

	SHE SPECIFICATION For Cradock Office Lease	Template Identifier	240-180000598	Rev	1
		Document Identifier	559-1936900855	Rev	1
		Effective Date	10 February 2025		
		Review Date	10 February 2028		

Project Name: Cradock Live Line Office Lease Eastern Grid

Project Address: Erf 2285

Cnr Olea and Pienaar Street

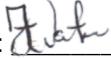
Cradock

5881

Scope of the project: Rental premises in Cradock Industrial Area

Eskom's Portfolio Manager

Name: Fiona Walters

Signature: 

Date: 18-02-2025

Eskom's Middle Manager Facilities

Name: Phelokazi Nqwelo

Signature: 

Date: 19 Feb 2025

Eskom's Safety Officer

Name: Mangaka Magaoga

Signature: 

Date: 18 February 2025

Eskom's Environmental Officer

Name: Tshegofatso Nnene

Signature: 

Date: 20 February 2025

Eskom's SHEQ Snr Advisor

Name: Albert Shai

Signature: 

Date: 25 February 2024

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1. Introduction

Eskom National Transmission Company South Africa (NTCSA) Asset Management Business Unit, Real Estate's responsibility and commitment is to ensure the building lease complies with Eskom SHEQ requirements.

This SHE specification is Eskom NTCSA Asset Management (AM) Real Estate's minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The Landlord is expected to develop a SHE Plan which outline the Lease Agreement requirement, which meets the relevant applicable legislation they conform to.

2. Supporting Clauses

2.1 Scope

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

2.1.1 Purpose

This document will provide a standardised approach to the compilation of SHE specifications throughout Eskom NTCSA AM Real Estate for Lease building agreement contracts.

2.1.2 Applicability

This SHE specification is applicable to any contracting organisation who intends tendering for the issued scope of work for Cradock Office Lease Building.

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] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [2] National Environmental Management Act 107 of 1998.
- [3] National Road Traffic Act 93 of 1996.

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- [4] 32-37 Eskom Substance Abuse Procedure.
- [5] National Building Regulations and Building Standards Act 103 of 1977
- [6] ISO 9001: 2015 Quality Management System
- [7] ISO 14001:2015 Environmental Management System
- [8] ISO 45001:2018 Occupational Health and Safety Management System
- [9] 32-124 Eskom Fire Risk Management Standard
- [10] 32- 123 Eskom Emergency Planning Standard

2.2.2 Informative

- [11] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [12] SANS 1186 Symbolic Safety Signs
- [13] Constitution of the Republic of South Africa No 108 of 1996
- [14] SANS 10400
- [15] National Environmental Waste Management Act 59 of 2008

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2.3 Definitions

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Definition	Explanation
Controlled disclosure	Controlled disclosure to external parties (either enforced by law, or discretionary).
Client	Eskom representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Consultant	Means a person providing professional advice
Certificate of Compliance	(OHS Act) Means a certificate with a unique number obtainable from the Chief Inspector or a person appointed by Chief Inspector in terms of Annexure 1
Duty of care to the environment	(32-136) anybody who causes or has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing, or recurring. If such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, such person must minimise and rectify such pollution or degradation of the environment
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex-labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)
Hazard	(OHS Act) means a source of, or exposure to, danger
Health and safety file	(OHS Act) means a file or other record, containing the information in writing required by the building regulations.
Health and safety plan	(OHS Act) means a site, activity or project specific document plan in accordance with the client's health and safety specifications.
Health and safety specification	(OHS Act) means a site, activity or project specific document prepared by the Landlord/contractor pertaining to all health and safety requirements related to contractual leased building.
Health and safety requirements	means comprehensive health and safety requirements for a contract. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract.
Occupancy	(Building Standard) Means the particular use or the type of use to which a building or portion thereof is normally put or intended to be put;

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Definition	Explanation
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a leased building in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Service provider	any private person or legal entity that provides any service(s) to Eskom for compensation.
Stairway	(Building Standard) Means any part of a building which provides a route of travel between different levels in such building and is formed by a single flight or by a combination of two or more flights and one or more intervening landings
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	Any person visiting a workplace with the knowledge of, or under the supervision of, an employer.
Person with disabilities	(Building Standard) Any person who has long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, might hinder his full and effective participation in society on an equal basis with others
Ramp	(Building Standard) Internal or external walkway with a slope between 1:20 and 1:12, in the direction of travel

2.4 Abbreviations

Abbreviation	Description
BU	Business Unit
CE	Chief Executive
COID Act	Compensation for Occupational Injuries and Diseases Act
COC	Certificate of Compliance
DoL	Department of Labour (Inspection and Enforcement services – Provincial office)
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GHS	Globally Harmonized System
GSR	General Safety Regulations
HCA	Hazardous Chemical Agent
LDV	Light Delivery Vehicle
NTCSA	National Transmission Company South Africa

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Abbreviation	Description
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SABS	South African Bureau Standard
SANS	South African National Standard

2.5 Related/Supporting Documents

Eskom NTCA AM Real Estate's Cradock Office Lease building agreement to be signed at procurement during the signing of the NEC or Lease Agreement contract, it is the responsibility of the Portfolio Manager to ensure that the lease building agreement is signed and a copy be kept in the contractor SHE File.

3 Specification

3.1 Scope of work

Rental premises in Cradock, which meets the following requirements:

- The required leased premises should meet the following requirements:
- Office space should be 200m²-300m² offices
- Stores/warehouse should be 1000m²-1200m²
- Land and parking should be 2000m²
- Should be in the town of Cradock with reliable access to a power line/fibre route for Telecoms.

The office premises should accommodate all the office space requirements for the staff, including a reliable fibre route.

- Close to necessary amenities; easily accessible by means of public transport; connected to main roads.
- It should be feasible to create both open plan and enclosed workstations within the rented space.
- Workshop to set-up work benches for testing of spares.
- Storage space for production equipment.
- Property should have adequate ablution facilities (females and males; compliant in terms of OHSA and NBR including provision for people with disabilities).
- Premises should comply to relevant applicable legislation (OHSA), and National Building Regulations.

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3.2 Legal Compliance

3.2.1 Cradock Office Lease Building Agreement

Cradock Office, Equipment Space, Workshop and Storage building lease agreement must be signed between Eskom NTCSA AM Real Estate and the principal contractor or service provider at the time of awarding the contract. Eskom standard lease will be used. A generic copy will be issued out with the tender.

Note: National Transmission Company of South Africa (NTCSA) will conduct physical lease building evaluation or inspection prior the awarding of the contract

The original copy of the Cradock Building Lease agreement must be retained by the Landlord and a copy retained by the responsible Portfolio Manager.

A copy of all the agreements must form part of the respective Landlord maintenance file documents

3.2.2 Legislative compliance

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

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Building Regulations and Building Standards Act 103 of 1977
- National Environmental Management Act 107 of 1998.
- National Road Traffic Act 93 of 1996.
- National Environmental Waste Management Act 59 of 2008

3.3 Eskom Requirements

All Landlord shall, before Eskom occupy the lease building ensure that all relevant Local Municipal Documents the following will be required during building inspection:

- Building Occupancy Certificate
- Electric Certificate of Compliance
- Electric Fence Certificate of Compliance
- Fire Equipment Compliance Certificate and Services Records
- Plumbing Compliance Certificate,

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- Provision of Illumination Compliance Report which not older than 2 years as per Environmental Regulation for Workplace
- Facilities Regulation Compliance
- Provision of Indoor Air Quality Compliance Report which not older than 2 years as per
- Assurance of Asbestos Free Building Report, and etc., are submitted to Eskom NTCSA Asset Management Real Estate Portfolio Manager and SHEQ department.

3.4 Civil Plant Structural Integrity

1. The Landlord to supply the structural Engineering report and ensure maintenance of the structure.
2. Landlord ensure the building physically attached assets pipelines, fuel/water tanks, electrical switchgears, and emergency stop buttons, low doorway / structures colour-coded according to SANS Specification.
3. The plumbing works still in a good state or does it need replacement or repairs? (i.e., rusted pipes, visible green droplets stain coming out from a tap)

3.5 Occupational Hygiene Requirements

1. The Landlord ensure the illumination of the building comply with the Environmental Regulations for workplace, regulation 3.
2. The Landlord ensure natural ventilation and artificial ventilation system comply with the Environmental Regulations for workplace, regulation 4&5.
3. Ensure the two-yearly occupational hygiene surveys are conducted for; Illumination, Indoor Air Quality and Noise Induce Hearing Loss.

3.6 Fire Risk Management

The Landlord shall ensure the lease building have suitable and sufficient fire prevention equipment's are placed at strategic location or as may be recommended by the Fire Chief from Local Authority;

- a) The protection of occupants or users, including persons with disabilities, therein is ensured and that provision is made for the safe evacuation of such occupants or users;
- b) The spread and intensity of such fire within such building and the spread of fire to any other building will be minimized;
- c) Sufficient stability will be retained to ensure that such building will not endanger any other building: Provided that in the case of any multi-storey building no major failure of the structural system shall occur;

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- d) The generation and spread of smoke will be minimized or controlled to the greatest extent reasonably practicable; and
- e) Adequate means of access, and equipment for detecting, fighting, controlling and extinguishing such fire, is provided.

3.6.1. Fire equipment maintenance

1. All firefighting equipment that has been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.
4. The smoke detector system in the building for the warning of heat or fire risk.
5. The smoke and fire detection system connected to the emergency alarm system and as well as interfaced to the sprinkler system.

3.6.2. Emergency Planning

The landlord shall ensure all require emergency infrastructures within the building are services and maintain:

1. Assembly point area
2. Building exists signage
3. Emergency exit door are not obstructed and maintained
4. Public Address system is serviced and maintained.

3.7 General Electrical Installation

The Landlord to ensure building electrical installation is implemented, maintained consists of the following:

1. Building has latest electrical installation certificate of compliance (COC).
2. The Distribution Board has circuit breakers, Isolators and lighting boards uniquely and clearly numbered / labelled using a uniform permanent marking system.
3. The switchboards (fuse boxes, circuit breakers etc.) clearly marked to indicate the apparatus to which they are connected.
4. The three- monthly earth-leakage testing is implemented and maintained as per OHS Act requirement.
5. The required electrical warning signs/ notices (no unauthorized entry, handling/ in line with Electrical Installation Regulation or SANS 10142.

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6. Ensure any emergency power supply (diesel generator or UPS), provided as a form power supply back up to the building.
7. There are equipment inspection procedures and up-to-date inspection records for the building.

Building Signage and Colour Coding

The building signages shall comply with requirements of National Building Standard

- Symbolic safety signage shall be displayed where it is required by legislation.
- All symbolic safety signage shall conform to the requirements of SANS standard 1186.
- Signs shall be positioned to be seen from most positions within the work sites / areas.
- All signage must be clear at all times and be replaced timeously when worn out.
- The location of every first aid box; fire extinguisher and emergency exit are to be clearly indicated by means of a sign

3.8 Risk Assessments

The Landlord must provide a risk assessment for all the maintenance work they will conduct for the building.

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

- identification of all hazards;
- evaluation of the risks;
- measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be

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subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Prior to start of work, risk assessments on every job / task are ideal to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. In particular, if a job / task is extended over a day or halted due to inclement weather.

3.9 Facilities for persons with disabilities

The minimum facilities requirements for person with disabilities shall include the following satisfactory compliance;

1. The entrance or route used as an escape route shall comply with the requirements of National Building Regulations.
2. Facilities building shall have exhibited signage that indicate wheelchair-accessible parking spaces, wheelchair-accessible toilets, and platform or stair lifts and shall comply with international symbol.
3. Clear legible signs shall indicate the direction and name of an accessible facility and shall incorporate the international symbol. The height of the lettering shall not be less than 50 mm. Where the viewing distance is greater than 10 m.
4. To enable persons with impaired vision to read location signs adjacent to doors or directional signs on walls, the signs should be placed at a height of between 1,4 m and 1,7 m above finished floor level.
5. Demarcated parking areas for wheelchair users, signs should be not less than 2,0 m vertically above driveway level, so that the sign can be seen whilst driving a car.
6. For employee parking, at least two parking space shall be accessible for persons with disabilities.
7. The parking spaces provided for vehicles used by persons with disabilities shall be situated on and accessed from a surface that is not steeper than 1:50 as per SANS 10400
8. Doorways shall allow free access for wheelchair users. The clear opening shall be at least 750 mm when approached along a line that is perpendicular to the opening.
9. Ramp must have gradient, measured along the centre line, that is not steeper than 1:12; have a clear, trafficable surface not less than 1 100 m wide and shall comply with SANS 10400
10. Stairs must be fitted with anti-slip-strips or a grip and have balustrade of at least 900mm.
11. The rise of each tread step shall be of the same height and shall not exceed 170 mm.
12. Stairway shall be provided with handrails on both sides of the stairway in accordance with the SANS 10400 requirements.

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13. handrails shall have an elliptical gripping surface profile that is approximately 50 mm wide and 40 mm deep, or a circular profile of diameter not less than 35 mm and not more than 50 mm
14. The doors into accessible toilets shall have a clear opening of 900 mm minimum.
15. The top surface of the seat of the toilet shall be not less than 480 mm and not more than 500 mm above the floor level

3.10 Environmental Requirements

Duty of care and remediation of environmental damage.

Every person who causes, has caused, or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorized by law or cannot reasonably be avoided or stopped, to minimize and rectify such pollution or degradation of the environment.

The Environmental Management Plan is established and submitted together with tender returnable.

Polluter Pay Principle

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

Zero Liquid Effluent Discharge Policy

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

Waste

Proper storage and prompt disposal of waste materials is essential. The Waste Management Plan shall form part of tender returnable.

Other rules

Any hazardous chemical agent to be used should have Safety Data Sheet (SDS) which comply with Global Harmonized System (GHS).

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All spills/emergency incidents should be reported to the Eskom Environmental Officer(s) immediately on occurrence. Incidents should be investigated to prevent reoccurrence.

The Landlord should be aware of Eskom SHEQ Policy.

The Landlord must take into account environmental consideration when carrying out Risk Assessments.

All equipment used on site must be in good working condition and no fuel and/or oil leaks on any plant will be tolerated;

Environmental site inspection should be conducted on a quarterly basis.

Non-conformance and incident reporting and investigations shall be done by Eskom only if the incident is caused by Eskom.

If the incident is caused by the Landlord, non-conformance and incident reporting and investigations shall be done by the Landlord and Eskom shall form part of the investigation, such reports must include but not limited to the following information:

- The cause of the non-conformance/incident;
- The proposed actions to correct and prevent recurrence.

3.11 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.12 Non-Conformance and Compliance of Building Inspections

1. The building inspection shall be conducted on the regular interval by Eskom building management team to ensure compliance of the National Building Standard.
2. Any non-conformance SHE specification requirements is subject to discipline in terms of the Eskom Procurement and Supply Management Procedure.
3. Any non-conformances raised should be closed within stipulated time in the issued report.

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3.1.3. Quality Requirements

It is important that all the contractors or service providers at Eskom meet the minimum requirements of ISO 9001 quality management system to maintain a high standard of products or services rendered to Eskom.

It is therefore important that the contractor demonstrate commitment to the development, implementation and maintenance of its Quality management system that complies with the requirements of ISO 9001 standard.

This type of work falls under category 4 of the quality requirements.

The supplier shall submit the evidence of the developed and implemented QMS which complies with ISO 9001.

The following documented information needs to be submitted:

- Quality Method statement based on scope (Method Statement Template-Ref 240-126469599).
- Quality policy approved by the top management.
- Quality Objectives Approved by the top management.
- Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role) (Clause 5.3 of ISO 9001:2015).
- Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015).
- Form A is completed and signed.
- Proof of similar and/ or previous work done as per the scope of work and/ or specification.

4 Acceptance

Nil.

Public

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5 Revisions

Date	Rev.	Compiler	Remarks
February 2025	1	M Magaoga	This provides the initial SHE specification requirements that must be met by the relevant contractors who have been awarded a contract for the work to be performed for Eskom.

6 Development Team

Public

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