	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

Project Name: Supply and delivery of laboratory chemicals and consumables

Project Address: Kusile Power Station


R545 Balmoral Road

Witbank

Scope of the project: Supply and delivery of laboratory chemicals and consumables on an as and when required basis.


Eskom Contract's Manager

Name: Charlotte Tsumaki



Eskom's Health and Safety Manager

Name: Ntokozo Mashita

 23/01/2018


Eskom's Procurement Manager

Name: Cornelius Makgwale



Eskom's Safety Officer

Name: Thobile Yonga

 22/01/2018

Eskom's Environmental Manager


Name: Lesiba Kgobe

 19/01/2018

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		


Content

	Page
1. Introduction	5
2. Supporting Clauses	5
2.1 Scope	5
2.1.1 Purpose	6
2.1.2 Applicability	6
2.2 Normative/Informative References	6
2.2.1 Normative	6
2.2.2 Informative	7
2.3 Definitions	8
2.4 Abbreviations	10
2.6 Roles and Responsibilities	11
2.5 Related/Supporting Documents	18
3. Specification	18
3.1 Scope of work	18
3.2 Legal Compliance	18
3.2.1 Section 37(2) (Legal) Agreement	18
3.2.2 Hazardous work by children (Child Labour)	19
3.3 Eskom Requirements	20
3.4 SHE Policy	21
3.5 COID	21

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.6	Costing for SHE within the Project.....	21
3.7	Appointments	21
3.8	Eskom Life-saving Rules.....	22
3.9	Substance Abuse.....	23
3.10	Contractor organisational Structure	24
3.12.1	Principal Contractor Organogram	24
3.12.2	Appointed Contractor/s Organogram	24
3.11	Risk assessment (refer to 32-520).....	25
3.12	Safe work procedures / method statements.....	26
3.13	Fire Equipment and maintenance	26
3.14	SHE Communication Systems	27
3.15	SHE Training	27
3.21.1	Induction training	28
3.21.2	Site specific induction training	28
3.21.4	General training	28
3.22.2	Vehicle safety.....	29
3.16	Tools and Equipment	31
3.17	Ladders	32
3.28.1	Contractor audits	32
3.18	Smoking	33
3.19	Cellular Phones.....	33
3.20	Occupational Health, Hygiene and Rehabilitation	33
3.31.1	Medicals.....	33
3.21	Working at Heights	34
3.32.1	General Requirements.....	34
3.22	Personal Protective Equipment Requirements	35

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.23	Hazardous Materials / Chemicals Management	36
3.24	Handling of hazardous chemical substances	36
3.25	Storage of Hazardous Substance	37
3.26	Labelling, packaging and transportation	38
3.27	Flammable and Combustible Materials	38
3.28	Incident Investigation	39
3.29	Emergency Management	39
3.30	Non-Conformance and Compliance	40
3.31	SHE File	40
3.32	Work Stoppage	41
3.33	Hours of Work	41
3.41.1	Normal work	42
3.41.2	Night work	42
3.41.3	Overtime	42
3.34	Omissions from Safety and Health Requirements Specification	43
3.35	Contract Sign-Off	43
4.	Acceptance	43
5.	Revisions	43

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

1. Introduction

Eskom's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This SHE specification is 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 all the relevant applicable legislation they conform to.

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.

2. Supporting Clauses


2.1 Scope

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

2.1.1 Purpose

The purpose of this specification is to ensure conformance by the Principal Contractor and Subcontractors to the Eskom SHE requirements within Kusile Power Station, to address all aspects of SHE management adequately and to comply with the requirements.

2.1.2 Applicability

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

2.2 Normative/Informative References

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


2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Eskom Substance Abuse Procedure.
- [6] 32-136 Contractor Health and Safety Requirements
- [7] 240-62196227 Life- saving Rules
- [8] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [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.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		


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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		


2.3 Definitions

Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Eskom environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Eskom division and its subsidiaries
Client	(OHS Act) Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with <ul style="list-style-type: none"> a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

Definition	Explanation
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Eskom's Environmental Management System
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

Definition	Explanation
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Eskom for services rendered.
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Eskom delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.


2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCS	Hazardous Chemical Substances
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
MSDS	Material Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

2.6 Roles and Responsibilities

2.6.2 Principal contractors and appointed contractors


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

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act and Regulations.
2. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Kusile Contract Project Manager.
4. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
5. Ensure that the minimum legislative, regulatory and Eskom SHE requirements are complied with on all work sites.
6. Give the Eskom project managers and line managers / responsible managers their full participation and cooperation.
7. Compile a SHE (health and safety) file where all relevant health and safety records must be kept for each work site.
8. The principal contractor must hand over a consolidated (to include any appointed contractors files) health and safety file to the Eskom project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
9. Contractors must hand over a consolidated (to include any appointed contractors files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
10. The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Eskom project manager with all the valid letters of good standing from their appointed contractors.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		


11. Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
12. 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.
13. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
14. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
15. 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.
16. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
17. Take reasonable steps to ensure cooperation between all their appointed contractors.
18. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.
19. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

20. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

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


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

21. Not victimise or dismiss employees, by virtue of the employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;
22. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.
23. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.
24. 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.
25. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.
26. Provide any appointed contractor who is making a bid or is appointed to perform work on Eskom's behalf, with the relevant sections of the documented Eskom's SHE Specification.
27. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.
28. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

29. 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.
30. 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.
31. Ensure, prior to the commencement of work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
32. Ensure, prior to the commencement of work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
33. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

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


34. 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.
35. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
36. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on the work sites.

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

37. 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;
38. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
39. Be involved in all of their appointed contractor's investigations.
40. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Eskom Project Manager.

2.6.5 Employees


Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Eskom requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists,

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

- stop that person from working, and report the matter to contractor management and/or Eskom's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
 6. Obey any safety signs and adhere to any site demarcation at all times.
 7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
 8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Eskom requirements, company requirements, or legislative requirements.
 9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
 10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
 11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
 12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and serious danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
 13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Eskom project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
 14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

15. Maintain the surrounding area of the work site in a neat and tidy condition.
16. Have meaningful participation in regular health and safety meetings.
17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
18. When given instructions, understand the instructions and be permitted to clarify those instructions.

2.5 Related/Supporting Documents

Eskom OHS Act section 37 (2) agreement to be signed at procurement during the signing of the NEC contract, it is the responsibility of the project manager to ensure that the 37(2) agreement is signed and a copy be kept in the contractor file at procurement.

3. Specification

3.1 Scope of work

Kusile Power Station laboratory intends/plans to partner with accredited consumable and chemical supplier in order to ensure that reliable tests are obtained and achieved in the laboratory for various plant processes.

The scope of work is contained on Kusile Power Station laboratory and consumables supplier user requirements (240-103407358).

Note: The contractor who will be awarded this contract will be known as the "principal contractor" and any contractor appointed by the principal contractor will be known as the "appointed contractor."

3.2 Legal Compliance


3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Kusile Power Station and the principal contractor at the time of awarding the contract. The principal contractor must ensure that a

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

section 37(2) agreement is compiled between the principal contractor and all their appointed contractors for the contract.

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

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

3.2.2 Hazardous work by children (Child Labour)

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

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

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

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

3.2.3 OHS Act


The principal contractor and appointed contractors shall have an up to date copy of the OHS Act and regulations which will be available to all employees.

3.2.4 Legislative compliance

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

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

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this project being:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.


3.3 Eskom Requirements

- The Contractor must submit a SHE file for assessment by the Occupational Hygiene and Safety department.
- The OHS department shall issue a written work authorisation on approval of the SHE file
- All contractors shall, before commencement of the work insure that all their employees are familiar with the relevant Eskom SHE documentation that is applicable to the scope of work issued.
- The Principal contractor shall ensure that his employees undergo the Kusile Power Station induction in order to gain access to site.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

Note: No work can commence without the written work authorisation as evidence of the SHE file approval

3.4 SHE Policy

The principal contractor and all appointed contractors will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's CE or the appointed assistant to the CE OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the entire contract SHE file and as an annexure the SHE Plan.

3.5 COID

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

3.6 Costing for SHE within the Project

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


3.7 Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to: Fire Fighter and Evacuation warden, First Aider, 16(2) appointment

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.8 Eskom Life-saving Rules

1. Eskom views health and safety in high esteem and encourages that any organisation who performs work for Eskom in Eskom adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Eskom Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Eskom employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Eskom.
3. If any contractual work will be performed on any Eskom premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.


The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Eskom business and/or on Eskom premises:

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

	Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

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.**


3.9 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Eskom is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Eskom.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Eskom's procedure 32-37 ("Substance Abuse Procedure"), taking in to account that this is an Eskom Life-saving Rule number 4: BE SOBER", this means anyone entering the Eskom will be subjected to ad hoc alcohol testing.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.10 Contractor organisational Structure

3.12.1 Principal Contractor Organogram

The principal 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 principal contractor must ensure that all appointed contractors comply with this requirement. The principal 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.


3.12.2 Appointed Contractor/s Organogram

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project SHE files.
3. This diagram must be kept up to date and filed in the project SHE files.


3.11 Risk assessment (refer to 32-520)

- It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments to establish what hazards to the health and safety of persons are attached to any work which is performed, any article or substance which is, handled, stored, transported.
- The Kusile Power Station project Manager/Contract Manager shall supply the Principal contractor with the Kusile Power Station Baseline Risk assessment.
- The Principal contractor must submit a risk assessment to address, the transportation, handling and delivery/off-loading of the hazardous chemical substances including any other activity as per the scope of work issued.
- The risk assessment must have a monitoring and review plan. The Principal contractor must submit proof that the employees were engaged and were part of the risk assessment process.
- Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments.
- The Risk assessment must be supported by method statements/work instructions where applicable. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

 Eskom	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.12 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:-

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

The safe working procedure should identify:

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


3.13 Fire Equipment and maintenance

1. The truck drivers shall be trained and found competent on basic fire extinguisher handling
2. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

- c. Entered in a register
- d. Inspected monthly by a competent person
- 3. Tested and serviced at recommended intervals by an accredited supplier
- 4. Results entered in the register and signed by competent person.

3.14 SHE Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate SHE issues to their staff, the mediums they will employ and how they will measure the effectiveness of their SHE communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, SHE shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times.

Minutes of meeting must be compiled and filed in the relevant SHE files. All employees shall have access to these minutes. Attendance The following serves as the guideline for the SHE Committee meeting agenda.


3.15 SHE Training

1. The principal 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, appointed contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3. Where legislative and Eskom recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. 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.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the SHE file.

3.21.1 Induction training

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

3.21.2 Site specific induction training


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

3.21.4 General training

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

1. The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee.
2. The Principal contractor must submit proof of training with regards to the transportation and handling of hazardous chemical substances for the employees who will be transporting the chemical substances
3. The Principal contractor must submit proof of training and awareness of the hazards and associated risks with regards to the transportation of hazardous chemical substances
4. The Principal contractor must submit proof of company induction and the Kusile Power Station induction
5. The principal contractor must submit proof of training and awareness on the use of appropriate protective equipment with regards to hazardous chemical substances
6. The Principal contractor must submit proof of training and awareness on handling emergency release/spillages or any other emergency that may arise due to the transportation and handling of hazardous chemical substances


3.22.2 Vehicle safety

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.


	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3. All drivers are to have valid medical fitness certificates.
4. The driver must have an applicable national drivers licence in accordance with the class of the vehicle being driven as well as a professional drivers permit (PrDP)
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must be valid at all times.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
9. No vehicle will be allowed on a construction site if the vehicle is not declared as a Construction vehicle and fitted with all the necessary construction-related devices such as an amber light, a reverse hooter, etc. as per the Construction Regulations.
10. If vehicles are not correctly equipped for the construction site, parking outside the construction area must be provided. This will prevent vehicles that are not declared as construction vehicles from entering the construction area/site.
11. All construction vehicles or mobile plant travelling, working, or operating on public roads must comply with the requirements of the National Road Traffic Act, 1996
12. The construction vehicle operator must wear high visibility vest/ reflective vest
13. Proof of competency to operate the construction vehicle must be provided
14. There must be a vehicle maintenance programme in place
15. The vehicle must be fitted with a fire extinguisher and first aid kit

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

16. Where the driver/operator is required to work on elevated position/opening the tanker roof etc, the driver must have training on working at heights, and be provided with fall protection due to the risk of falling.
17. The risk of falling must be identified and mitigation measures must be in place
18. The driver or assistant must be trained up to first aid level 2

3.16 Tools and Equipment

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


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

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.17 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.


3.28.1 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their SHE Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Eskom project manager within one week after completion of the

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.18 Smoking

The national smoking policy must be observed and smoking is permitted in designated areas only (Eskom Smoking Procedure 32-36).

3.19 Cellular Phones

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

3.20 Occupational Health, Hygiene and Rehabilitation

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

3.31.1 Medicals


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

1. Principle contractors must ensure that their and their appointed contractors have a medical surveillance program whereby their employees under go entry, periodic and exit medical fitness examinations.
2. In order for the appropriate medical examinations to be conducted, each employee must have a person job specification (profile), which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. For employees working on the contract, medical fitness certificates shall be renewed annually for employees who are not office bound including drivers and once every 3 years for employees that are office bound. This shall be maintained until completion of the contract.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

4. The Principal Contractor must ensure that his / her employees and sub-contractor employees have undergone pre-entry medical examination before starting work on the contract, should it be for longer than three (3) days.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.
6. In terms of hazardous chemical substances regulations the Principal contractor must provide proof of potential exposure assessment for employees transporting the chemicals.

3.21 Working at Heights

3.32.1 General Requirements


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

1. All appointments for the fall protection plan developer and implementer are in place.
2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

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

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

Every employer shall ensure that work at height is:

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


3.22 Personal Protective Equipment Requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. The Principal contractor shall be responsible for the issuing and maintenance of PPE for its employees and contractors

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

 Eskom	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

5. The Principal contractor shall ensure that the PPE issued is in accordance with the type of hazardous chemical substance being transported, handled, delivered/off-loaded.
6. The issuing, use and disposal of PPE shall be in accordance with the hazardous chemical substances regulations

3.23 Hazardous Materials / Chemicals Management

Prior to any Hazardous Chemical Substance (HCS) being brought onto the Project Site (or onto any other places, if any, as may be specified under the Contract as forming part of the Site), the Contractor shall supply the Engineer with the following:

- Material Safety Data Sheets (MSDS) for materials in accordance with the requirements of the
- OH&S Act
- Regulations for Hazardous Chemical Substances;
- Purpose for using the hazardous substance;
- Proposed arrangements for safe storage;
- Proposed methods for handling / usage;
- Proposed method of disposal;
- Hazard communication / training plan.
- A copy of the assessment that shall fulfil the requirements of the HCS regulations
- Details of maintenance of control measures to ensure optimum efficiency.


3.24 Handling of hazardous chemical substances

- The Principal contract shall supply Kusile Power Station with a material safety data sheet (MSDS) for each chemical that is supplied and delivered to Kusile.
- The MSDS provided must comply with the requirements as stipulated in ISO 11014 or in the form of Annexure B as stipulated in the OHS Act 85 of 1993.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.25 Storage of Hazardous Substance

A register of Hazardous Substances and Material Safety Data Sheets shall be developed, maintained and kept at the Contractor's Project Site Office and shall be made available to the Engineer. The associated assessments shall include all method statement submissions.


Without limiting the Contractor's responsibilities under applicable Legislation, work shall be conducted in such a manner as to ensure that:

- No substance, which can harm or is likely to harm the environment, is to be allowed to leak, spill or escape from any container or storage area
- No oil or other effluent is permitted to escape into the drainage system and / or local storm water system
- No oil or other effluent is permitted to escape into the ground and cause soil contamination.
- All powdered pollutants generated during execution of the works are contained to prevent air pollution
- No sediment generated is permitted to escape into the drainage system and / or local storm water system
- No harmful solids or liquids are permitted to spill from containers whilst in transit on the premises
- All storage in drums and intermediate bulk containers shall be in accordance with the Kusile site Health, Safety and Security Manual
- All oil-based waste material shall be kept segregated and placed in sealed 200 litre drums, in accordance with the Kusile Health, Safety and Security Manual. This material shall be disposed of through a recognised oil recycling company
- All water based waste material shall be kept apart. Small amounts shall be collected and stored in 200 litre containers. Large amounts shall be pumped into a bulk tanker for disposal. Prior to disposal, all water based material shall be in accordance with the Kusile Site Health, Safety and Security Manual, No below ground storage tanks will be allowed
- All fixed facilities such as generators, compressors and transformers shall be situated within bunded facilities

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

- All portable facilities such as portable generators shall be located on suitable portable bunds or drip trays
- Spill kits shall be provided at all fixed facilities.
- All bunds and drip trays shall utilise oil absorbent booms.
- All bunds and drip trays shall be designed and operated such that no fauna can use the facility as a drinking trough

3.26 Labelling, packaging and transportation

- The Principal contractor shall ensure that the hazardous chemical substances are properly identified, classified and handled in compliance to SANS 072 and SANS 0228 AND 0229 and any other applicable standard.
- The Principal contractor shall ensure that the container or a vehicle in which the hazardous chemical substance is transported is clearly identified, classified and packed in compliance to SANS 0228. 0229
- The Principal contractor and the Kusile Project/contractor manager shall ensure that any container in which the hazardous chemical substances is decanted, is clearly labelled.

3.27 Flammable and Combustible Materials

Proposals to store fuel and other flammable and combustible materials shall have written approval from the Engineer. The volumes allowed to be stored will be dependent on the Kusile Site Health, Safety and Security Manual and South African Statutory Regulations and EMP/ROD.

All fuels shall be stored in a secure bunded area. Any volume greater than 40 litres shall be stored in a secure flammable / combustible materials store. Suitable precautions shall be taken to contain any spillage and / or leakage. Environmental absorbent material shall be readily available for controlling accidental spillages.


A plan of the proposed bunded area shall be provided to the Engineer for approval prior to Construction. This shall include details of containment and drainage.

Before a machine, plant and / or equipment is refuelled, the motor shall be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays shall be used to prevent spillage at the filling nozzle. Environmental absorbent material shall be readily available for controlling accidental spillages

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

All fuel storage areas shall comply with the following minimum requirements:

- A risk assessment shall determine the health and safety measures and controls that shall apply.
- Storage shall be well clear of occupied buildings by a distance of at least 50 metres.
- Storage areas shall be kept free from all combustible materials.
- All danger signs shall be prominently displayed, i.e.:
 - Flammable Liquid;
 - No Smoking;
 - No Naked flames;
 - Appropriate Hazardous Chemical Identification.

3.28 Incident Investigation

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

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


3.29 Emergency Management

- The supplier must submit an emergency procedure in relation to the scope of work issued. The Kusile Project Manager/contract manager shall ensure that the Principal contractor has been trained on the Kusile Emergency work instruction.
- Where any office and or site is located within any Local Authorities area, then the plans must include their involvement. Emergency preparedness.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

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

3.30 Non-Conformance and Compliance

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


3.31 SHE File

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

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

3.32 Work Stoppage

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


3.33 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.

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.41.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Eskom Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour and /or the letter of approval from the Department of Labour.

3.41.2 Night work

When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.


3.41.3 Overtime

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

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.

	Supply and delivery of laboratory chemicals and consumables SHE Specification	Template Identifier	240-73416879	Rev	2
		Document Identifier	240-131920902	Rev	1
		Effective Date	November 2017		
		Review Date	November 2022		

3.34 Omissions from Safety and Health Requirements Specification

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

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

3.35 Contract Sign-Off

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

4. Acceptance

Null.

5. Revisions

Date	Rev.	Compiler	Remarks
Nkosinathi Tjiana	1	Nkosinathi Tjiana	First Issue

Public

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

No part of this document may be reproduced without the expressed consent of the copyright holder, Eskom Holdings SOC Ltd, Reg No 2002/015527/30.