed signed by a competent risk assessor pre-task risk assessment form shall be filed in the contractor's Health and Safety File.

## **z) 3.12 Working at Height Procedure**

### **3.12.1 General Requirements**

Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

- a) A fall protection plan developer must be appointed in writing.
- b) Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
- c) Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
- d) The procedure addressing the inspection, testing and maintenance of all fall protection equipment is in place.
- e) A fall rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident. Appropriate training, as determined by the risk assessment, has been provided.

- f) Appropriate fall prevention equipment and fall arrest equipment have been issued and used when there is a fall exposure.
- g) There are equipment inspection procedures and up-to-date inspection records.
- h) Individuals are medically fit to work at height, and records of this are kept.
- i) A site-specific risk assessment is performed.
- j) The Appointed Contractor to ensure that all persons who work at height or who will be required to do rescue at height shall receive three days of FAS training and two days of rescue training in accordance with unit standard 229998 and 229995 employees that will be working at heights are trained to the correct Unit standard.

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

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

**3.12.2 Every employer shall ensure that work at height is:**

- a) Properly planned;
- b) Appropriately supervised; and
- c) Carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

**aa) 3.13 Fire Equipment and maintenance**

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

**bb) 3.14 First Aid and Equipment**

- a) The requirements of the OHS Act GSR 3 must be observed.
- b) First Aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.

- c) When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
- d) A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
- e) Appointed contractor must ensure that his /her employees and sub- contractor employees are familiar with the emergency numbers.
- f) Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, considering the type of work performed and the distance between teams.
- g) More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
- h) For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
- i) The Appointed Contractor and sub- contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

#### **cc) 3.15 SHE Communication Systems**

- a) Appointed Contractor/s and their sub- contractors must develop a communication procedure outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of there SHE communication. Communications shall include:
  - 1. The daily Tool box talks that shall be documented and accompanied by proof that employees were part of the talks.
  - 2. Pre- job briefing before commencement of tasks and post- job briefing after the completion of the task.
  - 3. Any shift handover must be documented where applicable
- b) Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be always available on site. Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

#### **3.16 SHE Committees**

- a) The Appointed contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, sub- contractors shall establish their own statutory health and safety committee.
- b) All sub- contractors shall be members of the appointed contractor's safety committee.

- c) The Committee shall meet to discuss SHE issues concerning the current work being performed, training, upcoming work and SHE requirements, incidents and lessons learned specific SHE problems, safety performance, action plans and other relevant SHE issues.
- d) SHE representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
- e) The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)
- f) A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all sub- members of the committee shall attend the meeting.
- g) Statutory health and safety committees may make recommendations to the appointed contractor and the project manager and the Inspector at DoL.
- h) All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
- i) Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
- j) Statutory health and safety committees may make recommendations for the revision of current standards, procedures, and practices.
- k) The sub- contractor and sub- contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
- l) The chairperson of the health and safety committees shall be selected and sub- by the contractor. The sub- chairperson must be competent to chair meetings and be able to make informed decisions.

### **3.17 Non-Statutory health and safety committees**

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

### **dd) 3.18 SHE training**

- a) The appointed contractor, when making a bid for this project shall provide a breakdown list of the SHE Training requirements and the costing of such requirements. Similarly, sub-contractor must provide the same requirements when bidding with the appointed contractor.
- b) The scope of training includes but is not limited to the type of work being performed. Additional to the requirements, will be that the appointed contractor and sub- contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.

- c) Where legislative and Kusile Power Station recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
- d) When there is an amendment to the Acts and/or to the regulations, SHE specification and SHE plan, all affected staff shall undergo the applicable refresher training.
- e) Appropriate time must be set aside for training (induction and other) of all employees.
- f) Records of all training and qualifications of all contractor employees must be kept on the SHE File.
- g) Employees must be trained on hazardous chemical substance that that they will be exposed to.

### **ee) 3.19 Induction training**

The appointed contractor shall ensure that all his / her employees, sub- contractors, and their employees have undergone the Kusile Power Station SHEQ induction training prior to commencing work on site and shall be renewed annually.

Appropriate time must be set aside for training (induction and other) of all Contractors' Personnel including the annual Re-Induction Training.

- a) Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.
- b) Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the SHE File on site for the duration of the project.
- c) All employees and visitors on site shall carry the proof of induction training.
- d) MS teams will be used as a platform for inductions to contain the spread of COVID-19.

#### **3.19.1 Site specific induction training**

The appointed contractor shall ensure that all his / her employees and sub- contractor employees undergo site specific work induction with regard to the approved project SHE Plan, general hazards prevalent on site, risk assessment, rules and regulations, and other related aspects. Records of site-specific induction must be kept in the safety file

The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

#### **3.19.2 Visitors to site induction**

- a) Visitors to the site shall be required to undergo and comply with the appointed contractor's site-specific safety induction prior to being allowed access to site.
- b) All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
- c) Visitors who have completed site induction must be provided with a record of proof of Induction training.

### **3.19.3 Requirements for vehicles**

- a) The appointed contractor must have a system/ process to manage vehicle access to laydown area/site.
- b) The appointed contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
- c) Contractor vehicles can be subject to inspections by a competent person
- d) Vehicles which are not roadworthy will not be permitted to be used on site.
- e) 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.
- f) All vehicles must be fitted with fire extinguisher and first aid kit.
- g) Activities such as loading and offloading of material/equipment must be included in the fall protection plan and the risk assessment if there is a risk of falling.

### **3.19.4 Requirements for Drivers**

- a) The driver must have a valid national licence for the type of vehicle used.
- b) The driver must have level 1 first aid training and basic fire extinguisher training
- c) It is the responsibility of the driver to ensure:
  - d) Their passengers wear seat belts whilst the vehicle is in motion.
  - e) Comply with all traffic road rules, safety, direction and speed signs.
  - f) Ensure that vehicle loads are properly secured prior to moving off.
  - g) Ensure that vehicles are not overloaded.
  - h) No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands-free kit is used.
  - i) All drivers of such vehicles are to have valid medical fitness certificates.
  - j) Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
  - k) Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them.
  - l) Be aware of the medical equipment and medical supplies being transported.
- m) The Contractor ensures that all risks are managed to enable the successful execution of the work.
- n) A general risk assessment is performed prior to starting with the work.
- o) All COVID-19 protocol must be adhered to by the driver and all the occupants of the vehicle

### **3.19.5 Housekeeping and Order**

- a) All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
- b) Prompt disposal of waste materials, scrap and rubbish is essential.
- c) Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
- d) All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.
- e) On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
- f) In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the appointed contractor in the first instance and the Eskom Kusile project/site manager in the second instance.
- g) The Kusile Power Station General Manager has the right to instruct the appointed contractor and sub- contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the appointed contractor.
- h) The sub- contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The appointed contractor shall document the results of each inspection and shall maintain records for viewing.
- i) All contractors must comply to the Kusile Barricading practice note

### **3.20 Workplace Signage and Colour Coding**

- a) The principal contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- b) The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
- c) Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

### **3.21 Tools and Equipment**

- a) Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
- b) Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments.

- c) The equipment should be numbered or tagged so that it can be properly monitored and inspected.
- d) All tools that emit noise shall be clearly marked with the emitted noise levels
- e) Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the SHE Plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
- f) All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
- g) Kusile Power Station reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
- h) Should Kusile Power Station personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Kusile Power Station personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

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

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

### **3.21.1 Hand tools**

- a) All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the appointed supervisor on a monthly basis as well as by users prior to use.
- b) Tools with sharp points in the toolbox must be protected with a cover.
- c) The hand tools should be numbered or tagged, and colour coded so that it can be properly monitored and inspected.
- d) All files and similar tools must be fitted with handles.
- e) No make-shift tools allowed at Kusile Power Station.

### **3.21.2 Eskom SHE Audits**

Kusile Power Station shall evaluate the principal contractor SHE performance on monthly basis against the legal, Kusile Power Station requirements, SHE specification and the contractors SHE plans as the commissioning for normal operations and during outages as well as engineering services falls under a high risk category according to Kusile Power Station audit methodology risk matrix

These audits shall be attended by the contractor's site manager or the safety officer.

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

**Note:** Kusile Power Station reserves the right to conduct unannounced audits and inspections on contractors

### **3.21.3 Contractor Audits**

The appointed contractor is required to audit their sub- contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Kusile Power Station OHS department within one week after completion of the audit and a copy of the audit report shall be submitted to the sub-contractor within 7 days of the audit.

#### **ff) 3.22 Smoking**

The national smoking policy must be adhered to. At Kusile Power Station smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

#### **gg) 3.23 Cellular Phones**

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

#### **hh) 3.24 General Requirements as per the cellular phone usage generation directive**

- a) Cell phones shall not be used while operating any crane, hoist, powered industrial trucks, pay loaders, forklifts, or other lifting device.
- b) Not be used while engaged in any job task that requires the use of the hands and/or the full attention of the employee, contractor, or visitor (i.e., fire watch, equipment operator, operating a valve, etc).
- c) Be turned off in any area containing flammable/combustible vapours, e.g., turpentine system, methanol system, fuelling stations, oil and propane storage tanks, flammable/combustible material storage areas.
- d) Not to be used when climbing and descending any form of staircase.
- e) Not to be used for text messaging whilst walking.

### **3.25 Medicals**

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

- a) Appointed contractors must ensure that their employees and their sub- contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.

- b) In order for the appropriate medical examinations to be conducted, each employee must have a man job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
- c) Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract.
- d) The appointed contractor must ensure that his / her employees and sub- contractor employees have undergone pre-entry medical examination before starting work on the contract.
- e) The sub- contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

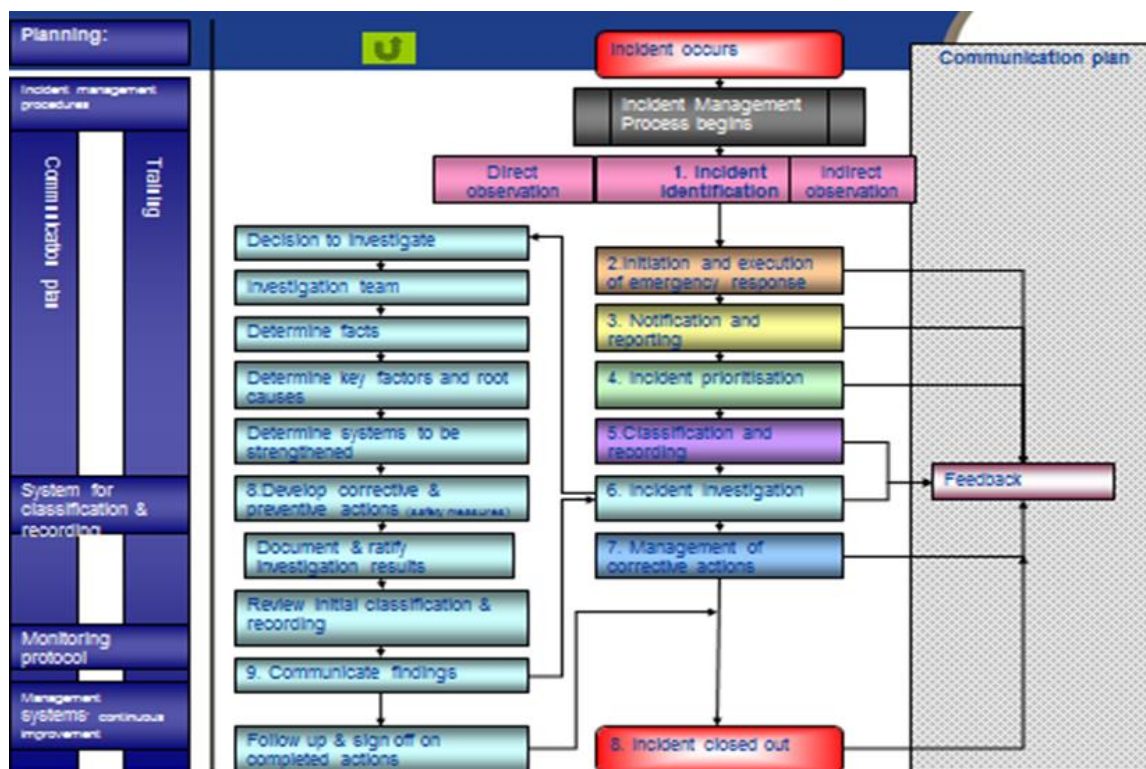
**ii) 3.26 Personal Protective Equipment Requirements**

- a) The appointed contractor must provide a detailed programme that includes the issuing, maintenance, and replacement of PPE for all his employees and sub- contractors on site.
- b) All contractors shall comply with the requirements of GSR 2 of the OHS Act.
- c) 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.
- d) Additional PPE shall be identified from task risk assessments for specific areas and tasks.
- e) All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
- f) Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
- g) All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
- h) Where deemed as a requirement, then high visibility vests shall be worn.

**jj) 3.27 Incident Investigation**

- a) 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.
- b) Appointed contractor must develop their own incident management procedure that is in line with Eskom procedure 32-95.
- c) The appointed contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports.

- d) The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.



### kk) 3.28 Emergency Management

The appointed contractor must develop their own emergency management procedure detailing the possible emergencies that could arise due to the activities that they conduct at Kusile Power Station premises and how they will evacuate their laydown areas in case of any emergency. The contractor emergency management procedure must be in line with Kusile Power Station emergency response plan.

The appointed contractor must familiarise themselves with the Kusile Power Station emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

#### 3.28.1 Fire Safety

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

The contractor shall be at all-times available for any meetings and interventions that are arranged by the Safety department in the sake of fire and emergency safety.

**II) 3.29 Non-Conformance and Compliance**

- a) 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.
- b) The appointed 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, sub- contractors must implement a non-conformance procedure.
- c) The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
- d) Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
- e) Where non-conformances are issued by Kusile Power Station then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
- f) Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Kusile Power Station requirements.

**mm) 3.30 Work Stoppage**

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

**nn) 3.31 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.

**3.31.1 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 Kusile Power Station 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.

### **3.31.2 Overtime**

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

### **oo) 3.32 Omissions from Safety and Health Requirements Specification**

By drawing up this SHE specification Kusile Power Station 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 Kusile Power Station have not addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE Plan and inform Kusile Power Station of such issues when signing the contract.

The principal contractor must submit their monthly Safety Stats on the last day of the month at the OHS department.

### **pp) 3.33 Contract Sign-Off**

On completion of the project, all sub- contractors shall close out their project documentation; SHE files and forward such to the appointed contractor. The appointed contractor shall likewise close out his/her project documentation and SHE Files and forward such to the Kusile Power Station project manager.

### **qq) 3.34 Environmental Management Requirements**

#### **3.34.1 National Environmental Management Act 107 of 1998 (NEMA) principles**

##### **a) Duty of care and remediation of environmental damage**

Every person who causes, 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, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

##### **b) Polluter Pays Principle**

The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimizing further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment

#### **3.34.2 Zero Liquid Effluent Discharge Policy (ZLED)**

All contractors shall abide to Eskom Zero Liquid Effluent Discharge through the process of reuse and recycling.

### **3.34.3 Waste Management**

All waste generated during the execution of the scope of work shall be managed in accordance with Kusile Power Station Waste Management Work Instruction (240-105776552) and in compliance with applicable environmental legislation and bylaws.

### **3.34.4 Other rules**

- a) All spills/emergency incidents should be reported to Eskom Contract Manager and Environmental Officer(s) immediately on occurrence. Incidents should be investigated in the presence on to prevent reoccurrence.
  - I. All contractors should be aware of Eskom SHEQ Policy.
  - II. All contractors must take into account environmental consideration when carrying out Risk Assessments.
- b) All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated.
  - I. Non-conformance, incident reporting and investigations shall be done by the contractor, such reports must include but not limited to the following information:
    - II. The cause of the non-conformance/incident.
    - III. The proposed actions to correct and prevent recurrence.
- c) Eskom Kusile Power Station shall issue non-conformances where there are deviations from environmental requirements.

### **3.34.5 Records to be kept onsite For Environmental Management**

The following minimum records shall be kept on sites:

- a) Contractor site specific Environmental Management Plan and Environmental aspect and impact register;  
  
Environmental aspect must be identified, and how they should be mitigated and also be communicated to employees. Proof of communication must be available
- b) Environmental Incident registers and investigation reports;  
  
Incident must be reported immediately or within 24 hours of occurrence, investigation must take place within 7 days and concluded with 30 days, lesson learned must be shared with employees. Record of environmental incidents must be made available.
- c) Non-conformance register;  
  
When non-conformances are closed, they should be investigated and close-out within the agreed timeframes.
- d) Complaints register;  
  
Where complaints are raised they should be reported to Kusile Environmental management Department, be investigated and closed out.
- e) Hazardous Substances registers and SDS where applicable;  
  
Where hazardous substances are used, a register should be maintained and all SDS should be available and communicated to employees.
- f) Records of audit reports and audit findings close-out, where applicable;

Records of audit and how findings where closed should be maintained.

- g) Records of environmental inspections conducted.

Monthly environmental inspection should be conducted and records of inspections should be maintained.

**rr) 3.35 Quality requirements.**

- a) It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.
- b) It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system which complies with the requirements of ISO 9001 standard.
- c) This type of work falls under category 2 of quality requirements, The Supplier shall submit a valid ISO 9001:2015 certificate or submit the following evidence:

- a) Quality (SHEQ) Manual
- b) Quality (SHEQ) Policy
- c) Quality (Business) Objectives
- d) Control of documented procedure
- e) Procedure for control of non-conformity and corrective action.
- f) Documented information for defined roles, responsibilities and authorities.
- g) Procedure for control of externally provided products and services/purchase order.
- h) Latest copy of the internal management system audit Including Nonconformity, correction and /or corrective action.
- i) Project quality plan
- j) Quality control plan (QCP), Inspection Test plan (ITP) or previous work done.
- k) Completed and signed Form A.

NB: Quality Requirements spread sheet and form A are attached.

#### **4. Permit to Work System (PTW)**

The Eskom Permit to Work System (PTW) specify and provide requirements for the application of compulsory health and safety standards and procedures for the safeguarding of Plant and persons. This system forms an integral part of the approval process for work under the Work Coordination Process. The following Eskom Regulations shall be complied with:

- I. Eskom Plant Safety Regulations, GGR 0992;
- II. Eskom Operating Regulations for High Voltage Systems, ESKPVAEY6

The contractor shall ensure that adequately experienced personnel with the required levels of education are nominated by the contractor to attend all relevant training specific to the Appointments required by the roles. Training shall be provided free of charge by Eskom, however, the candidates time shall be for the contractor's own account.

